**Draft Agenda for Decision Framework Implementation Workgroup Conference Call**

March 8, 2013, 1:00 -2:00 pm

CBPO Conference Room 303

Call-in: Meet Me #1 Conf Bridge 410-295-1398 code: 123456

Adobe Connect: <https://epa.connectsolutions.com/dfiw>

1. Roll Call and Approval of [2/22/13 mtg summary](http://www.chesapeakebay.net/channel_files/19079/2-22-13_dfiw_meeting_summary.docx) - Carl
2. Discuss [Carl’s “To Do List”](http://www.chesapeakebay.net/channel_files/19081/carls_to_do_list.docx) and status of any remaining action items from 2/25/13 mtg that may need to be added to the list or dismissed (see below)
3. Re-evaluate need for DFIW mtgs and current operations – Carl/All
4. Summarize Decisions and Action Items - Tim

**Advanced Prep**

1. Review [Carl’s To Do list](http://www.chesapeakebay.net/channel_files/19081/carls_to_do_list.docx) - related to what needs to be done (and by who and by when) to address the concerns raised at the 2/22/13 DFIW conf call.
2. Remaining action items from 2/22/13 mtg (not included in Carl’s “to-do” list):
* Action #2: Tim will distribute long term agenda document and reserve rooms and phone lines for the next year worth of bi-weekly coordinator-staffer meetings.
* Action #3: Carl will keep trying to get in touch with Carl Blankenship regarding Bay Journal articles.
* Action #4: Carin will meet with Peyton about how he can structure his MB meeting presentation to become more decision framework friendly.

**Attendance:**

* Carl Hershner
* Greg Allen
* Beth Zinecker
* Carin Bisland
* Doreen Vetter
* Nita Sylvester
* Greg Barranco
* Tim Wilke

**ACTIONS/DECSIONS:**

* **Action #1: Tim will follow up with Adam Davis and Bruce Vogt to determine when they will present the results of their “identifying GIT collaboration” activity. Potential target of presentation during the 1st April Coord-Staffer meeting. Tim will work with Carin Bisland to find time on the agenda for their presentation.**
* **Action #2: Tim & Beth will look at the Decision Framework created for the DFIW created last March for ideas to help plan out the next 6 months of coord-staffer agendas. (will work with Carl Hershner for edits to the document)**
* **Action #3: Greg Barranco will send Carl Hershner the upcoming MB agenda and go through item by item to determine what needs to be done to create an agenda that is more decision framework focused. Will determine which agenda items the Decision Framework process actually applies to and inform presenters on how they can incorporate DF.**
* **Action #4: if DFIW meetings again on March 22nd the group look at revisions for the DF for the DFIW made by Carl for approval prior to submission to GIT 6.**
* **Action #5: Tim will work with Carin to determine what coord-staffer meeting that Adam/Bruce should present.**
* **Action #6: Carl & Nita will meet to determine any updates that need to be made to the “to do list” based on comments from the 3-8-13 call. If there are changes the new “to do list” will be presented again to the DFIW before going to GIT6.**
* **Decision #1: The MB Guidance Discussion Giude is not ready for presentation for the MB. Will wait for further revision and discussion at DFIW level. It is appropriate to show the guide to presenters to help them prepare for the MB meetings.**
* **Decision #2: Discussion guide will be the only product from DFIW to go to MB when it is ready. (to-do list will stay internal)**
* **Decision #3: MB discussion guide cannot be presented to MB until first presented again to DFIW and then GIT6. Earliest opportunity to present to GIT6 is April 2nd.**

**Minutes:**

* Old meeting summary approved
* Beth Zinecker: idea of higher level upper management level folks attending in person to facilitate a few coord-staffer meetings (shows high level buy-in)
* Carl agreed to come and facilitate one of the coord-staffer sessions in person.
* Critical once we reach the monitoring level of the strategies.
* Carin Bisland: and that’s where peoples understanding is weakest regarding the adaptive management process (the monitoring and implementation process) how do we actually apply in there? Not very intuitive.
* Adam and Bruce Vogt are currently finalizing their notes from their GIT collaboration activity.
* Still waiting to send guidance doc to MB because they are overwhelmed. It did go out to GITs and GIT chairs however.
* How will we actually implement decision framework at the MB agenda level? Each meeting focused on one goal? Or applied to every item on every agenda?
* Carl Hershner: I haven’t thought of it with that much structure.
* Greg Barranco: here’s an idea, why don’t we look at past agenda as an example to see which items would go through the process and which would not
* How do we get the regular business of the management board if every single agenda item is put through the context of the framework….takes too much time
* BOTTOM UP APPROACH VS. TOP DOWN (Talk to presenter in advance)
* Hard to see static paper of 5 questions……..they won’t know how to apply it…..we will end up sitting there teaching them how to ask questions
* Hard to apply it to all agenda items…some are business that needs to get done…
* Like going to the grocery store and analyzing every can of goods instead of analyzing bigger decisions that occur less frequently (new car or house)
* MB members are literal and lateral thinkers….this will overwhelm them
* For SAV and major water quality it makes sense
* For a report on forest strategy…is it worth it???
* We are trying to move the MB agenda away from report outs to more of an oversight role and try and focus more on the adaptive management type work…
* Why are we doing this? Why is it there? 🡪 THESE ARE THE QUESTIONS WE WANT MB TO ASK…instead of just rubber stamp approval and nod their heads
* Inherently by the time things get to the MB….they are ready for approval…..it could tie products up
* Sometimes products need to keep moving in order to continue to build them out and think them out in greater depth
* Example: the forest strategy document that went to MB just for approval shouldn’t happen…that was an unneeded step and didn’t help anyone at all. (on both ends)
* Its 3 fold (training the MB members, training the presenters, training the GIT members)
* It takes time…we need to also think things through in advance….
* CARL’S TO DO LIST: “add 4th item to the list”
* IT’S HARD TO DETERMINE JUST HOW WE ARE GOING TO IMPLEMENT THIS.
* THE DFIW WORKGROUP WOULD BRING THE FINALIZED TO-DO LIST TO GIT6….GIT 6 WOULD THEN APPROVE
* We don’t currently have a strategy in place…..
* ACTION: TIM & BETH WORK ON DFIW & GIT6 STRATEGY
* 4 areas GIT6 is focusing on…1 of them being rules and procedures….this work ties in with rules and procedures. (ties in with MB charge to GIT)….and we can review this quarterly and discuss with MB as part of his timeline process (if we decide to do that)
* Look @ decision framework for DFIW that we created back last March….
* Nita: we will rethink mentorship role and see if there is a better way we can go forward…
* IF WE MEET AGAIN ON MARCH 22nd PERHAPS WE COULD PRESENT THIS TO GIT6 @ APRIL 2nd MEETING….(GOAL FOR NEXT DFIW MEETING)….PLAN IS TO GET SOMETHING READY TO FORWARD UP TO GIT6.
* When someone is trying to get on the MB agenda ask “what is the action we will get out of this” “is it tied to the success of the project”
* TIE IT IN TO QUARERTLY REVIEW? --- have each GIT submit a yearly workplan and then the MB checks-in quarterly
* Greg Barranco will send Carl the next upcoming MB agenda and go thru item by item and determine what needs to be done to create an agenda and determine which items the process actually applies too