Staffer Feedback to GIT 6

Questions from GIT 6

Existing Resources

1. Are there any existing SOPs, templates, or documented best practices currently used by workgroups, GITs, or other CBP teams for planning or running meetings? (including guidelines for web content)
   - [Google Drive folder of agenda/minute templates](#)
2. What tools or platforms (e.g., Google Docs, MS Teams, SharePoint) are used for organizing meeting logistics and information?
   - WQGIT: The majority of WQGIT and WQGIT workgroup meetings take place on Teams. SharePoint/Teams is commonly used for development of any documents or meeting materials across the WQGIT and WQGIT workgroups.
     i. The LUWG is an exception given Teams may be difficult for some organizations to access. Meetings for the LUWG are held on Zoom and files are created using Google.
     ii. FWG and FFWG use MS Teams for meetings, but save files and working documents on Google Drive for easier collaboration.
   - STAR: MS Teams and SharePoint are used for all workgroups except for Hypoxia Collaborative. Hypoxia Collaborative causes some difficulties because we work with the NOAA CBP Office and they use google for everything.
     i. CRWG: We use google as part of the NOAA CBP, and we use webex for meetings.
   - Habitat GIT (FPWG, SHWG, BTWG, WWG, SAV): MS Teams is used for meeting invites and links. Google Drive is used for practically everything else.
   - HWGIT: MS Teams for meetings, but files/working documents are saved through a mixture of Microsoft Teams and Google Drive (since Google is easier to share and collaborate on documents when we work with many different agencies/outside of CBPO).
   - Stewardship GIT: Education WG primarily uses Google for file management and Google Meet for small internal meetings, large WG meetings are Zoom. Stewardship WG uses Zoom for large WG meetings and a mixture of Teams and Google for everything else. PLWG and PAWG use a mixture of Teams, Microsoft Suite, and Google Suite.
   - SET: All hybrid meetings take place through MS Teams, and all files/documents are shared through Google Drive.
   - Fish GIT: Google meets is used for smaller workgroup meetings and FishGIT Executive Committee meetings. Webex is used for larger meetings that are recorded (FishGIT meeting). All files/documents are stored, organized, and shared through Google Drive.
   - MB/PSC: Primarily use G-drive and Teams to organize files for meetings. The meetings are hosted through Teams and all of the planning meetings are similarly hosted on Teams. The folders are organized in the following format (group - meeting year - meeting

date/title -agenda, minutes, or materials *draft versions of all are placed in respective folders entitled 'draft')

<u>Key Takeaways:</u>
- Meeting platforms and file sharing currently vary across GITs and workgroups, with Teams, Google Meet, SharePoint, and Google Drive being the more common platforms. Standardization of meeting and file sharing platforms should take into account certain organizations' restrictions and ease of access for coordinators/staffers/chairs.

Agenda Planning & Meeting Design

3. How are agendas developed and who contributes?
   - WQGIT: GIT agendas are typically developed by the coordinator with assistance from the staffer and insight from the chairs. Workgroups range in their agenda creation. For the more ag focused groups, the coordinators develop the agenda with staffer assistance. The USWG and TCW agendas are typically developed by the coordinator, with assistance from the staffer. Agendas for other workgroups are typically developed by the staffer with assistance from the coordinators and approval of the chairs. Prep calls take place with the staffer, coordinator, and chairs to review the agenda items for an upcoming meeting.
   - STAR: Coordinators, chairs, and staffers create the agendas. Some coordinators create the full agenda themselves and share it with the staffers to send out, while others leave the agenda to the staffers and approve before it goes out.
     i. CRWG: Staffer works with coordinator to contact presenters, develop agenda, and meeting materials. We develop the agenda around 2 weeks before and send it out the week before when possible.
   - Habitat GIT (FPWG, SHWG, BTWG, WWG): Agendas are developed about 2 weeks in advance and sent approximately a week before. Agendas are usually drafted by the staffer and Workgroup Chairs either approve or provide edits.
   - Habitat GIT (SAV): Agendas are developed by the WG chair with assistance from the staffer and are sent out about a week in advance.
   - HWGIT: Agendas are developed by the staffer and coordinator with guidance from the chairs.
   - Stewardship GIT: Agendas are developed primarily by the Staffer, Coordinator, and/or the Chair. WG chairs have various levels of involvement across WGs.
   - SET: Agendas are developed by the Staffer and approved by the Coordinator using the [meeting request form](#) responses.
   - Fish GIT: For most of the workgroups, the staffer drafts the agenda and then gets them approved by the coordinator, or the coordinator and staffer draft it together. For the Executive Committee, the agenda is developed by the staffer and coordinator and then shared with the vice-chair before sending it out. For CBSAC and MD & VA Oyster

Restoration Interagency Teams, the agenda is developed primarily by the Chair and the staffer sends them out.

- MB/PSC: The agendas are required two weeks in advance as well as all other materials, per the governance document. This rarely happens in Phase 2 of B25. Versions of the agenda are subject to change and have changed up until the morning of the meeting. The agendas and collecting the materials is usually given to the staffer to start and the Coordinator swoops in and takes over closer and closer to the meeting date. CBP leadership is usually responsible for the last minute changes and to save time will delineate that to the Coordinator that they meet with on a regular basis.

