

Management Board Meeting
Actions and Decisions August 14, 2014
Annotated September 11, 2014

Management Strategy Development

- **Decision:** Agreed to the following management strategy framework statements (with edits as shown in red).
 - General framework for each MS –
 - A management strategy (MS) is a single document that summarizes the decision framework process and collective thinking of the ~~GIT~~ **CBP Partnership** for each outcome **or related group of outcomes.** ~~(or two outcomes in some cases).~~
 - The Key Elements document identifies ~~all~~ the ~~correct~~ elements of a MS. (The document will serve as the framework and guide for the GITs to develop strategies for each outcome).
 - The MS includes a 2-year workplan section (element #10) that will ~~include, at a highly summarized level,~~ **succinctly summarize** the activities that *each* self-identified signatory and stakeholder will do—and what the GIT/WG plans to do—to reach a 2-year target for that outcome.
 - The MS should be as concise as possible **and written in “plain English.”**
 - The Executive summary should be public friendly and brief. **The communications workgroup will develop each executive summary to ensure a single, clear voice.**
 - The development of the MS is the responsibility of the identified GITs and/or their workgroups.
 - **Workplans should project the work to be done in the following two years, but may be updated more frequently.**
 - **The partnership should communicate that through the CBP’s adaptive management framework management strategies are living documents and may require necessary revisions at times.**
 - GIT/workgroup membership
 - GITs and/or their workgroups will include: all signatories who self-identified during the 90 day period **following the signing of the Agreement or later;** and all stakeholders identified by the GIT as important to the development of the management strategy.
 - **Stakeholders may be added to the GIT/Workgroups throughout the development process as appropriate.**
 - Outreach
 - GITs ~~must~~ **should** conduct outreach to stakeholders to broaden input during the development of the MS’s. This includes stakeholder groups not currently involved in CBP activities.
 - **Once the participating signatories are identified, GITs should consider conducting a gap analysis to identify other stakeholders who should be included in the development process.**

- GIT/WG meetings where the MS are being developed will be advertised on the web calendar and **meetings will be** open to the public.
- o Timeline issues
 - Progress updates – ~~that the~~ GITs/workgroups should provide basic status reports to the **PSC at their quarterly meetings-MB at their monthly meetings.** Future **Management Board agendas will include time for GITs/workgroups to discuss difficulties that may arise in the development of management strategies.**
 - Due date of final MS – The commitment in the Agreement that “within a year of the signing of the Chesapeake Bay Watershed Agreement, the Chesapeake Bay Program’s [goal teams] will develop management strategies” should be interpreted as: developed, received public comment, accepted as complete by the MB, and **ratified accepted** by the PSC **as the starting point.”**
 - We recognize that each outcome is in a different place and that the first management strategies (due June 2015) may include identified gaps (such as monitoring/metrics development etc.). Therefore, **these management strategies will continue to improve over time. -a “perfect and complete MS” may not be feasible; instead we will strengthen them as we move forward.**
- o **Decision:** Agreed to use these statements to help create a FAQ or outreach tool to explain what management strategies are.
- o **Decision:** Agreed to use the more inclusive terms “partners” or “partnership” where appropriate to recognize the participation of federal and NGO partners in the development of management strategies.
- o **Action:** Agreed to develop an itemized set of rules to help clarify stakeholder participation.

The draft Management Strategy Overview includes the framework statements and rules to clarify stakeholder participation, and will serve as an internal guiding document to assist Management Board members in explaining the concept of Management Strategies to others.

Management Strategy Timeline

- **Action:** Agreed to the draft timeline with the 90 day milestone corrected to say September 16.
- **Action:** Change December 11 Management Board call to a checkpoint for management strategy drafts.
- **Action:** Remove February 12 “Partners indicate plans to participate in implement.”

Revisions included in draft timeline provided for 9/11/14 Management Board meeting.

Key Elements of Management Strategies

- **Action:** CBP staff will review the Key Elements document and incorporate relevant changes based on MB discussions. A revised document will be circulated for final acceptance by the MB.

Revisions based on poll responses have been incorporated in the draft for the 9/11/14 Management Board meeting. The Management Board will discuss the draft and seek final consensus on outstanding questions.

Orphan Outcomes

- **Decision:** Agreed with the table of outcome assignments for the purpose of developing management strategies.

Organizational structure with Goal Team and Workgroup outcome leads identified has been made available in the 9/11/14 Management Board meeting materials.

Stakeholder Outreach

- **Action:** GITs and workgroups soliciting for new members should send emails out to the full list of Management Board members.

In progress.

Public Dashboard

- **Action:** Agreed with the dashboard concept but, rephrase the “public input” bullet to say “public review” and rephrase the “draft” bullet to say “draft development.”

The revised dashboards are included as communications tools on the webpage mockup document included in the meeting materials for the 9/11/14 Management Board meeting.

Elements Dashboard

- **Decision:** Agreed to use the dashboard for providing status updates to the PSC at their quarterly meetings.

The first draft filled out by the Goal Teams has been made available on the meeting webpage with other materials for the 9/11/14 Management Board meeting, and will be shared with the PSC as the first iteration of the dashboard at the 9/22/14 Principals’ Staff Committee meeting.

Communications

- **Action:** The CBP Communications Office should develop an internal communications document for partners to help explain what management strategies are, as well as the process and needs for developing them.

The draft Management Strategy Overview includes the framework statements and rules to clarify stakeholder participation, and will serve as an internal guiding document to assist Management Board members in explaining the concept of Management Strategies to others.

Draft Biennial Workplan Template

- **Action:** CBP staff will distribute to the MB the draft workplan template for review and comment.

Comments have been requested from the Goal Team Coordinators and Staffers, and a draft workplan template is available on the 9/11/14 Management Board meeting webpage if members wish to review at this stage. Comments on the draft will be requested from the Management Board once Team staff has reviewed the template.

Choptank River Complex

- **Action:** Kristin Saunders (Md.) will distribute Maryland's new coastal resilience provisions for Program Open Space conservation easements.

Complete.

Definition of Diversity

- **Action:** The newly created Action Team charged with making recommendations for the diversity outcome should employ a revised definition of diversity to include gender, sexual orientation, creed and disability.

In progress.

Next Meeting – The Management Board will meet in-person on September 11 instead of a conference call.