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**Beyond 2025: GIT 6 Meeting**

April 30th, 2025

2:00 PM – 4:00 PM EST

**Meeting Link:** [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTE4NzY1YmYtMjU2MS00Mjg1LWFmZTYtOTliZGViMDZjODdl%40thread.v2/0?context=%7b%22Tid%22%3a%2288b378b3-6748-4867-acf9-76aacbeca6a7%22%2c%22Oid%22%3a%226d815013-50fd-4aee-9433-73f96563c335%22%7d)

**Meeting ID:** 291 116 864 542 **Passcode:** Er6fc3E6

**OR**

**Join By Phone:** +1 202-991-0477 **Conference ID:** 253 486 760#

**Materials Webpage:** [Click here to access all meeting materials](https://www.chesapeakebay.net/what/event/git6-meeting-beyond-2025-phase-ii)

**Purpose:** To discuss meeting operations and best practices; identify next steps for small group to conduct regional partnership program reviews; and determine skillsets needed to draft and execute Scope(s) of Work for GIT 6. The group will utilize top Structure/Governance/Process (SGP) priorities identified by GIT 6 to prepare deliverables and proposed plans for the Management Board Retreat on May 7-8, 2025.

**Agenda**

1. **Meeting Overview** **(2:00 – 2:10 PM)**

Leads: GIT 6 Co-chairs James Martin, VA DCR, and Lucinda Power, EPA CBPO.

Notes:

* GIT 6 asking PSC on May 23rd for guidance and decisional approval to continue addressing the topics below.

1. **Report Out on Meeting Best Practices**  **(2:10 – 3:00 PM)**

Facilitator: Katie Ayers, EPA CBPO.

1. Staffers and Coordinators will present ideas and materials gathered to support standardization and increased efficiency of meeting operations.
2. Group discussion.

Notes:

* Report out on [Staffer Feedback Document](https://www.chesapeakebay.net/files/documents/Compilation-of-Staffer-Feedback-for-GIT-6.pdf) for meeting best practices. Discussed existing and proposed best practices.
* Discussion on highest priority best practices to present to the Management Board at the May 7-8 retreat. See [PowerPoint slides](https://www.chesapeakebay.net/what/event/git6-meeting-beyond-2025-phase-ii) for more information on covered practices (e.g., materials standardization, distribution lists, effective meeting size, methods for engagement across various platforms, roles and responsibilities of chairs, coordinators, staffers, and members, guidance on AI use, how to conduct voting when voting parties absent, etc.).
* CBP website has existing [accessibility best practices](https://www.chesapeakebay.net/what/web-development-support) and defined purpose in Governance document for meetings.
* Question for Management Board/PSC: What practices should be required as standards in CBP Governance document? What can we incorporate into the Governance document as guidelines for best practices?

1. **Regional Partnership Program Reviews and Skillsets for SOWs (3:00 – 3:50 PM)**

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

1. GIT 6 has established a small group to review other regional partnership programs to gain insights for Scope(s) of Work development. The group will compile a set of questions guided by top SGP priorities and engage with program contacts to facilitate discussions over the coming months.
2. Initiate process of drafting list of skillsets needed to execute Scope(s) of Work.

Notes:

* Small group will focus on 5 programs to start: Puget Sound Partnership, San Francisco Estuary Partnership, Long Island Sound Study, International Joint Commission (Great Lakes), and Gulf Coast Ecosystem Restoration Council.
  + Focus on programs with non-point source issues or similar issues to CBP.
* Create brief of CBP with existing resources (e.g., org chart, Watershed Agreement) to share with other Program contacts ahead of time, so they have context for discussions.
* Preference for third-party coach with experience in large-scale partnerships, decision-making during uncertainty, organizational design, cultural competence, environmental governance, conflict resolution, and diplomacy to help CBP address [top five priorities](https://www.chesapeakebay.net/files/documents/GIT-6-SGP-Priority-One-pager-MB_2025-04-15-184217_cuas.pdf).
* What did the [ERG report](https://www.chesapeakebay.net/files/documents/CBP-Beyond2025-Final-Report-for-SC-06-18-24.pdf) teach us? What can we utilize from report to guide improvements to structure, governance, process areas?

1. **Wrap-Up and Next Steps (3:50 – 4:00 PM)**

Lead: Katie Ayers, EPA CBPO.

Microsoft Teams Channel/[SharePoint site](https://usepa.sharepoint.com/:f:/r/sites/CBPBeyond2025GovernanceandStructure/Shared%20Documents/All%20Participants?csf=1&web=1&e=wjHo8n) contain supporting resources and running notes for these topics.

**Next Steps:**

1. Continue to review and organize meeting best practices - thoughts on potential final deliverables? (e.g., single guidance document, standardized templates)
2. Small team will finalize discussion questions for geographic program reviews and reach out to contacts to schedule one-hour meetings for shared learning.
3. Continue brainstorming list of skillsets and resources needed for Scope of Work development to support top five structure, governance, and process priorities.
4. Katie Ayers and Doug Bell will present update on progress to Management Board on May 8, 2025. Seeking feedback and guidance from MB on GIT 6 proposed actions for meeting best practices, geographic program reviews, and identifying skillsets for top five priorities.

**Next Meeting:** June 4th, 2025, 2:00 – 4:00 PM

1. **Adjourn** **(4:00 PM)**