## CBP Goal Implementation Team

## Enhance Partnering, Leadership, and Management

## Meeting Agenda

## 

**Date:** March 1, 2016

**Time:** 1:00pm – 3:00pm

**Location:** Conference Call, Room 305 at CBPO

**Call-in:** 866-299-3188

**Code:** 410-267-5731

**Adobe Connect Link:** <http://epawebconferencing.acms.com/git6/>

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| **Members In Attendance:**   |  |  |  | | --- | --- | --- | | Greg Allen, EPA | Kristen Fleming, MD DNR | Kristin Saunders, UMCES | | Greg Barranco, EPA | Mike Foreman, VA DCR, Chair | John Schneider, DE DNREC | | Russ Baxter, VA SNR | Mary Gattis, ACB (LGAC Liaison) | Ben Sears, NY DEC | | Carin Bisland, EPA, vice-Chair | Kirk Havens, VIMS (STAC Liaison) | Doreen Vetter, EPA | | Jessica Blackburn, ACB (CAC Liaison) | Carl Hershner, VIMS | Julie Winters, EPA | | Bevin Buchheister, CBC | Nicole Lehmer, CRC | Kristen Wolf, PA DEP | | Diane Davis, DC DOE | Jackie Lendrum, NY DEC |  | | Sarah Diebel, DOD | Reggie Parrish, EPA |  | | Andy Fellows, EFC/LLWG Chair | Jennifer Pauer, WV DEP |  |  |  |  |  | | --- | --- | --- | |  |  |  | | | | |  |  |
| **Agenda Item,** **Discussion Lead and Desired Outcome** | **Time** | **Materials, Notes, and Action Items** |
| **Introductions** (Discussion Lead: Mike Foreman) | 1:00-1:05 | **Summary of Action Items from February Meeting:**   * **ACTION:** Carin and Mike will create a “job description” for the chair and vice chair positions, along with what level of support is expected of the chair, how much time is required, and what the priorities of the chair are. Update the Management Board about what the Goal Team has been doing and ask for nominations from the signatories, if no nominations are provided through the GIT. * **ACTION:** Within the next week or two, those interested in forming the Budget and Finance Workgroup will discuss over a call whether the charge is complete and who they wish to see as members with regard to needed skills and cross-program representation. * **ACTION:** Following the call, Carin and Mike will draft an email that requests nominations. Goal team members should seek folks from their own state or organizations. Ideal potential members will have a background in budgeting and finance but not necessarily a background with the Bay Program. * **ACTION:** If you were invited to give input on ChesapeakeDecisions or have an interest in giving input please contact Doreen Vetter. On going |
| **ChesapeakeDecisions**  (Discussion Lead: Doreen Vetter)  *Update on where ChesapeakeDecisions stands and what the next steps will be for ChesapeakeDecisions and ChesapeakeProgress.* | 1:05 – 1:10 | **Materials:** |
| **Launching the Budget and Finance Workgroup** (Discussion Lead: Greg Allen)  *MB approved formation of the workgroup at their January meeting. A plan for identifying, leadership, members and process for launching is needed. Initial thoughts requested from the GIT.* | 1:10-1:40 | **Materials:**   * + Workgroup membership and launch paper Budget and Finance workgroup membership and launch plan V2.docx |
| **GIT 6 Chair and Vice Chair Position Description**  (Discussion Lead: Carin Bisland)  *Update on Chair and Vice-Chair position description and the responsibilities of the chair.* | 1:40 – 2:05 | **Materials:** |
| **Review of the GIT 6 Work Plan**  (Discussion Lead: Greg Allen)  *Review each planned activity and update status as appropriate in the November 2015 – June 2016* | 2:05 – 2:20 | **Materials:**   * GIT 6 Workplan  GIT6 Work plan Nov15 to June 16.docx |
| **Updates** (Discussion Lead: Greg Allen and Carin Bisland)   * Local Leadership Workgroup – Proposal reviewed for support services * New Staffer Update * New Communications Director | 2:20-2:40 | **Materials:** |
| **Action Items, Wrap-up, Next Meeting** (Discussion Lead: Mike Foreman) | 2:40-2:45 | * **Next Meeting:** Tuesday, April 5th 1pm-3pm |