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Fill in your tab				
Facilitators of Info				
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Jan	xyz group, Director	Seat <--group	What priorities/ares of work/programs do you think SDDTAC should focus more/less on in March report (pass on to a Subcommittee)	Opportunity to add/deprioritize areas/work your group deems important in March report (ie add section on breastfeeding)
March	xyz group	Seat --> group	Share full report, highlighting funding priorities that are relevant to your group.	The group may be interested in educating Mayor/BOS about SDDTAC recommendations, particularly if SDDTAC is recommending support for the group's work
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Quarterly & via email on an as need basis	Chicano-Latino Indigena Health Equity Coalition	Bi-directional	Report back to members about work of SDDTAC and Community Input Subcommittee and opportunity for coalition members to give feedback that can be shared with full SDDTAC	Inform key community-based stakeholders who lead work on health equity in the Chicano Latino Indigena communities in SF. Members of the coalition work directly with impacted community members and are on the front lines of addressing disease, health and wellness, and health equity in these impacted communities. It is an important opportunity to solicit feedback from member organizations on SDDTAC work.	Does not sound very bidirectional. Mostly you --> audience as opposed to audience --> you.
Quarterly & via email on an as need basis	Joint Health Equity Coalition	Bi-directional	Report back to members about work of SDDTAC and Community Input Subcommittee and opportunity for coalition members to give feedback that can be shared with full SDDTAC	Inform key community-based stakeholders who lead work on health equity in the Chicano Latino Indigena, API and African American communities in SF. Members of the coalition work directly with impacted community members and are some of the lead organizations on the front lines of addressing disease, health and wellness, and health equity in these impacted communities. It is an important opportunity to solicit feedback from member organizations on SDDTAC work.	Can this be broken out to be more explicit of how/when input is solicited?
Example					Greater clarity on what engagement would look like via the Community Input Subcommittee and why that is unique compared to D+E and Infrastructure (ie why call out community input subcommittee?)
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Monthly	Seat 2 representative	Confer with AAPI Health Parity coalition - bidirectional	Strategic vision and updates	Convenor for city wide AAPI organizations	Does this coalition meet monthly already or are you having to create a monthly meeting? Can you break down further in timeline when certain messages are reaching this coalition in relation to the SDDTAC's timeline?
Spring	AAPI -HPC and DPH Director with rep	Feedback to Seat Two Representative	Yearlong strategy	City - community partnerships	Greater clarity around directionality of communications throughout rows. Is your seat delivering a message vs is your seat getting feedback from the who in column B?
Spring	Seat 2 rep, AAPI researchers	Researchers to SDDTAC	Updated data presentation and trend	Disaggregation of demographic data, BMI to 23, evalu	Column B needs clarity (should be the audience, not your seat)
Summer	and epidemiologist, DPH Seat 2 rep, AAPI HPC and SDDTAC community forum	To community	analysis Program update, grant opportunities, coordination of community outreach	outreach impact data Raise awareness of sugary drink tax, research opportunities, and report back on community impact.	Generally, please refer back to "General Template" in first tab particularly to break down timing of what needs to happen when relative to SDDTAC timeline
Fall	AAPI grant recipients	Grant awardees to AAPI-HPC and SDDTAC	Outcomes and lessons learned	Preparing for following year applications	
Winter	All plus invited AAPI elected officials Perhaps hosted at Chinese hospital	To Elected officials	Review of success, challenges	Focus strategy for future year efforts, realignment with original author of sugary drink legislation - Eric Mar	
Possible	Meeting with AAPI leaders in Albany, Berkeley and Oakland	All directions - regional convening of AAPI leaders in sugary drink efforts	Share lessons learned, opportunities for regional collaboration	Long range strategy and uniting Bay Area efforts	
