

**CBP Goal Implementation Team  
Enhance Partnering, Leadership, and Management  
Meeting Agenda**

**Date:** November 3, 2015

**Time:** 1:00pm – 3:00pm

**Location:** Conference Call, Room 303 at CBPO

**Call-in:** 866-299-3188

**Code:** 410-267-5731

**Adobe Connect Link:** <https://epa.connectsolutions.com/git6/>



**Members In Attendance:**

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|---------------------------------------|--|--------------------------|
| Greg Allen, EPA                       | Margaret Enloe, ACB (Comm. WG Liaison) | John Schneider, DE DNREC |
| Greg Barranco, EPA                    | Mike Foreman, VA DCR, <b>Chair</b>     | Ben Sears, NY DEC        |
| Russ Baxter, VA SNR                   | Mary Gattis, ACB (LGAC Liaison)        | Phillip Stafford, MD DNR |
| Chris Becraft, MD DNR                 | Kirk Havens, VIMS (STAC Liaison)       | Doreen Vetter, EPA       |
| Carin Bisland, EPA, <b>vice-Chair</b> | Carl Hershner, VIMS                    | Samantha Watterson, CRC  |
| Jessica Blackburn, ACB (CAC Liaison)  | Nicole Lehmer, CRC                     | Julie Winters, EPA       |
| Bevin Buchheister, CBC                | Jackie Lendrum, NY DEC                 | Kristen Wolf, PA DEP     |
| Diane Davis, DC DOE                   | Reggie Parrish, EPA                    | Andy Zemba, PA DEP       |
| Sarah Diebel, DOD                     | Jennifer Pauer, WV DEP                 |                          |

| Agenda Item, Discussion Lead and Desired Outcome     | Time      | Materials, Notes, and Action Items  |
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| <b>Introductions</b> (Discussion Lead: Mike Foreman) | 1:00-1:05 | <p><b>Summary of Action Items from October Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>In progress:</b> Develop GIT6 membership criteria to present to MB with the updated mission statement.</li> <li>• <b>In progress:</b> At a future meeting, we will look at our current membership, our current mission/goals, and determine what the skillsets we need on our group are as well as the gaps in membership. <ul style="list-style-type: none"> <li>○ To be discussed at this meeting.</li> </ul> </li> <li>• <b>In progress:</b> Ensure that other GITs are developing their own membership criteria to be presented/endorsed by MB. <ul style="list-style-type: none"> <li>○ To be discussed at 11/5/15 Coordinator Staffer meeting.</li> </ul> </li> <li>• <b>Complete:</b> The Indicators Framework PowerPoint for the MB will be distributed to the GIT, and if there are any oppositions, email Carin.</li> <li>• <b>In progress:</b> Mike will develop a draft workplan for the GIT based on our goals/priorities and we will work from it at the November meeting. <ul style="list-style-type: none"> <li>○ To be discussed at this meeting.</li> </ul> </li> </ul> |

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|  |           | <ul style="list-style-type: none"> <li>• <b><u>In progress:</u></b> Margaret will create a presentation about the Communications WG's role in GIT6 and sent it out to the GIT. Anyone who has communications concerns can email Margaret at <a href="mailto:menloe@chesapeakebay.net">menloe@chesapeakebay.net</a>. <ul style="list-style-type: none"> <li>○ To be discussed at this meeting.</li> </ul> </li> </ul>   |
| <b>Discussion of GIT 6 Membership Criteria</b><br>(Discussion Lead: Carin Bisland) <ul style="list-style-type: none"> <li>• Discussion of GIT 6 membership and mission statement to be presented to the MB.</li> </ul>   | 1:05-1:35 | <ul style="list-style-type: none"> <li>• <b><u>Mission Statement:</u></b> "Continually improve the leadership and management of the CBP and assist watershed partners and stakeholders in building their capacity to become environmental leaders in their community."</li> <li>• <b><u>Themes of Work:</u></b> <ul style="list-style-type: none"> <li>○ "Strategy" (Adaptive) management (e.g., one tool for delivery is ChesapeakeStat)</li> <li>○ Governance of the Partnership</li> <li>○ Local Leadership Development</li> <li>○ Facilitation of GIT Funding</li> <li>○ Performance evaluation of the Partnership</li> <li>○ Cross GIT Collaboration</li> </ul> </li> <li>• <b><u>Materials:</u></b> <ul style="list-style-type: none"> <li>○ Membership discussion guide</li> </ul> </li> </ul>  |
| <b>GIT 6 Workplan</b> (Discussion Lead: Mike Foreman) <ul style="list-style-type: none"> <li>• Discussion of a workplan for GIT6 activities</li> </ul>   | 1:35-2:05 | <ul style="list-style-type: none"> <li>• <b><u>Materials:</u></b> <ul style="list-style-type: none"> <li>○ Draft GIT Workplan</li> </ul> </li> </ul>   |
| <b>Communications WG and GIT6</b> (Discussion Lead: Margaret Enloe) <ul style="list-style-type: none"> <li>• Overview of Communications WG activities and opportunities to collaborate with GIT6.</li> </ul>   | 2:05-2:25 | <ul style="list-style-type: none"> <li>• <b><u>Materials:</u></b> <ul style="list-style-type: none"> <li>○ Presentation</li> </ul> </li> </ul>   |
| <b>Local Leadership Workplan Development Updates</b> (Discussion Lead: Reggie Parrish) <ul style="list-style-type: none"> <li>• Andy Fellows is the new chair of the Local Leadership Workgroup.</li> <li>• Workgroup meeting on Nov. 3.</li> <li>• Draft workplan was submitted on Nov. 2.</li> </ul> | 2:25-2:40 | <ul style="list-style-type: none"> <li>• <b><u>Materials:</u></b> <ul style="list-style-type: none"> <li>○ Draft workplan</li> </ul> </li> <li>• <b><u>Important Dates for Workplan Development:</u></b> <ul style="list-style-type: none"> <li>○ <b>November 2:</b> first draft due to MB for progress check-in on November 12</li> <li>○ <b>December 18:</b> draft due to MB for a 4 week review</li> <li>○ <b>January 14:</b> MB meeting; fatal flaw discussion</li> <li>○ <b>January 22-March 8:</b> 45 day public input period</li> <li>○ <b>March 8-25:</b> GITs review/summarize comments and revise workplans</li> <li>○ <b>March 25:</b> revised drafts due to MB for April 14 MB meeting</li> <li>○ <b>April 14:</b> MB meeting; discuss final changes and accept as complete</li> <li>○ <b>April 22:</b> final revisions due from GITs</li> <li>○ <b>April 30:</b> workplans final and posted on web</li> </ul> </li> </ul> |

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| <b>Updates</b> (Discussion Lead: Greg Allen and Carin Bisland) <ul style="list-style-type: none"> <li>• CBP Performance Assessment</li> <li>• Indicators Framework Action Team</li> <li>• GIT Chairs and Cross-GIT Collaboration</li> <li>• FY15 GIT Funding update and FY16 Process</li> <li>• Other GIT6 member updates</li> </ul> | 2:40-<br>2:55 |  |
| <b>Action Items, Wrap-up, Next Meeting</b> (Discussion Lead: Mike Foreman)   | 2:55-<br>3:00 | <ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> Tuesday, December 1, 1pm-3pm.</li> </ul> |