

**Enhance Partnering, Leadership and Management Goal Implementation Team
Quarterly Meeting - Fall 2020**

Agenda

Date: September 16, 2020

Time: 10:00 a.m. to 3:00 p.m.

Location: Webex Webinar

Meeting number: 120-252-4722

Password: MQb9QrMdJ22

Webinar: <https://umces.webex.com/umces/j.php?MTID=mec043bd2ee77116fb7364efcbb22280f>

or

Join by phone: +1-408-418-9388; **Access code:** 120-252-4722

Meeting Page: [Click here](#)



Agenda Item, Discussion Lead, and Desired Outcome	Time	Materials, Notes, and Action Items
I. Order of the Day, Announcements & Introductions <i>(Discussion Lead: Dave Goshorn)</i> <i>Welcome and Technology Check starting at 9:50 a.m.</i> <i>Acknowledge list of completed actions and decisions from the past four quarters, review list of in-progress actions and decisions, and outline objectives for today's meeting.</i> <i>Review updates and announcements from Goal Team members.</i> <i>Follow-up/action items from Executive Council Meeting (Advisory Committee reports and DEIJ Action Statement)</i>	10:00 – 10:15 a.m.	Materials: <ul style="list-style-type: none"> See below for list of “complete” vs. “in-progress” items (list of “completed” items from last four quarters will drop of next agenda and be archived) 2020-2021 Meeting Dates: <ul style="list-style-type: none"> Wednesday, December 16 Wednesday, March 17, 2021 Wednesday, June 16, 2021 Wednesday, September 15, 2021 Wednesday, December 8, 2021
II. Organizational Analysis Update <i>(Discussion Lead: Greg Allen, Rachel Felver, and Chantal Madray)</i> <i>Presentation of refined survey questions and survey format for approval (Survey Monkey)</i>	10:15 – 10:45 a.m.	Materials: <ul style="list-style-type: none"> II.a. Data Collection and Communication Plan (Draft Final)
III. GIT Funding Update <i>(Discussion Lead: Greg Allen)</i> <i>Update on 2020 GIT Funding process, brief summary of GIT 6 Funding proposals, and GIT 6 participation in project scoring/ranking</i>	10:45 – 11:00 a.m.	Materials: <ul style="list-style-type: none"> III.a. Final Table 1 Submission Spreadsheet III.b. 2020 GIT Funding Allocation Process slide and September Timeline slide

IV. Technology Time-Out (<i>Discussion Lead: Greg Allen</i>) <i>Get up and move! 😊 When we return, we will select a volunteer to share some good news / an encouraging story with the group</i>	11:00 – 11:15 a.m.	
V. Biennial Strategy Review System Updates (<i>Workplan 1.1</i>) A) <i>General SRS Update (Discussion Lead: Dave Goshorn), 5 mins</i> B) <i>2021 Biennial Meeting Planning Update, (Discussion Lead: Greg Barranco), 30 mins</i> C) <i>SRS Facilitation Update (Discussion Lead: Kristin Saunders), 10 mins</i>	11:15 – 12 noon	Materials: <ul style="list-style-type: none"> ACTION: Kaitlyn May and Jake Solyst will schedule a meeting with Chantal Madray and Garrett Stewart to archive past SRS cycle documentation. <i>In Progress</i> <ul style="list-style-type: none"> Laurel Abowd's suggestion: The CBP Outcome pages can house this documentation, state the year/cycle information, as well as link to past information.
Lunch Break	12 noon – 12:30 p.m.	
VI. GIT 6 Leadership in DEI Action (<i>Discussion Lead: Dave Goshorn and Tuana Phillips</i>) <i>Discuss how the Goal Team can help embed DEI into CBP systems (e.g. Governance Document, Strategy Review System, GIT Funding, GIT Membership Criteria, etc.)</i>	12:30 – 1:00 p.m.	Materials: <ul style="list-style-type: none"> VI.a. Copy of PSC DEI Action Statement
VII. Updating Watershed Agreement Goals and Outcomes (<i>Discussion Lead: Greg Barranco</i>) <i>Demonstration of "2014 Agreement As Amended" Document and online posting</i> <i>Discuss archiving original Agreement</i>	1:00 – 1:30 p.m.	Materials: <ul style="list-style-type: none"> VII.a. Agreement outcome modification (mock-up) VII.b. Amended Agreement (final) ACTION: Greg Barranco will send Rachel Felver the revised mock-up of the Agreement for Creative Team to update. Doreen Vetter and her team will assist with archiving the original Agreement and posting the Amended version online. <i>In Progress (confirm status)</i>
VIII. Updating Governance Document (<i>Discussion Lead: Chantal Madray</i>) <i>GIT 6 will review the current Log of Revisions, determine which items need to go to the Management Board for approval and when, and organize small group of volunteers to move the process along</i>	1:30 – 2:00 p.m.	Materials: <ul style="list-style-type: none"> VIII.a. Current Log of Revisions ACTION: Doreen Vetter will have Kaitlyn May look at the Governance Document (use track changes in Word document) and make edits to align it with SRS and ChesapeakeDecisions. <i>In Progress (confirm status)</i>