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Fall	Faith-based community	Bi-directional	Inform coalition members of RFP process and application, invite members to SDDTAC meetings	Group may be interested in RFPs, attending SDDTAC meetings, and is a community directly impacted by sugary drink consumption	
Monthly	Healthy Southeast Coalition	Bi-directional	Inform coalition members of RFP process and application, invite members to SDDTAC meetings	Group may be interested in RFPs, attending SDDTAC meetings, and is a community directly impacted by sugary drink consumption	<b>Can you make column D and E more specific to what's happening with the SDDTAC in various points throughout the year so there's more specific messaging?</b>
Spring	Faith-based community	Bi-directional	Inform coalition members of SDDTAC recommendations and data findings, invite members to SDDTAC meetings	Group might want to weigh in on SDDTAC recommendations, attend SDDTAC meetings, advocate to BoS and/or Mayor, and learn about key findings and spending trends of the SDDT	<b>What about the B/AA Healthy Equity Council? and the Joint Health Equity Coalition? Should this seat regularly communicate w them?</b>
June	Board of Supervisors	Seat --->BoS	Inform Supervisors of SDDTAC recommendations and data findings	Group might want to weigh in on SDDTAC recommendations, attend SDDTAC meetings, advocate to BoS and/or Mayor, and learn about key findings and spending trends of the SDDT	<b>Just to clarify, this is meant for the seat and not just chair? Or did you mean this is only if you're co-chair</b>
June	NAACP	Seat--->NAACP	Inform coalition members of SDDTAC recommendations and data findings, invite members to SDDTAC meetings	Group might want to weigh in on SDDTAC recommendations, attend SDDTAC meetings, advocate to BoS and/or Mayor, and learn about key findings and spending trends of the SDDT	
Monthly	Healthy Food America's SSB National Call	Bi-directional			
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	UC Berkeley Atkins Center for Weight and Health				
	UC Berkeley Faculty Experts: Kris Madsen; Jen Falbe; Hannah Tompson				
	UCSF Faculty Experts: Claire Brindis; Jonathan Butler; Christin Kearns; Robert Lustig; Anisha Patel; Dean Schillinger; Hillary Seligman; Laura Schmidt				
	UCSF WATCH Clinic				
	UCSF Center for Obesity, Assessment, Study and Treatment (COAST)				
	UCSF Institute for Health Policy Studies (IHPS)				
	UCSF Community Engagement & Health Policy Program				
	Stanford Diabetes Research Center				
Monthly	Healthy Food America's SSB National Call				
	Joint Health Equity Coalition (JHEC)				
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Continually (bi-monthly?)	SFUSD Student Advisory Council	<---->	<p><b>From SAC:</b> SAC conducted outreach to gather input from SFUSD students about their and community's perceived needs regarding SSB consumption. Health effects on students, what drives consumption, where greatest improvements could be made in community, etc...</p> <p><b>To SAC:</b> Updates on the direction of the committee as needed. Potential impact of committee developments on student community. Solicitation of feedback on input gathering process and planning for future student outreach</p>	The actions of the SDDTAC and youth representative directly impact SFUSD students. Input from students ensures that the SDDTAC remains connected to the wants and needs of the youth community. Likewise, keeping in contact with the SAC about potential student impact maintains trust and confidence between the two groups.	<p><b>Generally, please refer back to "General Template" in first tab particularly to break down timing of what needs to happen when relative to SDDTAC timeline</b></p>
Continually (bi-monthly?)	San Francisco Youth Commission	<---->	<p><b>From YC:</b> YC community outreach to gather input from youth across the city about their and community's perceived needs regarding SSB consumption. Health effects on community, what drives consumption, where greatest improvements could be made to reduce SSB consumption, etc...</p> <p><b>To YC:</b> Updates on the direction of the committee as needed. Potential impact of committee developments on youth community. Solicitation of feedback on input gathering process and planning for future youth outreach</p>	The YC is responsible for nominating the youth representative to the SDDTAC. This existing connection between the youth seat and the YC makes them an ideal partner to assist in collecting youth input across the city and outside the SFUSD system. Keeping the YC apprised of relevant developments ensures their outreach is more effective.	
