

**Enhance Partnering, Leadership and Management Goal Implementation Team
Quarterly Meeting – Summer 2020**

Agenda

Date: June 17, 2020

Time: 10:00 a.m. to 3:00 p.m.

Location: Conference Call via Webex

Meeting number: 120 058 9126

Password: FnhFBpvt686

Meeting Link: <https://umces.webex.com/umces/j.php?MTID=m41769372067194754e020098fb0767df>



Dave Goshorn (Chair), DNR	Cassandra Davis, NY DEC	Ann Jennings, VA OSNR
Carin Bisland (Vice Chair), U.S. EPA	Evan Miles, NAVFAC	Jennifer Pauer, WV DEP
Greg Allen (Coordinator), U.S. EPA	James Edward, U.S. EPA	Matthew Pennington, WV EPRPDC
Chantal Madray (Staff), CRC	Rachel Felver, ACB	Kristin Saunders, UMCES
John Maleri, D.C. DOEE	Annabelle Harvey, CRC	Jennifer Starr, ACB
Greg Barranco, U.S. EPA	Kirk Havens, VIMS	Doreen Vetter, U.S. EPA
Jessica Blackburn, ACB, CAC	Carl Hershner, VIMS	Stephen Williams, DE DNREC
Elliott Campbell, DNR	Mark Hoffman, CBC	Jill Whitcomb, PA DEP

Agenda Item, Discussion Lead, and Desired Outcome	Time	Materials, Notes, and Action Items
I. Order of the Day, Announcements & Introductions <i>(Discussion Lead: Dave Goshorn)</i> <i>Welcome and Technology Check starting at 9:50 am</i> <i>Review actions and decisions from the previous GIT 6 meeting and outline the objectives for today's meeting. Review updates and announcements from Goal Team members</i>	10:00 – 10:15 am	Materials: <ul style="list-style-type: none"> See below for list of “complete” vs. “in-progress” 2020 Meeting Dates: <ul style="list-style-type: none"> Wednesday, September 16th – Fall 2020 Wednesday, December 16th – Winter 2020
III. Organizational Analysis Update <i>(Discussion Lead: Greg Allen, Rachel Felver, and Chantal Madray)</i> <i>Presentation of draft plan for discussion and suggestions</i>	10:15 – 10:45 am	Materials: <ul style="list-style-type: none"> DECISION: Greg Allen and Chantal Madray will lead a small group of members in drafting an Organizational Analysis Data Collection and Communication Plan for the GIT 6 June Quarterly Meeting. Once GIT 6 has reviewed and approved the plan, the next step will be to take it to Management Board for discussion and further direction. In Progress <ul style="list-style-type: none"> Rachel Felver has volunteered to participate in the small group 😊
IV. GIT Funding Update <i>(Discussion Lead: Greg Allen)</i>	10:45 – 11:00 am	Materials: <ul style="list-style-type: none"> Powerpoint, GIT Funding Projects Over the Years

Review GIT 6 FY20 project ideas, review GIT 5 project proposal, and update on excess funds		
V. Technology Time-Out (<i>Discussion Lead: Greg Allen</i>) Get up and move! 😊 When we return, we will select a volunteer to share some good news / an encouraging story with the group	11:00 – 11:15 am	
VI. Biennial Strategy Review System Updates (<i>Workplan 1.1</i>) A) General SRS Update (<i>Discussion Lead: Dave Goshorn</i>), 5 mins B) 2021 Biennial Meeting leadership, facilitation support, funding, etc. (<i>Discussion Lead: Dave Goshorn</i>), 30 mins C) SRS Facilitation Update (<i>Discussion Lead: Kristin Saunders</i>), 10 mins	11:15 – 12 noon	<p>ACTION: Dave Goshorn will email Ben Grumbles and inform him that GIT 6 did not receive any public input on the PSC-approved Outcome Language Revisions. <i>In Progress</i></p> <p>ACTION: Chantal Madray will work with Kaitlyn May and Doreen Vetter to document the Outcome Language Revisions online pending approval from PSC Chair (via Dave Goshorn).</p> <p>ACTION: Doreen Vetter will report back to group in September (?) on Chesapeake Decisions user data/analytics. <i>In Progress</i></p> <p>ACTION: Laurel Abowd and Chantal Madray will work with Doreen Vetter and Jake Solyst, the new Web Content Specialist, to archive past SRS cycle documentation <i>In Progress</i></p> <ul style="list-style-type: none"> Laurel: (idea) The CBP Outcome pages can house this documentation and state the year/cycle info. and link to past info.
Lunch Break	12 noon – 12:45 pm	
VII. Updating Watershed Agreement Goals and Outcomes (<i>Discussion Lead: Greg Barranco</i>) Update on the status of the “2014 Agreement As Amended” Document and next steps	12:45 – 1:15 pm	<p>Materials:</p> <ul style="list-style-type: none"> Agreement as Amended Mockup (presented to MB on June 11) <p>ACTION: Greg Barranco and Mark Hoffman will draft a mock-up “2014 Chesapeake Bay Watershed Agreement as Amended ____” document for Management Board review. This mock-up will feature original language, approved revisions and footnotes stating where to find more information online. This example will tentatively be presented to the Management Board at their June 11 meeting for discussion and identification of next steps. <i>In Progress</i></p> <ul style="list-style-type: none"> Consider a cover page explaining the approved amendment process, “under the authority that the original signatories agreed to...” <p>ACTION: Chantal Madray and Laurel Abowd will work with Doreen Vetter and Jake Solyst, the new Web Content Specialist, to add a second sentence under “decision” for each outcome that says that the PSC approved the Diversity and Land Use requested change, mark it as resolved, and link it to Chesapeake Progress [Engaged Communities>Stewardship>Management Strategy Section]</p>