<ul style="list-style-type: none"> • <i>Make note of short-term vs. long-term revisions</i> 		
IX. Technology Time-Out (<i>Discussion Lead: Greg Allen</i>) <i>Get up and move! 😊 When we return, we will select a volunteer to share some good news / an encouraging story with the group</i>	2:00 – 2:10 p.m.	
X. Local Leadership Workgroup Updates (<i>Discussion Lead: Matt Pennington and Laura Cattell Noll</i>) A) <i>Update on Workplan and August 25 LLWG Meeting (Workplan 2.3)</i> B) <i>Approval of LLWG Chair and Vice Chair Transition Plan (shared in advance of meeting)</i> C) <i>Approval of member award nominations for May 2021 Biennial Meeting or LLWG QPM (shared in advance of meeting)</i>	2:10 – 2:30 p.m.	Materials: <ul style="list-style-type: none"> • X.a. Chair and Vice Chair Transition Plan & Award Nominations
XI. Budget and Finance Workgroup (<i>Discussion Leads: Elliott Campbell and Michelle Guck</i>) A) <i>Update on Workgroup activities (Workplan 2.4)</i> B) <i>Budget Updates as a Result of COVID-19</i>	2:30 – 2:50 p.m.	DECISION: The BFWG , and a small group of GIT 6 members , will review the workgroup's charge and determine what its members have the capacity to do moving forward.
XII. Wrap-up and Adjourn (<i>Discussion Lead: Dave Goshorn</i>)	2:50 – 3:00 p.m.	Next Meeting → Wednesday, December 16 (Webex webinar)

Completed Actions/Decisions

- **ACTION:** Chantal Madray will work with Greg Allen to translate Organizational Analysis “Areas of Focus” slide into a survey via Survey Monkey **Complete**
- **ACTION:** Chantal Madray will add publication dates next to the references on the Organizational Analysis “Areas of Focus” PowerPoint slide **Complete**
- **ACTION:** At Thursday, Oct. 10th Coordinators/Staffers meeting, Laurel Abowd will remind group to share the Quarterly Progress Meeting planning timeline link with workgroup members and GIT Chairs, prior to preparing for a QPM. **Complete**

