**Logistics:**
Thursday, December 13, 2012, 11 am-11:30 pm, CBPO Conf. Room 305a
Call in on DC Line #3: 866-299-3188, Conference Code 267-5715
Adobe Connect: <https://epa.connectsolutions.com/iwg2> (log in as a guest)
Meeting Materials available at mtg webpage: <http://www.chesapeakebay.net/calendar/event/19050/>

**Purpose:** Discuss CBP Communication Plan for 2013 and address questions from indicator data providers.

**Agenda:**

Welcome/Introductions (11:00 a.m. – 11:05 a.m.) – Nita Sylvester (Chair, CBP Indicators Workgroup) and Carin Bisland (Chair, Coordinators/Staffers Group)

**Refer to end of document for meeting participants**

Discuss CBP Communication Plan for 2013 (11:05 a.m. – 11:15 a.m.)– Margaret Enloe (CBP Communications Office Director)

**Summary/Action Items**

* Margaret will provide Nita with a more current iteration of schedule (CBP Communication Plan for 2013) for upload to the mtg webpage (ACTION)
* CBP will continue to report indicators when they are ready (e.g. upload new content on indicator webpage); however, we will NOT change the com schedule if updated data are not available – we will still do the story and use data from the previous year.

Address Questions from Indicator Data Providers (11:15 a.m. – 11:30 a.m.)– Margaret Enloe and Nita Sylvester

**Summary/Action Items**

* Carin asked Margaret to consider including Chesapeake Club/fertilizer story in fall timeframe (ACTION)
* Beth asked how a GIT can send a heads up for other potential news stories. Margaret responded to send directly to Margaret and also talk with Com liason to the GIT about these items. Margaret reminds to ask: Is this “news item” publicly relevant and interesting and, if so, when?
* Carin suggested to GITs: try to set up their data collection and data calls to mesh with the com calendar (ACTION)
* Amy mentioned that the EO progress rpt is another driver so a lot of new data may be available then.
* Margaret will add to schedule: “State of the Program Report” will continue to be available during the EC mtg timeframe. So write-ups will be needed from the GITs. (ACTION)
* Margaret will add to schedule: public report (“Bay Barometer”) will continue to be available for release in Jan. (data updates needed by Nov). (ACTION)
* Julie asked about timing of Milestone reports: Margaret responded they are for the EC mtg as part of the restoration progress info.
* Nita clarified MB decisions related to embargoes of uploading updated content on our webpages. In general, we will upload the updated content to indicator webpages as soon as available. Exceptions will be allowed to embargo sensitive info, esp. for data that we get from our partners that needs to be posted on their websites prior to posting on ours.
* Margaret asked coordinators, staffers and data providers to please let her know about data or reports that are going to be released, esp. any that may necessitate a CBP response relevant to the data/report. (ACTION)
* Mike said unexpected/big news stories (e.g. storm-events) will continue to be incorporated and may impact the calendar schedule.

**END OF JOINT MTG** (folks who are not coordinators or staffers are welcome to stay, but may leave at this time)

**Advance preparation:**

1. Review presentation provided to the MB on November 14, 2012: <http://www.chesapeakebay.net/channel_files/18088/attachment_viii_-_2013_communications_plan.pdf>
2. Review [2013 comm plan internal.wkgp doc. 12 13 12](http://www.chesapeakebay.net/channel_files/19050/2013_comm_plan_internal.wkgp_doc._12_13_12.xlsx)

**Meeting Participants:**

Carin Bisland, Chair Coordinators/Staffers Group

Nita Sylvester, Chair IWG

**Fisheries GIT**

Bruce Vogt, coordinator

Adam Davis, staff

**Habitat GIT**

Jennifer Greiner, coordinator

Hannah Martin, staff

**Water Quality GIT**

Lucinda Power, coordinator

Jeremy Hanson, staff

**Watershed GIT**

Anna Stuart Burnett, staff

**Stewardship GIT**

Amy Handen, coordinator

Sarah Brzezinski, staff

**Partner/Lead/Manage GIT**

Carin Bisland, vice chair

**CWG**

Margaret Enloe, coordinator

**STAR**

Peter Tango, coordinator

Lea Rubin, staff

Amanda Pruzinsky, staff

**NonTidal Workgroup**

Katie Foreman

**GIS Team**

John Wolf

**Web Team**

Mike Land

**ChesapeakeStat Team**

Beth Zinecker

**Forestry Workgroup**

Sally Claggett

Julie Mawhorter

**OTHER IWG MEMBERS**

Greg Barranco

Debra Hopkins

Jackie Johnson