



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

June 27, 2025

# **GIT: 6 Beyond 2025 Phase II Structure and Governance**

## **Principals' Staff Committee Update**

Lucinda Power, EPA CBPO and James Martin, VA DCR

# Meeting Best Practices

Under Review	Implementing Now
Full meeting best practices appendix for the CBP Governance document	<ul style="list-style-type: none"><li>• List of common ground rules</li><li>• Determine meeting size based on purpose and delegate attendance to reflect expertise needed.</li><li>• Utilize <u>CBP Meetings Calendar</u> to provide advance notice (1-2 weeks) and post relevant materials</li><li>• Meeting summaries/minutes posted within 1 week</li><li>• Update group page information and core membership lists on <u>CBP website</u> every 6 months, if needed.</li><li>• Use common meeting platforms for hosting and file sharing (i.e., Microsoft Teams, Zoom, Google Drive).</li></ul>
Defining roles and responsibilities of chairs, coordinators, staffers, interested parties, and voting/non-voting members	
Standard Chesapeake Bay Program agenda template	
Standard Chesapeake Bay Program minutes template for actions and decisions	



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# **Update: Geographic Program Reviews**

# Structure and Governance 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**

## **Suggested Skillsets:**

- Network science
- Organizational design
- Facilitation
- Decision-making / adaptive management
- Data analysis
- Strategic resource planning
- Communications
- Process design / theory of change
- Conflict resolution
- Science policy integration
- Cultural competence
- Large-scale partnerships
- Monitoring and evaluation

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## Proposed next steps:

1. Meeting best practices appendix and agenda / minutes templates will receive initial feedback from GIT 6 members, coordinators, and staffers **by July 4**.
  - Share with Management Board for review in July.
2. Small group will continue planned discussions for geographic program reviews **through the summer**.
3. Small team (12 people) to brainstorm and develop recommendations on accountability and governance operations (building off the GIT 6 five priorities) for Management Board and PSC.