**Logistics:**
Time: Monday, January 14, 2013, 10:00 a.m. - 12:00 p.m.
Call in: Conference Bridge: 866-299-3188, Code: 410-267-5731 (DC Line #1)
Adobe Connect: <https://epa.connectsolutions.com/americanshad>
Annapolis CBPO On-site Location: Conference Room 305A (in case of inclement weather, we will not meet at this location and will all need to use the conference bridge and Adobe Connect)
Meeting Materials: available at mtg webpage: <http://www.chesapeakebay.net/calendar/event/19053/>

**Agenda:**

Welcome/Introductions (10 mins) –Eric Brittle and Jim Cummins

Update from Diadromous Species Restoration Research Network Conference (5 mins) – Eric

Discuss Status of Action Items from Nov 19thth ASIAT Conference Call (5 mins) – Nita Sylvester

* Karen/Beth/Howard will send out a couple of spreadsheets to folks for review to be sure format will work (by Nov 30th). The spreadsheet should include columns on data limitations, stocking numbers since the 1980s, and programmatic constraints. DONE
* Comments are due to Nita from group in 1 week (by Dec. 7th) DONE
* After the spreadsheet is finalized (Dec 14th) everyone needs to start populating as best as possible in time for Jan meeting (see below for directions) DONE
* Nita will send a link for comments on the EO Strategy Public Comment Period. DONE

Revisit and Clarify Goals of Action Team (15 mins) – Eric will facilitate a group discussion

Discuss Spreadsheets (70 mins) – All

* General impressions of submitted spreadsheets (refer to [MD](http://www.chesapeakebay.net/channel_files/19053/maryland_abundance_stocking_data_by_system_%28excluding_potomac%29.xls), [PA](http://www.chesapeakebay.net/channel_files/19053/final_spreadsheet_template_abundance_stocking_data_by_system_pa.xls), [VA](http://www.chesapeakebay.net/channel_files/19053/combined_va_spreadsheet_shad_abundance_stocking_data_by_system_010913.xls) and [Potomac River](http://www.chesapeakebay.net/channel_files/19053/potomacamericanshadindicatorspreadsheetconsolidatedbyadhoccommitteedraftjan072013.xls) Shad Data spreadsheets).
* Opportunity for each jurisdiction to answer questions from team related to their submission.
* Discuss future plans for use of spreadsheets, use of data and the transfer of data to a data base.

Discuss Plans for Next Meeting (5 mins) – All

Summarize Action Items (5 mins) – Eric Brittle

**Directions from Eric for populating the spreadsheet:**

1. Populate the s[preadsheet template](http://www.chesapeakebay.net/channel_files/19053/final_spreadsheet_template_abundance_stocking_data_by_system_2.xls) with data from your jurisdiction, to the best of your ability. Indicate N/A if necessary.
2. You can replace the MD data (in the “MD trends by system” sheet) with your own and save with new file name OR use the blank template sheet OR create a new sheet with the same headings OR … whatever easiest for you.
3. Don’t get too detail oriented. Just provide general info when populating spreadsheet for now.
4. Provide populated spreadsheets to Nita by COB Jan 7th. Nita will post all submissions to mtg webpage by Wed Jan 9th.
5. Action Team will have at least 3 days to review the submissions from each jurisdiction to prepare for discussions on Jan 14th.