

**Local Leadership Workgroup Quarterly Meeting
Summer 2020
Meeting Agenda**



Date: August 25, 2020

Time: 10:00 - 12:00 pm

Location: Conference Call via Webex

Meeting number: 120-948-5089

Password: mhGPMynn325

Webinar: <https://umces.webex.com/umces/j.php?MTID=ma7b175f612aa420994237254cf7b39c2>

or

Join by phone: +1-408-418-9388

Access code: 120-948-5089

Meeting Page:

https://www.chesapeakebay.net/what/event/local_leadership_workgroup_meeting_summer_2020

Agenda Item, Discussion Lead and Desired Outcome	Time	Materials, Notes, Action Items
Welcome and Introductions Introductions <i>Matt Pennington, Chair</i> <i>Shannon Moore, Vice Chair</i>	10:00 - 10:05 am	
Setting the Stage Reviewing Outcome, Management Strategy, and summarizing the past two years <i>Laura Cattell Noll, Coordinator</i>	10:05 - 10:30 am	Materials: <ul style="list-style-type: none"> Summary Powerpoint 2019 - 2020 Logic and Action Plan
Looking Back: Assess Gaps and Lessons Learned Mentimeter questions followed by a discussion <i>Matt Pennington, Chair</i>	10:30 - 11:00 am	Materials: <ul style="list-style-type: none"> Mentimeter questions
Looking Forward: Being Successful in the Next Two Years Round-Robin thought sharing <i>Laura Cattell Noll, Alliance</i>	11:00 - 11:45 am	Materials: <ul style="list-style-type: none"> List of members
Wrap Up and Announcements <i>Matt Pennington, Chair</i>	11:45 - 12:00 pm	

February 11, 2020 - Actions & Decisions

ACTION: Chantal Madray will share competition flyer with the workgroup. *Complete*

ACTION: Laura Cattell Noll will share full set of tree canopy resources via google drive. *Complete*

ACTION: Laura Cattell Noll will create a speaker packet that includes materials to prepare for and follow-up from presentations, including a post-conference scorecard for members to reflect on their experience and record feedback they received. *In progress, delayed due to COVID-19.*

ACTION: The LLWG will develop a core set of slides that members can use at conferences (with key topic areas). These slides should be made easy to adjust, as needed. *In progress, delayed due to COVID-19.*

ACTION: Laura Cattell Noll will add “funder” to the list of potential panelists *Complete*

ACTION: Laura Cattell Noll will follow-up with workgroup members individually to get input on conference proposal drafts *Complete*

ACTION: Chantal Madray will share reimbursement policy and form with LLWG. *Complete*

ACTION: Natalia Sanchez will share participant feedback with the workgroup *Complete*

ACTION: LLWG members will send Vice Chair nominations to Matt Pennington (mpennington@region9wv.com) by March 31, 2020. Workgroup members may self-nominate. *Complete*

May 12, 2020 - Actions & Decisions

DECISION: The LLWG nominates Shannon Moore as Vice Chair (starting summer 2020) and Heidi as Vice Chair (starting February 2021), after which Shannon would assume the Chair role. *Complete*

ACTION: Matt Pennington and Laura Cattell Noll will bring these Vice Chair nominations to the June 17, 2020 GIT 6 Meeting. *Complete*

ACTION: LLWG members will notify Laura Cattell Noll of changes to upcoming conferences that they are associated with. *Complete*

ACTION: Laura Cattell Noll will update the 2020 conferences document to reflect changes (i.e. conferences that are postponed, virtual, TBD). *Complete*

ACTION: LLWG members are invited to send recorded webinars to Matt Pennington and Laura Cattell Noll to build an inventory of webinars. *Complete*

ACTION: Ola Davis will present this proposal for a Local Government Newsletter to LGAC on June 4, 2020. If approved, the newsletter will (ideally) launch in mid-summer 2020. *Complete*

ACTION: LLWG members and CW members will review Paula’s Outcomes and Priorities Matrix and provide feedback. Members will provide suggestions for module names and potential platform for these modules (paula@greenfinstudio.com). *Complete*

ACTION: **Chantal Madray and Rebecca Chillrud** will share Paula's presentation and spreadsheet with the actions & decisions for this meeting. *Complete*

ACTION: **Chantal Madray and Rebecca Chillrud** will share the chat comments. *Complete*

ACTION: **Rebecca Chillrud** will share the list of organizations that have participated in CBAW in the past. *Complete*

ACTION: Once the toolkit is complete, **Chantal Madray and Laura Cattell Noll** will share with the LLWG *Complete*