August	SF Youth Serving Organizations	<---->	<p><b>From Youth Organizations:</b> Perceived community needs regarding causes and mitigation of effects of SSB consumption, most effective solutions</p> <p><b>To Youth Organizations:</b> Information regarding RFP, updates on direction of committee and appropriate feedback</p>		
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January	OEWD Director	Seat --> OEWD Director and CFO Seat <-- OEWD Director and CFO	Share HRSF Program need and proposals. Get feedback on	Provide background to Dept Leadership and get their feedback to share with SDDTAC
March	HRSF Program Managers, Department Staff	Seat --> PMs and Dept Staff	Share full report, highlighting funding priorities that are relevant to your group.	The group may be interested in educating Mayor/BOS about SDDTAC recommendations, particularly if SDDTAC is recommending support for the group's work
August	HRSF PMs	Seat <-- PMs	RFP	Inform the SDDTAC how the resources will be allocated
	Healthy Retail Advisory Group			
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Quarterly	SFUSD Board of Education	Bi-directional		
Adhoc	SFUSD Parent Community	Bi-directional	PAC, AAPAC	
Adhoc	SF Community	Seat --> Group	Blog, social media, presentations	
Monthly	Food Security Task Force	Seat --> Group		
Biannually	SNS Dining Staff	Bi-directional	At trainings	
Ongoing	SFUSD Students	Bi-directional	SFA	
	ExCEL	Bi-directional	CBOs providing after school and summer programming	
Ongoing	School Admin	Seat --> Group; E	Principals, teachers, etc.	
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August	xyz group	Seat <--group	What DATA gaps/opportunities exist that SDDTAC should be aware of or highlight in the final version?	Opportunity to highlight data needs relevant to the group's work
October	xyz coalition	You --> group	Share SDDTAC report on funded agencies and work	Consider how the group's work may align with funded agencies
October - Dec	xyz coalition	You <-- group	Ask about funding priorities/requests	Opportunity to relay funding priorities/requests that matter to the group's work

Facilitators of Info				
When	Who	What Direction	What	Why this may matter to the group you are speaking to
Jan	DPH Director, PHD Director + Deputy Director, Policy Director, MCAH Director, SFHN Director + CMO	Me --> Group	Inform them of your role on SDDTAC	To relay general priorities they may want to see represented on SDDTAC
Jan	PHD Director + Branch Director; representatives from MCAH, CHEP, PHD Food Security director; the DPH SDDTAC Steering Committee	Me <-- Group	Are there priorities or areas they think SDDTAC should focus more/less on in the March written report as it relates to DPH priorities	Same as D
March	Health Commission, Director of Health, SFHN Director and CMO, PHD Director and Deputy Director, MCAH Director, Branch Directors of CHEP & DPC, the DPH SDDT Steering Committee	Me --> Group	share SDDTAC full report	highlight funding priorities that are relevant to DPH
August	SFHN Director and CMO, PHD Director and Deputy Director, MCAH Director, Branch Directors of CHEP & DPC, the DPH SDDTAC Steering Committee	Me <-- Group	Inform SDDTAC's strategic planning process	What priorities/themes would they like to see emerge in the SDDTAC's strategic planning process
August	PHD Director, ARCHES Branch Director	Me --> Group	Share the SDDTAC data report with PHD Director, ARCHES Branch Director	Ensure data priorities are incorporated, data is accurate
September	MCAH Director, SFHN Director + CMO, PHD Deputy Director	Me <-- Group	Funding requests	Identify requests that are aligned with SDDTAC priorities
October	MCAH Director, Branch Directors of CHEP & DPC, the DPH SDDT Steering Committee	Me --> Group	Share SDDTAC report on funded agencies and work with	Encourage funded DPH work to collaborate/align with other funded work

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Facilitators of Info				
When	Who	What direction	What	Why this may matter to the group you are speaking to
Jan	CavityFree SF Coordinating Committee (ICC) Meeting	Me <-- Group	ICC provides final recommendations on SDDT oral health funding	Long-standing local SF Oral Health Coalition representing multiple stakeholders. Proposed SDDTax funding recommendations that align with SF Oral Health Strategic Plan
April	CavityFree SF Coordinating Committee Meeting	Me --> Group	Share SDDTAC yearly report	Review
August	CavityFree SF Coordinating Committee Meeting	Me --> Group	Share SDDT final allocations	Determine potential collaborations & synergy between funded areas and SF Oral Health Strategic Plan