- **ACTION:** At Thursday, Oct. 10th Coordinators/Staffers meeting, **Laurel Abowd** will ask how groups are doing on columns 5 & 6. She will remind them that Kirk and Carl have offered to help, if needed. **Complete**
- **ACTION:** **Chantal Madray** and **Laurel Abowd** will check to see how **Blue Crab Management** is marked in Chesapeake Decisions and add that it is “retired” for “x” reasons [see Management Board Meeting notes below]. Determine how to document/link in Chesapeake Progress and vice versa. **Complete, already documented in ChesapeakeDecisions with the following language** *“In November of 2017—upon reviewing Blue Crab Management Outcome: Evaluation of Allocation-based Management Framework—the Management Board accepted the Blue Crab Management Outcome as complete.”*
- 2017 Watershed Implementation Plans: See Management Board meeting notes below. **Complete, already documented in Chesapeake Decisions with the following language** *“The Management Board did not agree to consider this outcome retired, but did agree to allow the GIT to refrain from developing a corresponding two-year work plan and instead focus on making progress toward the 2025 Watershed Implementation Plan (WIP) outcome.”*
- **ACTION:** **Chantal Madray** will update Log of Goals/ Outcomes Revisions accordingly. **Complete**
- **ACTION:** **Chantal Madray** will update Log of Gov Doc Revisions accordingly. **Complete**
- **DECISION:** **GIT 6** approves, with revisions, the document describing the process for signing Executive Council Directives. The revised document will be brought to the Management Board for their approval at the December 12 meeting **Complete**
- **ACTION:** **Dave Goshorn** will **1)** add language defining/clarifying what a “directive” is [voluntary], **2)** adjust signature timeframe to “one month,” **3)** add language that PSC must poll members at the PSC meeting on their signatory’s position on the Directive as per the CBP consensus continuum, **4)** remove “supermajority” language from Option #2, **5)** send revisions to GIT 6 members, and **6)** take revised document with BOTH options to December PSC meeting, noting that GIT 6 recommends Option #1 **Complete**
 - If PSC members say “yes,” they are agreeing to get EC member signatures. If they do not, then they are “standing aside.”
 - Revised language will be sent to GIT 6 by November 6 with responses due back by November 20.
 - Draft will be sent to MB members for review no later than November 27.
- **ACTION:** **Carin Bisland** will write up a process for updating agreement outcomes that is consistent with the approach previously approved by the Management Board and currently reflected in the Governance Document. A change in outcome language could be reflected in both ChesapeakeProgress and ChesapeakeDecisions. A draft will be emailed to GIT 6 by November 6. Members will have two weeks (November 20) to respond. A revised draft will be shared (November 27) with the Management Board in advance of the December 12 meeting. **Complete**
- **DECISION:** **GIT 6** does not need to direct attention to the **Public Access** and **SAV** requested revisions right now, pending future Management Board decisions
- **ACTION:** **Laurel** will add **Diversity** and **Land Use Methods and Metrics’** requested revisions to next PSC agenda **Complete**
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- **ACTION:** **Dave Goshorn, Doreen Vetter** and **Chantal Madray**, with help from Diversity and Land Use Methods and Metrics Outcome groups, will draft a document for the PSC that states: **1)** the requested **Diversity** and **Land Use** Outcome changes and **2)** justifications for such changes and how those changes will be reflected in the Bay Program’s documentation [Chesapeake Decisions and Chesapeake Progress] **Complete approved, see Carin’s PowerPoint**
- **DECISION:** **GIT 6** is waiting on the result of the **Fish Passage** Outcome discussion at October Management Board Meeting. **Complete, group with item above**
 - Recommended to PSC change in Fish Passage outcome, In Progress (pending PSC approval)
- **ACTION:** After reviewing the Quorum language in the Governance Document, **Carin Bisland** will present recommended revisions to item #1 [see revised Log of Revisions] at the December 3rd GIT 6 Quarterly Meeting for member review. **Complete, identify next steps**
- **ACTION:** **Greg Allen** will draft a one-pager on how to proceed with forming a small group to help plan an effective discussion on CBP Organization Analysis with the CBPO Director, Dana Aunkst. This plan will be shared with GIT 6 members and Dana Aunkst before the agenda needs to be distributed for the December 3 GIT 6 meeting. Components of the CBP Organizational Analysis may overlap with the CBP Branding Strategy. (Team subsequently decided to defer this).
 - Pending survey results and discussion with Rachel on overlap with CBP Branding Strategy **Complete**
- **DECISION:** **Goal Team 6 members** will rank their top 10-ish “Areas of Focus” keywords/phrases in the above-mentioned survey and discuss next steps at the December 3 meeting using MenteeMeter and form a Priority Matrix. **Complete**

