CBP Goal Implementation Team
Enhance Partnering, Leadership, and Management
Meeting Summary

Date: December 2, 2015
Time: 1:00pm – 3:00pm
Location: Conference Call, Room 305 at CBPO
Call-in: 866-299-3188
Code: 410-267-5731
Adobe Connect Link: http://epawebconferencing.acms.com/git6/

Chesapeake Bay Program
A Watershed Partnership

Members In Attendance:

Greg Allen, EPA	Mike Foreman, VA DCR, Chair	Ben Sears, NY DEC
Greg Barranco, EPA	Mary Gattis, ACB (LGAC Liaison)	Phillip Stafford, MD DNR
Russ Baxter, VA SNR	Kirk Havens, VIMS (STAC Liaison)	Doreen Vetter, EPA
Carin Bisland, EPA, vice-Chair	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	
Kristen Fleming, MD DNR	John Schneider, DE DNREC	

Agenda Item, Discussion Lead and Desired Outcome	Time	Materials, Notes, and Action Items
Introductions (Discussion Lead: Mike Foreman)	1:00-1:05	**Summary of Action Items from November Meeting:** • **Decision:** Advance the Budget WG in a broader context than just GIT Funding. A main goal of this workgroup will be to address the prioritization of GIT needs and identify funding sources. We must go to the MB to approve this and to ask for volunteers and a leader. Key people and organizations to invite: Lori Mackey and organizations outside of CBP that can advise (e.g., NFWF, rep from Bay Funders Network). • **In progress:** GIT 6 will review the charge for the Budget WG at the next meeting to determine whether updates are needed. • **Decision:** One criteria for membership is that all GIT 6 WG chairs will be members of GIT 6. • **Complete:** Invite Andy Fellows to be a member of GIT 6. • **In progress:** LL WG needs to establish their membership criteria. • **Complete:** Reggie to send Margaret information on the Local Leadership strategy and work plan and CBC report for consideration of how the communications groups can participate. • **Complete:** Thirty minutes on next meeting for launch of Chesapeake Progress.

Chesapeake Progress Launch (Discussion Lead: Catherine Krikstan) • Updates on the upcoming launch of Chesapeake Progress.	1:05-1:25	• **Materials:** ○ Presentation
Sharepoint Overview and Training (Discussion Lead: Chris Knoche) • Overview of new CBPO Sharepoint tools to be used for collaboration in the future.	1:25-1:40	
Budget and Finance Workgroup Launch (Discussion Lead: Greg Allen) • Overview of proposal presentation to MB on December 10.	1:40-2:05	• **Materials:** ○ Workgroup proposal
GIT 6 Work Plan (Discussion Lead: Mike Foreman) • Continued discussion of a work plan for GIT6 activities in 2016.	2:05-2:25	• **Materials:** ○ Draft GIT Work Plan

Local Leadership Work Plan Development Updates (Discussion Lead: Reggie Parrish)
• Updates from workgroup meeting yesterday, December 1.
	2:25-2:45	• **Materials:**
		  ○ Draft work plan
		• **Important Dates for Workplan Development:**
		  ○ **December 18:** draft due to MB for a 4 week review
		  ○ **January 14:** MB meeting; fatal flaw discussion
		  ○ **January 22-March 8:** 45 day public input period
		  ○ **March 8-25:** GITs review/summarize comments and revise workplans
		  ○ **March 25:** revised drafts due to MB for April 14 MB meeting
		  ○ **April 14:** MB meeting; discuss final changes and accept as complete
		  ○ **April 22:** final revisions due from GITs
		  ○ **April 30:** workplans final and posted on web

Updates (Discussion Lead: Greg Allen and Carin Bisland) • GIT 6 Membership Criteria • CBP Performance Assessment • Indicators Framework Action Team • GIT Chairs and Cross-GIT Collaboration • FY15 GIT Funding update and FY16 Process	2:45-2:55	

• Other GIT6 member updates		
Action Items, Wrap-up, Next Meeting (Discussion Lead: Mike Foreman)	2:55-3:00	• **Next Meeting:** Tuesday, January 5, 1pm-3pm