May 8, 2025

GIT 6: Beyond 2025 Phase II

Management Board Retreat, Day 2

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Actions and Decisions

Discussion of Structure, Governance, and Operational Management Framework

Decision: GIT 6 will coordinate an informal process and develop a draft scope of work to accomplish the Executive Council Charge to simplify and streamline the structure and governance process for the partnership. GIT 6 will also pursue options to standardize partnership meeting processes as well as action and decision documentation.

"A simplified and streamlined structure and process for the partnership that supports all partners as they work toward achieving their commitments in an effective, efficient, and inclusive manner. It is the expectation of the Chesapeake Executive Council that the revised partnership structure and processes will be more inclusive of all communities and more manageable for partnership staff."

Updated Guidance from the Management Board (03/06)
- "develop a single one-pager that highlights the top 3-5 priorities that would inform the scope of work for the partnership to address the structure, process, and governance component of the 2024 Executive Council Charge."

- "present the contents of the one-pager [at the 3/27 MB Meeting], highlighting the top level 3-5 priorities. The Management Board will then determine if this work under GIT 6 should continue or if an alternative approach should be pursued. "

Proposed Next Steps at March 27/28 Meetings

- ✓ Collect best practices for meeting operations.

- ✓ Review other regional partnership programs

- ● Identify skillsets and resources needed to draft and execute the Scope(s) of Work.

Meeting Best Practices Deliverables

- List of existing resources (documents, SOPs, tools, templates).

- Summary of best practices organized by topic ([staffer feedback document](#)).

- List of gaps or areas needing new SOPs or guidance.

Looking forward… best practices

- Consider developing program resource(s) to:
    1. Define roles and responsibilities of Chairs, Coordinators, Staffers, Members, and Interested Parties
    2. Ensure engagement in virtual, hybrid, and in-person settings (meeting size, hosting and document sharing platforms)
    3. Standardize materials (agendas, actions and decisions)
- Utilize CBP Meetings Calendar to provide advance notice and materials; refresher trainings
    - Regular updates to distribution lists and membership on website
- Need guidance on AI use and shared recordings

Geographic Program Reviews

- **<u>Objective:</u>** Review other geographic programs to gain insights for developing Scope(s) of Work.

- **<u>Action:</u>** Small group of volunteers met on 4/28 to discuss potential approaches. Reviewed with GIT 6 on 4/30.

- **<u>Suggested Approach</u>**: Rapid assessment with 4-5 related regional partnerships. Delve further as needed.

Geographic Program Reviews

1. Informational interviews and comparative exercise (4-5).
   - Individuals would set up discussions with identified partnerships.
   - Discussion on issues of interest; inform of CBP approach and seek feedback.

   Suggested Programs: Puget Sound Partnership, San Francisco Estuary Partnership, Long Island Sound Study, International Joint Commission (Great Lakes), Gulf Coast Ecosystem Restoration Council

2. [As desired] Informational interview(s) or small group discussion with Partnerships' **external stakeholders**.

3. [As desired] Review Program materials (e.g., strategic plan, org chart).

Expertise and Resources Needed for Top 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

organization design

large-scale partnerships

conflict management

international / environmental governance

diplomacy & negotiation

cultural competence

decision-making

network science

Seeking written support or guidance for the proposed next steps:

1. GIT 6 members continue to review and organize meeting best practices with goal to produce guidance resource(s)
   - What are the MB's priority issues that need to be tackled? Do we have a final deliverable in mind?

2. Geographic program review approach
   - Are we on the right path? Appropriate level of effort?

3. Progressing the structure, governance, and process priorities.
   - What is our timeline for identifying skillsets/available resources to develop draft Scope(s) of Work?

Process for Implementing the Dec 10, 2024 Charting a Course Beyond 2025 Charge

Date	Group	Items
April 10	MB	• Approve final Outcome Disposition and novel Outcomes; begin updates to revise Outcome language.
May 7-8 Retreat	MB	• Finalize recommended Outcome revisions; discuss any changes necessary for Goals and Management Strategies based on Outcomes status; discuss any changes necessary for structure and governance work.
May 23	PSC	• Review MB's recommended Outcome revisions; discuss possible changes to Goals and Management Strategies; discuss any changes necessary for MB structure and governance work. • Meeting follow-up: Chair's team will manage and circulate feedback.
June 12	MB	• Review PSC direction and approve final recommendations for public feedback.
Week of June 23	PSC/MB	• Short meeting for PSC to approve all *Watershed Agreement* changes for public release.
July 1	Public	• 60-day public feedback period begins.
July 10	MB	• Structure and governance work.
August 14	MB	• Initial recommendations for structure and governance work; initial feedback review from partner engagement period.
August 20	PSC	• Review MB's structure and governance recommendations, provide feedback; initial review of feedback from partner engagement period.
September 1	Public	• Conclusion of public feedback period.
September 11	MB	• Begin to review, organize and address public feedback.
October 9	MB	• Propose changes to *Watershed Agreement* revisions based on public feedback; final structure and governance recommendations.
November 6	MB	• Approve final *Watershed Agreement* revisions and final structure and governance recommendations in preparation for EC meeting.
November 18 (tentative)	PSC	• Approve final *Watershed Agreement* revisions and final structure and governance recommendations in preparation for EC meeting.

Feedback from Management Board Retreat

- Implement meeting logistics (agendas, minutes, action tracking, website membership, distribution lists) without waiting for a best practices guidance document.
  - MB will bring a list of meeting best practice priorities to GIT 6 at the next MB meeting.
- Use first workgroup/GIT meeting to define roles, set expectations, and establish standards for calendar year.
  - Offer training on core skills (e.g., facilitation, consensus building, conflict management) for new members in leadership or coordination roles.
- Prioritize discussion on organizational structure at July MB meeting to align with revised Watershed Agreement
- Begin geographic program reviews as soon as possible.
- Identify critical skillsets and expertise needed as soon as possible.