November	CavityFree SF Coordinating Committee Meeting	Me <-- Group	ICC starts discussion on recommendations on how next year SDDT oral health funding	Long-standing local SF Oral Health Coalition representing multiple stakeholders. Proposed SDDTax funding recommendations that align with SF Oral Health Strategic Plan
Monthly	SFDPH Director Ambulatory Care	Me --> Individual	Report on progress of expansion of school-based sealant & surveillance programs	Accountability for program deliverables
Monthly	DTI Coordinating Committee Call	Me --> Group	Report on SDDT funding allocations & activities	Determine potential collaborations & synergy between funded areas and SF DTI Local Dental Pilot roject activities
Quarterly	SFHN Dental Staff Meetings	Me --> Group	Report on SDDT funding allocations & activities	As needed if impacts SHFN clinical dental services
<b>Example</b>				
Jan	xyz group, Director of abc, def collaborative	Seat <--group	What priorities/ares of work/programs do you think SDDTAC should focus more/less on in March report (pass on to a Subcommittee)	Opportunity to add/deprioritize areas/work your group deems important in March report (ie add section on breastfeeding)
March	xyz group	Seat --> group	Share full report, highlighting funding priorities that are relevant to your group.	The group may be interested in educating Mayor/BOS about SDDTAC recommendations, particularly if SDDTAC is recommending support for the group's work
Spring?	xyz group	Seat --> group	RFP process	Opportunity to apply for funding
Aug	xyz group	Seat <--group	SDDTAC undergoing strategic planning process	Highlight gaps, opportunities for work, directions the group would like to see emerge in SDDTAC's strategic planning process
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Facilitators of Info				
When	Who	What Direction	What	Why this may matter to the group you are speaking to
Monthly	Tenderloin Healthy Corner Store Coalition	Bi-directional	Inform Coalition members of role w/SDDTAC, invite residents to SDDTAC full body meeting, share reports of both SDDTAC and Community Input Sub Committee, solicit feedback from Coalition members in attending SDDTAC full body meetings	This group is involved with health justice issues, community partners who are also Coalition members may be interested in RFPs
Monthly	Healthy Southeast Coalition	Bi-directional	Inform coalition members of RFP process and application, invite members to SDDTAC meetings	Group may be interested in RFPs, attending SDDTAC meetings, and is a community directly impacted by sugary drink consumption
Monthly	Food Security Task Force	Bi-directional	Monthly update from SDDTAC, support Harder & Co in collecting qualitative data around RFP experience	This task force is comprised of members and has a strong public base of people/organizations working to address health disparities.
Quarterly	City-Wide Healthy Retail Workroup	Bi-directional	Provide updates on both SDDTAC and Community Input Sub-Committee, share information about RFP process	This workgroup is comprised of representatives from a variety of organizations impacting healthy retail and targetedly working to increase the sale of non sugary sweetened beverages in corner stores in the Tenderloin, Bayview Hunters Point, and Oceanview communities
<b>Example</b>				
Jan	xyz group, Director of abc, def collaborative	Seat <--group	What priorities/ares of work/programs do you think SDDTAC should focus more/less on in March report (pass on to a Subcommittee)	Opportunity to add/deprioritize areas/work your group deems important in March report (ie add section on breastfeeding)
March	xyz group	Seat --> group	Share full report, highlighting funding priorities that are relevant to your group.	The group may be interested in educating Mayor/BOS about SDDTAC recommendations, particularly if SDDTAC is recommending support for the group's work
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August	xyz group	Seat <--group	SDDTAC undergoing strategic planning process	Highlight gaps, opportunities for work, directions the group would like to see emerge in SDDTAC's strategic planning process
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Facilitators of Info				
When	Who	What Direction	What	Why this may matter to the group you are speaking to
March	All Staff, DCYF grantees	Seat --> group	share full SDDTAC report	Share funding priorities that the group may be interested
Spring???	All Staff, DCYF grantees	Seat --> group	RFP process	Staff to share to networks/grantees the opportunity to apply for funding