		<ul style="list-style-type: none"> ○ Change of language will appear in “Outcome” language at the top and will note what old language was under Management Strategy section and/or L&A plan section at bottom with links to the appropriate meeting info where decision was made). <i>In Progress</i>
VIII. Updating Governance Document (<i>Discussion Lead: Chantal Madray</i>) <i>GIT 6 will discuss options for revising now or later and review submissions to the Governance Doc log of revisions</i>	1:15 – 1:50 pm	Materials: <ul style="list-style-type: none"> • Log of Revisions ACTION: GIT 6 Members will review the Governance Document and submit recommended revisions to Chantal Madray prior to the meeting in June. At the June meeting, GIT 6 members will determine whether there are enough significant changes to warrant a request to the MB for a more complete revision. <i>In Progress</i>
IX. Technology Time-Out (<i>Discussion Lead: Greg Allen</i>) <i>Get up and move! 😊 When we return, we will select a volunteer to share some good news / an encouraging story with the group</i>	1:50 – 2:00 pm	
X. Local Leadership Workgroup Updates (<i>Discussion Lead: Matt Pennington and Laura Cattell Noll</i>) A) <i>Update on Workplan and May 12 LLWG Meeting (Workplan 2.3)</i> B) <i>LLWG Chair and Vice Chair Process</i> C) <i>Update on GIT Funding Project and FY20 cycle</i> D) <i>Update on Local Engagement Strategy, Tuana Phillips</i> E) <i>Member award ideas, nominations and next steps</i>	2:00 – 2:30 pm	ACTION: Laura Cattell Noll and Matt Pennington will submit member award ideas to GIT 6 in June. GIT 6 will discuss the nominations and appropriate next steps at the June GIT 6 meeting. <ul style="list-style-type: none"> • One idea is to award members at the SRS Review Meeting in February 2021 Another idea is to award members at the EC Meeting
XI. Budget and Finance Workgroup (<i>Discussion Leads: Jim Edward</i>) A) <i>Update on Workgroup activities (Workplan 2.4)</i> B) <i>Budget Updates as a Result of COVID-19</i>	2:30 – 3:00 pm	DECISION: The BFWG , and a small group of GIT 6 members , will review the workgroup’s charge and determine what its members have the capacity to do moving forward. <i>In Progress</i>

XII. Wrap-up and Adjourn (<i>Discussion Lead: Dave Goshorn</i>)	3:00 pm	Next Meeting → September 16, 2020 (likely via conference call)