- There will be room in the survey for respondents to add keywords/phrases, as well as additional comments
 - Survey respondents will be asked to focus on what will improve the effectiveness of the partnership and help implement the Watershed Agreement.
- **ACTION:** ~~Greg Allen and Chantal Madray~~ will discuss survey feedback with Dana Aunkst to get his input and discuss Branding Strategy overlap with Rachel Felver
 - ~~Greg and Chantal~~ will then work on identifying what our organization is currently doing, with regard to organizational analyses, what we can measure, and what interventions we can take (to present to GIT 6 at a future meeting) (Turned into Pilot Testing concept) **Complete**
- **ACTION:** **Carin Bisland** will request that Sherry Witt observe a future Management Board Quarterly Progress Meeting and then follow-up with her, David Goshorn, Dana Aunkst and CBPO staff afterward regarding the possibility of her facilitating future MB Quarterly Progress Meetings (QPM) **Complete**
- **ACTION:** **Greg Allen** will select one area of foci (i.e. trust), conduct a “pilot test,” and include how CBP can measure an example factor and how CPB might approach interventions and present findings at the GIT 6 meeting in March 2020. **Complete**
- **ACTION:** **Chantal Madray** will revise the Governance Document so that it reflects the PSC- approved E.C. Directive Decision-Making Process. The revised Governance Document will be posted on-line to replace the current Governance Document and will have the date of its revision identified on the front page. **Complete**
- **ACTION:** **Chantal Madray** will add “Follow-Up Finance Forum Event Ideas” to April 2020 BFWG agenda. **Complete**
- **ACTION:** **Chantal Madray** will notify Outcome Language Revision groups that GIT 6 did not receive any public input and that the PSC-approved changes will be reflected online soon (see below). **Complete**
- **Chantal Madray** will add recommended revisions to the on-going log of revisions in preparation for the meeting in June. **Complete**
- **DECISION:** **Greg Allen** and **Chantal Madray** will lead a small group of members in drafting an Organizational Analysis Data Collection and Communication Plan for the GIT 6 June Quarterly Meeting. Once GIT 6 has reviewed and approved the plan, the next step will be to take it to Management Board for discussion and further direction. **Complete**
 - **Rachel Felver** has volunteered to participate in the small group ☺
- **ACTION:** **Dave Goshorn** will email Ben Grumbles and inform him that GIT 6 did not receive any public input on the PSC-approved Outcome Language Revisions. **Complete**
- **ACTION:** **Greg Barranco** and **Mark Hoffman** will draft a mock-up “2014 Chesapeake Bay Watershed Agreement as Amended ____” document for Management Board review. This mock-up will feature original language, approved revisions and footnotes stating where to find more information online. This example will tentatively be presented to the Management Board at their June 11 meeting for discussion and identification of next steps. **Complete**
- Consider a cover page explaining the approved amendment process, “under the authority that the original signatories agreed to...”
- **ACTION:** **GIT 6 Members** will review the Governance Document and submit recommended revisions to **Chantal Madray** prior to the meeting in June. At the June meeting, GIT 6 members will determine whether there are enough significant changes to warrant a request to the MB for a more complete revision. **Complete**
- **ACTION:** **Laura Cattell Noll** and **Matt Pennington** will submit member award ideas to GIT 6 in June. GIT 6 will discuss the nominations and appropriate next steps at the June GIT 6 meeting. One idea is to award members at the SRS Review Meeting in February 2021. Another idea is to award members at the EC Meeting. **Complete**
- **ACTION:** Over the next few days, **Dave Goshorn** will update his Biennial Meeting notes document and send it to Chantal Madray to GIT 6 for updates and to solicit more small group volunteers. Current volunteer are Greg Barranco as Co-Chair, Chantal Madray will work on Program, and Jennifer Starr and Laura Cattell Noll will help with venue. We still need another Co-Chair and help with Session Leads and Social Activities. **Complete**
- **ACTION:** Doreen Vetter will organize a meeting with **Kaitlyn May, Jake Solyst, Chantal Madray, Laurel Abowd** to start making website updates. **Complete**
 - Need to add a second sentence under “decision” for each outcome that says that the PSC approved the **Diversity** and **Land Use** requested change, mark it as resolved, and link it to Chesapeake Progress [Engaged Communities>Stewardship>Management Strategy Section]
 - Change of language will appear in “Outcome” language at the top and will note what old language was under Management Strategy section and/or L&A plan section at bottom with links to the appropriate meeting info where decision was made).
- **ACTION:** The Local Leadership Workgroup has identified new Chair and Vice Chair, but will require GIT 6 approval at the September meeting. **Laura Cattell Noll** will write up Chair/Vice Chair transition plan and share this information two weeks prior to the September 2020 meeting for official acceptance. **Complete**

- **Chantal Madray** will post this plan to the September 2020 meeting page. *Complete*
- **DECISION:** GIT 6 supports the idea of recognizing LLWG nominees at the May 2021 Biennial Meeting. **Laura Cattell Noll** and **Matt Pennington** will report back to GIT 6 on moving forward with nominees two weeks prior to September 2020 meeting. *Complete*
 - Could also honor LLWG members at LLWG QPM in the Fall.
- **ACTION:** GIT 6 decided to focus on “Trust” as a starting point. **Greg Allen, Rachel Felver,** and **Chantal Madray** will share refined survey questions via email for approval (short form format). Once approved by GIT 6, **Greg Allen** will present the Data Collection & Communication Plan to Dana Aunkst and report on his response during the September 2020 meeting (before going to Management Board). *Complete*
- **ACTION:** **Greg Barranco** will revise mock-up with formal footnotes instead of asterisks. The mock-up will be sent to Ann Jennings to make sure it matches her comments from the June Management Board meeting.
 - Note: Work with the Creative Team to make sure the edits are clear and accessible for everyone (i.e. colorblind). *Complete*