



**Chesapeake Bay Program**  
*Science. Restoration. Partnership.*

June 4, 2025

# **Beyond 2025: GIT 6**

## **June Meeting**

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## Agenda

### **I. Meeting Overview**

**(2:00 – 2:10 PM)**

Leads: Lucinda Power, EPA CBPO and James Martin, VA DCR.

- a. Report out from May 7-8 Management Board and May 23 PSC meetings.

### **II. Report Outs from Workgroups**

**(2:10 – 2:20 PM)**

- a. Local Leadership Workgroup: Rick Mittler, Alliance for the Chesapeake Bay

### **III. Meeting Best Practices**

**(2:20 – 2:35 PM)**

Lead: Katie Ayers, EPA CBPO.

- a. Group discussion on short term practices that can be implemented and proposed deliverables (i.e., guidance document and templates).

### **IV. Report Out on Regional Partnership Program Reviews**

**(2:35 – 2:50 PM)**

Lead: Lucinda Power, EPA CBPO.

- a. Small group in process of scheduling discussions with other geographic partnerships.

### **V. Expertise and Resources Needed for Drafting Recommendations**

**(2:50 – 3:50 PM)**

Lead: Lucinda Power, EPA CBPO and James Martin, VA DCR.

- a. Group discussion to develop plans for tackling the top five structure, governance, and process priorities: 1) delegate to appropriate group (e.g., members in GIT 6, Management Board, Strategic Engagement Team, etc.), 2) define timeline, 3) define task/subject areas, and 4) suggest recommended skillsets.

## Process for Implementing the Dec 10, 2024 Charting a Course Beyond 2025 Charge

April 10	MB	<ul style="list-style-type: none"> <li>Approve final Outcome Disposition and novel Outcomes; begin updates to revise Outcome language.</li> </ul>
May 7-8 Retreat	MB	<ul style="list-style-type: none"> <li>Finalize recommended Outcome revisions; discuss any changes necessary for Goals and Management Strategies based on Outcomes status; discuss any changes necessary for structure and governance work.</li> </ul>
May 23	PSC	<ul style="list-style-type: none"> <li>Review MB's recommended Outcome revisions; discuss possible changes to Goals and Management Strategies; discuss any changes necessary for MB structure and governance work.</li> <li>Meeting follow-up: Chair's team will manage and circulate feedback.</li> </ul>
June 12	MB	<ul style="list-style-type: none"> <li>Review PSC direction and approve final recommendations for public feedback.</li> </ul>
Week of June 23	PSC/MB	<ul style="list-style-type: none"> <li>Short meeting for PSC to approve all <i>Watershed Agreement</i> changes for public release.</li> </ul>
July 1	Public	<ul style="list-style-type: none"> <li>60-day public feedback period begins.</li> </ul>
July 10	MB	<ul style="list-style-type: none"> <li>Structure and governance work.</li> </ul>
August 14	MB	<ul style="list-style-type: none"> <li>Initial recommendations for structure and governance work; initial feedback review from partner engagement period.</li> </ul>
August 20	PSC	<ul style="list-style-type: none"> <li>Review MB's structure and governance recommendations, provide feedback; initial review of feedback from partner engagement period.</li> </ul>
September 1	Public	<ul style="list-style-type: none"> <li>Conclusion of public feedback period.</li> </ul>
September 11	MB	<ul style="list-style-type: none"> <li>Begin to review, organize and address public feedback.</li> </ul>
October 9	MB	<ul style="list-style-type: none"> <li>Propose changes to <i>Watershed Agreement</i> revisions based on public feedback; final structure and governance recommendations.</li> </ul>
November 6	MB	<ul style="list-style-type: none"> <li>Approve final <i>Watershed Agreement</i> revisions and final structure and governance recommendations in preparation for EC meeting.</li> </ul>
November 18 (tentative)	PSC	<ul style="list-style-type: none"> <li>Approve final <i>Watershed Agreement</i> revisions and final structure and governance recommendations in preparation for EC meeting.</li> </ul>

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## **Feedback from May 7-8 Management Board Retreat**

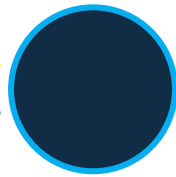
- Implement meeting best practices / logistics now.
- ✓ Begin geographic program reviews ASAP.
- Identify critical skillsets and expertise needed ASAP.
- MB will prioritize organizational structure conversation at July 10 meeting.

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# Feedback from May 23 PSC Meeting

- GIT 6 should continue work on structure and governance, as directed by the PSC.
- Support to utilize rapid assessment approach for geographic program reviews.
  - Address the following when conducting comparative analysis: partnership size, geographic coverage, decision-making processes, and who's involved.
- GIT 6 can move forward with implementing meeting best practices as those are documented, with recognition that not all changes will require PSC approval.
  - GIT 6 will share list of completed actions and proposed best practices for implementation to the PSC at June 27 meeting.



# **Local Leadership Workgroup Update**

***(10 minutes)***

Lead: Rick Mittler, Alliance for the Chesapeake Bay



# Meeting Best Practices

*(15 minutes)*

Lead: Katie Ayers, EPA CBPO



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# Meeting Best Practices to Implement Now?

- Define roles/responsibilities of Chairs, Coordinators, Staffers, Members, and Interested Parties; voting/non-voting
- Establish list of common ground rules.
- Delegate attendance to resolve schedule conflicts and avoid meeting fatigue
  - Individuals responsible for personal notes; follow up with Coordinators, if needed.
- Determine effective meeting size based on purpose.
- Collaborative and strategic agenda setting – input from Chairs, Coordinators, and members
- Follow unanimous or consensus-based approach for decision making.



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# Web Content Best Practices to Implement Now?