Completed Actions/Decisions

- ACTION:** Chantal Madray will work with Greg Allen to translate Organizational Analysis “Areas of Focus” slide into a survey via Survey Monkey **Complete**
- ACTION:** Chantal Madray will add publication dates next to the references on the Organizational Analysis “Areas of Focus” PowerPoint slide **Complete**
- ACTION:** At Thursday, Oct. 10th Coordinators/Staffers meeting, Laurel Abowd will remind group to share the Quarterly Progress Meeting planning timeline link with workgroup members and GIT Chairs, prior to preparing for a QPM. **Complete**
- ACTION:** At Thursday, Oct. 10th Coordinators/Staffers meeting, Laurel Abowd will ask how groups are doing on columns 5 & 6. She will remind them that Kirk and Carl have offered to help, if needed. **Complete**
- ACTION:** Chantal Madray and Laurel Abowd will check to see how **Blue Crab Management** is marked in Chesapeake Decisions and add that it is “retired” for “x” reasons [see Management Board Meeting notes below]. Determine how to document/link in Chesapeake Progress and vice versa. **Complete, already documented in ChesapeakeDecisions with the following language** “In November of 2017—upon reviewing Blue Crab Management Outcome: Evaluation of Allocation-based Management Framework—the Management Board accepted the Blue Crab Management Outcome as complete.”
- 2017 Watershed Implementation Plans: See Management Board meeting notes below. **Complete, already documented in Chesapeake Decisions with the following language** “*The Management Board did not agree to consider this outcome retired, but did agree to allow the GIT to refrain from developing a corresponding two-year work plan and instead focus on making progress toward the 2025 Watershed Implementation Plan (WIP) outcome.*”
- ACTION:** Chantal Madray will update Log of Goals/ Outcomes Revisions accordingly. **Complete**
- ACTION:** Chantal Madray will update Log of Gov Doc Revisions accordingly. **Complete**
- DECISION:** GIT 6 approves, with revisions, the document describing the process for signing Executive Council Directives. The revised document will be brought to the Management Board for their approval at the December 12 meeting **Complete**
- ACTION:** Dave Goshorn will **1)** add language defining/clarifying what a “directive” is [voluntary], **2)** adjust signature timeframe to “one month,” **3)** add language that PSC must poll members at the PSC meeting on their signatory’s position on the Directive as per the CBP consensus continuum, **4)** remove “supermajority” language from Option #2, **5)** send revisions to GIT 6 members, and **6)** take revised document with BOTH options to December PSC meeting, noting that GIT 6 recommends Option #1 **Complete**
 - If PSC members say “yes,” they are agreeing to get EC member signatures. If they do not, then they are “standing aside.”
 - Revised language will be sent to GIT 6 by November 6 with responses due back by November 20.
 - Draft will be sent to MB members for review no later than November 27.
- ACTION:** Carin Bisland will write up a process for updating agreement outcomes that is consistent with the approach previously approved by the Management Board and currently reflected in the Governance Document. A change in outcome language could be reflected in both ChesapeakeProgress and ChesapeakeDecisions. A draft will be emailed to GIT 6 by November 6. Members will have two weeks (November 20) to respond. A revised draft will be shared (November 27) with the Management Board in advance of the December 12 meeting. **Complete**
- DECISION:** GIT 6 does not need to direct attention to the **Public Access** and **SAV** requested revisions right now, pending future Management Board decisions
- ACTION:** Laurel will add **Diversity** and **Land Use Methods and Metrics’** requested revisions to next PSC agenda **Complete**
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- **ACTION:** Dave Goshorn, Doreen Vetter and Chantal Madray, with help from Diversity and Land Use Methods and Metrics Outcome groups, will draft a document for the PSC that states: **1)** the requested **Diversity** and **Land Use** Outcome changes and **2)** justifications for such changes and how those changes will be reflected in the Bay Program's documentation [Chesapeake Decisions and Chesapeake Progress] **Complete** approved, see Carin's PowerPoint
- **DECISION:** GIT 6 is waiting on the result of the **Fish Passage** Outcome discussion at October Management Board Meeting. **Complete, group with item above**
 - Recommended to PSC change in Fish Passage outcome, In Progress (pending PSC approval)
- **ACTION:** After reviewing the Quorum language in the Governance Document, Carin Bisland will present recommended revisions to item #1 [see revised Log of Revisions] at the December 3rd GIT 6 Quarterly Meeting for member review. **Complete, identify next steps**
- **ACTION:** ~~Greg Allen~~ will draft a one-pager on how to proceed with forming a small group to help plan an effective discussion on CBP Organization Analysis with the CBPO Director, Dana Aunkst. This plan will be shared with GIT 6 members and Dana Aunkst before the agenda needs to be distributed for the December 3 GIT 6 meeting. Components of the CBP Organizational Analysis may overlap with the CBP Branding Strategy. (Team subsequently decided to defer this).
 - Pending survey results and discussion with Rachel on overlap with CBP Branding Strategy **Complete**
- **DECISION:** Goal Team 6 members will rank their top 10-ish "Areas of Focus" keywords/phrases in the above-mentioned survey and discuss next steps at the December 3 meeting using MenteeMeter and form a Priority Matrix. **Complete**
 - There will be room in the survey for respondents to add keywords/phrases, as well as additional comments
 - Survey respondents will be asked to focus on what will improve the effectiveness of the partnership and help implement the Watershed Agreement.
- **ACTION:** ~~Greg Allen and Chantal Madray~~ will discuss survey feedback with Dana Aunkst to get his input and discuss Branding Strategy overlap with Rachel Felver
 - ~~Greg and Chantal~~ will then work on identifying what our organization is currently doing, with regard to organizational analyses, what we can measure, and what interventions we can take (to present to GIT 6 at a future meeting) (Turned into Pilot Testing concept) **Complete**
- **ACTION:** Carin Bisland will request that Sherry Witt observe a future Management Board Quarterly Progress Meeting and then follow-up with her, David Goshorn, Dana Aunkst and CBPO staff afterward regarding the possibility of her facilitating future MB Quarterly Progress Meetings (QPM) **Complete**
- **ACTION:** Greg Allen will select one area of foci (i.e. trust), conduct a "pilot test," and include how CBP can measure an example factor and how CPB might approach interventions and present findings at the GIT 6 meeting in March 2020. **Complete**
- **ACTION:** Chantal Madray will revise the Governance Document so that it reflects the PSC- approved E.C. Directive Decision-Making Process. The revised Governance Document will be posted on-line to replace the current Governance Document and will have the date of its revision identified on the front page. **Complete**
- **ACTION:** Chantal Madray will add "Follow-Up Finance Forum Event Ideas" to April 2020 BFWG agenda. **Complete**
- **ACTION:** Chantal Madray will notify Outcome Language Revision groups that GIT 6 did not receive any public input and that the PSC-approved changes will be reflected online soon (see below). **Complete**
- Chantal Madray will add recommended revisions to the on-going log of revisions in preparation for the meeting in June. **Complete**