

## Status and Trends Workgroup Agenda

August 9, 2016 from 1:00-3:00 PM

CBPO Conference Room 305

Conference Line: 866-299-3188, access code 410-267-5731

Adobe Connect: <https://epawebconferencing.acms.com/stwg/>

Event page: <http://www.chesapeakebay.net/calendar/event/24218/>

### **1:00-1:15 pm Opening** (Laura Free, 15 minutes)

- Welcome and introductions
- Review action items from last meeting:
  - Coordinator to begin drafting workgroup schedule/strategy (in progress)
  - Catherine to work with Bruce, Dave and Luke on Oyster charts and dashboard (completed)
  - Laura to convene a discussion of examples of the Indicator Framework at work (in progress)
  - Laura to report back results of matrix exercise from July meeting (in progress)

### **1:15-1:30 pm Update: Environmental Literacy Indicator** (Catherine Krikstan, 15 minutes)

*Description:* Workgroup members will learn about the recent Environmental Literacy Leadership Team meeting on August 1 to discuss draft Environmental Literacy Indicators.

*Desired Outcome:* Members are aware of development status and of any needs identified that the workgroup can help address.

### **1:30-2:05 pm Prioritizing Needs** (Discussion - Laura Free, 35 minutes)

*Description:* The workgroup will discuss the results of the activity from the previous July 12 meeting, where groups brainstormed information needs based on Outcome language and sorted information needs into an Effort/Multi-Outcome Benefits matrix. The Coordinator will review the activity, the results, and trends noted in the results.

*Desired Outcome:* Workgroup members agree on starting to work on acquiring certain pieces of information, perhaps those identified as requiring Low Effort, having High Multi-Outcome Benefits. This agreement will inform pieces of the draft workplan. Members will share any existing plans to acquire this information and may advise on whether these needs can be best met with in-house expertise or with external help.

### **2:05-2:30 pm Completing the Indicator Framework** (Discussion - Laura Free, 25 minutes)

*Description:* During the previous July 12 meeting, it was determined that completing the Indicators Framework for some Outcomes would provide an example for other workgroups and GITs. The workgroup will discuss work being done in the GITs to prioritize factors influencing achievement of the Outcome, whether GITs are collecting or analyzing data on these factors, and whether any GITs have sought to complete the Indicator Framework for any of their Outcomes.

*Desired Outcome:* Workgroup members identify Outcomes that may be used as an example of the completion and use of the Indicator Framework.

**2:30-2:40 pm Drafting a Workplan** (Update – Laura Free, 10 minutes)

*Description:* The Coordinator will review components of a draft workplan and ask for additional feedback.

*Desired Outcome:* Workgroup members will provide input on what activities a draft workplan should include, either at meeting or by the end of the week. The Coordinator will draft a workplan for review, comment, and finalization at the September Status & Trends Workgroup meeting.

**2:40-2:45 pm Timeline Review** (Laura Free, 5 minutes)

*Description:* This standing agenda item will confirm data updates completed in the last month and list data updates occurring within the next month.

*Desired Outcome:* Members are aware of completed and upcoming data updates and can resolve timing conflicts or other issues offline with the Indicators Coordinator.

**2:45-3:00 pm Report Out of Action Items** (Paige Hobaugh for Melissa Merritt, 15 minutes)

**Adjourn** (Next meeting scheduled for September 13 from 1-3 pm in Room 305)

**Future Agenda Items**

Topic	Timeframe	Lead
Status & Trends Workgroup Workplan	September 13, 2016	Laura Free
Exploring a Forage Fish Indicator	TBD	Bruce Vogt
Can GIT coordinators view media - such as maps - before they go live, in an update (as is done in an adapted or new indicator process)?		
How do key actions in the work plans relate to an indicator?	Summer 2016	Workgroup members