- Standardize agendas and meeting documentation - follow MB/PSC format.
- Utilize CBP Meetings Calendar to provide advance notice and relevant materials (1-2 weeks)
  - Post agenda, meeting location, purpose, and summary actions and decisions.
- Update group page information on website every 6 months, if needed.
  - Serves as email distribution list for core group members.
  - Staffers/Coordinators were asked to update core members by 5/27.
- Choose common meeting and file sharing platforms (e.g., MS Teams, Google Drive); engagement tools (Mentimeter, Miro board, Google Forms)
- Ensure compliance with [Accessibility Best Practices](#).

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## **Deliverable for Best Practices – PSC Supported**

- Guidance resource with key practices and standards to support groups at all levels of organizational structure
  - Informed by Staffer Feedback Document, CBP Governance Document, and external resources
  - Appendix to the CBP Governance Document



# **Geographic Program Reviews**

*(15 minutes)*

Lead: Lucinda Power, EPA CBPO



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# Geographic Program Reviews

- **Objective:** Review other geographic programs to gain insights for developing Scope(s) of Work.
- **Approach:** Rapid assessment with 5-6 related regional partnerships. Delve further as needed.
  1. How was the Program formally established? (e.g., statutes)
  2. Organizational structure? What guides the Program?
  3. Funding mechanisms; deployment and prioritization of resources?
  4. How are you measuring success?
  5. Lessons learned?
  6. Tribal engagement?

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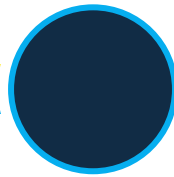
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# Geographic Program Reviews

1. Informational discussions and comparative exercise in June.
  - Individuals set up meetings with identified partnerships.
  - Review Program materials (e.g., strategic plan, org chart).
  - Discuss issues of interest; inform of CBP approach and seek feedback.

**Programs:** Puget Sound Partnership, San Francisco Estuary Partnership, Long Island Sound Study, International Joint Commission (Great Lakes), Great Lakes Restoration Initiative, Delaware Center for the Inland Bays, Gulf Coast Ecosystem Restoration Council

2. Informational small group discussion(s) with Partnerships' external stakeholders, if desired.



# **Expertise and Resources Needed for Drafting Scopes of Work**

*(1 hour)*

Leads: Lucinda Power, EPA CBPO and James Martin, VA DCR

# Expertise and Resources Needed for Top Priorities?

1. Clarifying membership roles, responsibilities, and definitions of Chesapeake Bay Program groups
2. Revising the Strategy Review System (SRS)
3. Refining decision-making processes
4. Strengthening communication, engagement, and trust
5. Establishing a logical framework and governance structure that supports the vision and goals of the Chesapeake Bay Watershed Agreement



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## **Priority: Clarifying membership roles, responsibilities, and definitions of Chesapeake Bay Program groups to strengthen accountability and adaptability**

- **Who:** Advisory Committees, Signatories, ICC, representatives from various levels of Partnership hierarchy
- **Skills:** decision-making, network science, organizational design, facilitation, accountability framework experience, adaptive management
- **Timeline:**
- **Scope/Tasks:** incorporate science ethics perspectives, collaborative discussion among groups will be needed, reference Key Issues Log for specifics
- **Resources Needed:**



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## **Priority: Revising the Strategy Review System to ensure regular assessment, adaptability in tactics and goals, and clear alignment of actions and responsibilities**

- **Who:** SRS Workgroup, MB members, people who prepare documents for SRS cycles (e.g., GIT Chairs, coordinators, staffers), STAC, Status & Trends Workgroup
- **Skills:** strategic planning, adaptive management, program performance, data analysis, systems thinking, communications
- **Timeline:**
- **Scope/Tasks:** evaluate effectiveness and intended results of process, documentation process, review existing documents, relationship with Indicators updates
- **Resources Needed:**

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## **Priority: Refining decision-making processes to ensure broad representation, agile science-based decision making, and integrative participatory practices**

- **Who:** Management Board, STAC
- **Skills:** collaborative governance, consensus-building, process design, science policy integration, conflict resolution, participatory practices, decision-making/prioritization
- **Timeline:**
- **Scope/Tasks:**
- **Resources Needed:**

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**Priority: Strengthening communication, engagement and integration across the Program to build trust, align goals, and enhance coordination among program units**

- **Who:** Strategic Engagement Team, Partnerships Team, cross-program coordination experts
- **Skills:** communications strategy, network management, facilitation, trust-building, cultural competence
- **Timeline:**
- **Scope/Tasks:** culture audit, accountability assessment for principles and values
- **Resources Needed:**

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**Priority: Establishing a logical framework and governance structure to produce results that align with the goals and outcomes of the Chesapeake Bay Watershed Agreement**

- **Who:** Management Board, GIT Chairs, STAC, STAR, GSAT
- **Skills:** theory of change, science policy integration, resource planning, governance design, monitoring and evaluation
- **Timeline:**
- **Scope/Tasks:** utilize insights from geographic program reviews
- **Resources Needed:**

# Next Steps

1. Katie Ayers to lead development of appendix for meeting best practices. **Draft shared with GIT 6 and Coordinators/Staffers by June 18.**
  - Provide update at June 12 Management Board meeting.
  - Present product at June 27 PSC meeting.
2. Small group conducting discussions with other geographic program partnerships in June. **Complete by June 30.**
  - Provide update at June 12 Management Board meeting.
  - Provide update at June 27 PSC meeting.
3. Present skillsets needed and suggestions for selecting lead group(s) to develop a Scopes of Work top five structure, governance, and process priorities. **Seeking decision from Management Board at June 12 meeting.**

**Next GIT 6 Meeting: Wednesday July 2nd, 2:00 – 4:00 PM**