August	All Staff	Seat <--group	SDDTAC undergoing strategic planning process	Highlight gaps, opportunities for work, directions the group would like to see emerge in SDDTAC's strategic planning process
August	All staff	Seat --> group	Share SDDTAC data report, highlighting gaps and opportunities for work (that the data relays) that may be relevant to the group	Share data that may contribute/overlap with current DCYF's goals
October	All staff	You --> group	Share SDDTAC report on funded agencies and work	Consider how current grantees may overlap or have similar work with SDDTAC funded agencies
October - Dec	All staff/grantees	You <-- group	Ask about funding priorities/requests	Opportunity to relay funding priorities/requests that matter to the group's work
<b>Example</b>				
Jan	xyz group, Director	Seat <--group	What priorities/areas of work/programs do you think SDDTAC should focus more/less on in March report (pass on to a Subcommittee)	Opportunity to add/deprioritize areas/work your group deems important in March report (ie add section on breastfeeding)
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September	All Staff - RPD	Seat --> group	Report update at ALL STAFF mtg	Opportunity to inform Department Staff on initiatives that we are wroking on that can affect their area of responsibility and inform on what SDDTAC money is being spent on
April- Date TBD	RPD Commission Seat--> group		Report update on RPD Allocations and SDDTAC Report	Share data that supports the programs funded by SDDTAC
May- Date TBD	PROSAC	Seat-->group	Report update on SDDTAC report	Share information that supports RPD efforts on funded programs by SDDT

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Monthly	RPD-PPA Liasion	Seat--> Liasion	Report update on Programs and SDDTAC progress	Check-in to make sure that RPD is complying with Policy and Public Affairs direction
Monthly	RPD Superintendent	Seat--> Superintendent	Report update on SDDTAC Committee and Sub committee meetings	Opportunity to seek input to align priorities of funded programs to SDDTAC Recomendations
When Requested	RPD GM and PPA Director	Seat--> GM & PPA	Report update on SDDTAC Committee and Sub committee meetings as well as funded programs	Update on funded programs and SDDTAC expectations & report information
Quarterly	RPD CFO	Seat --> CFO & Finance Staff	Report on SDDTAC Allocations for RPD and expected outcomes	Will have an understanding of expected outcomes for funding

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Monthly	SFUSD PAC	Seat---> PAC (Coordinator)	Email summary of key decisions made at mtgs and reminder that the public is always welcome at meetings.	
As needed	SFUSD PAC	Seat---> PAC	Email grant opportunities	
April/May	SFUSD Parent Advisory Committee (PAC)	Seat<---> PAC	In person: Share SDDTAC final Recommendations	Accountability to parent/guardian representatives from groups heavily impacted by sugary drink consumption. These parents may want to educate BOS/Mayor about the recommendations
Sept/Oct	SFUSD PAC	Seat<---> PAC	In person: Share final SDDT allocations, solicit input for following year recommendations	
Fall (After Data report is released)	SFUSD PAC	Seat---> PAC	Via email: Share Data report	
Fall (After Data report is released)	District PTA	Seat<---> District PTA	Final Allocations, Data report, solicit input for following year recommendations (perhaps in collaboration with SFUSD seats)	
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Jan	xyz group, Director of abc, def collaborative	Seat <--group	What priorities/ares of work/programs do you think SDDTAC should focus more/less on in March report (pass on to a Subcommittee)	Opportunity to add/deprioritize areas/work your group deems important in March report (ie add section on breastfeeding)
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When	Who	What Direction	What	Why this may matter to the group you are speaking to
Quarterly	Family Resource Center Quarterly Meeting	seat-<Group	Priorities and needs of 0 - 5 year olds	The group is always looking for new resources that can support families needs in all areas of their lives. The group is also interested in financial resources to support their own programming and new needs they find in the communities they serve.
<b>Example</b>				
Jan	xyz group, Director of abc, def collaborative	Seat <-group	What priorities/ares of work/programs do you think SDDTAC should focus more/less on in March report (pass on to a Subcommittee)	Opportunity to add/deprioritize areas/work your group deems important in March report (ie add section on breastfeeding)
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