4. Are there best practices around pre-meeting coordination and prep?
    - WQGIT: Agendas are typically distributed no later than a week in advance of an upcoming meeting. The WQGIT and WQGIT workgroups typically have a prep call with their respective staffer/coordinator/chair to discuss the agenda and make any changes. Speakers are usually contacted in advance of the meeting and requested to provide any materials or slides that need to be posted or screen shared. Efforts should be made to ensure materials are posted prior to the meeting.
        i. On the day of the meeting, it is common to begin the meeting 10-15 minutes early to allow people to join early and prepare to present if needed.
    - STAR: This varies greatly between workgroups.
        i. CRWG: Coordinator and staffer meet a week before the meeting to finalize presenters, materials, and agenda to be sent out a week before the meeting.
    - Habitat GIT (FPWG): Remind state point of contacts their role in the meeting and asking for an rsvp.
    - Habitat GIT-wide Meetings: All Habitat GIT Workgroup chairs meet with the Habitat GIT coordinator, chair & staffers before a Habitat GIT wide meeting to approve/revise the agenda before it gets sent out.
    - HWGIT: A meeting reminder and the agenda are sent to the HWGIT a week before the meeting.
    - Education WG: All 4 workgroup meetings are set a year or more in advance and have a consistent schedule (typically first Monday of Jan, Apr, Jul, Oct from 10:00-11:30am). Meetings are only rescheduled or postponed if necessary. A meeting reminder is sent 2 weeks in advance along with the agenda if it is ready. If it is not yet ready, the agenda is shared at least one week in advance. The agenda is attached to the Google Calendar invite. All Workgroup members (not interested parties) are added to the Google Calendar invite. Interested Parties are sent the agenda which has the virtual meeting details to join as their availability permits.
    - Stewardship GIT: tries to set workgroup meetings up for the year in advance to get it on members' calendars early on.
    - SET: The leadership team meets bi-weekly between big-group meetings in order to debrief previous meetings and plan for upcoming discussions. If there is a team with which we have previously met, their meeting minutes from the previous discussion will be sent out along with the meeting agenda. The team sends out a reminder to any

important contacts along with the [meeting request form](#) 2 weeks prior to the meeting in order to set the agenda and calendar invitation.

- **MB/PSC:** For both of my groups, I prefer to meet with the coordinator on a weekly basis, with sometimes 2 to 3 extra check-ins a week of the meeting to ensure everything is squared away, especially given the influx of last minute changes that happen in B25 Phase 2. I prefer Teams/Sharepoint for these larger meetings because it allows for more than one person to be editing at a time, as well as easier document sharing. Once a version is ready to be sent out or posted, it will have a version number (e.g. V2, V3, etc.). If the document is updated after posting has occurred, the one making the changes should make the staffer aware so that the webpage can be updated. This is the same process for all materials.
- **FishGIT:** For large GIT meetings, Save the Dates are sent out no later than a month before the meeting. A high-level agenda is sent out shortly after the save the date and a final agenda (confirming presentation/speakers) is sent around 1 week prior to the meeting. Executive Committee meetings are planned out 3-4 months in advance and reminder emails and agendas are sent a week prior to the meeting. Workgroup meetings vary. Some workgroup meeting invites are sent out a year in advance while others are sent out a month prior. We aim to post all meeting materials and agendas no later than a week before the meeting.

Key Takeaways:

- Agendas are commonly developed by the staffer with assistance from the coordinator and/or chair or by the coordinator/chair with assistance from the staffers. The division of work for agenda setting should be clearly defined in the role of staffer/coordinator/chair to maintain consistency across groups.
- Prep calls commonly take place with workgroup and workgroup leadership prior to monthly meetings.
- Meeting agendas and materials should be posted and agendas distributed in advance of every meeting. Current distribution and posting times vary, but 1-2 weeks prior to the meeting is a more common distribution timeframe
- Effective Agenda Setting Includes:
  i. Allotted times for specific discussion points to keep on track, with 5-10 minutes at the end to go over important points, action items, and a plan for the next meeting (if applicable)
  ii. A description of each agenda item and include who will be presenting/leading the discussion
  iii. Clear documentation of requested decisional items
  iv. Planned breaks for long meetings + breakout sessions to increase participation and engagement
  v. Links to slides or other relevant materials
- Common best practices for **in-person** meetings should include:

<ol type="i" start="1">
Sending out a survey asking for participants to specify in-person attendance to get an estimated headcount to see how much space should be reserved.
Including an "In-Person Meeting Details" document to specify parking info, office info, contact info, lunch etc. There's a <u>template for CBPO</u>
Adding a sign to the conference door with the name of the meeting & meeting duration for easy identification for those attending and so others know the conference room is occupied.
Having an attendance sheet and wifi information available for those meeting in person.

Facilitation & Participation

<ol start="5">
What practices support inclusive and effective facilitation?

- **WQGIT:** The use of the raise hand function and/or chat comments are commonly encouraged. The use of the consensus continuum and a related vote tracker are also commonly used.
- **Habitat GIT (FPWG, SHWG, BTWG):** State jurisdictional updates where 1 by 1 we go through states (Fish Passage) to get an update on their projects done in the last 6 months. I do think this would be a more valuable section of our meetings if we asked each jurisdiction to identify their current barriers to a specific project or multiple projects.
- **Habitat GIT (WWG):** Most meetings have an interactive discussion that includes a mentimeter, so everyone has the opportunity to participate.
- **Education WG:** Facilitated breakout rooms with a workgroup lead in each room to take notes and/or keep the conversations on topic. Opportunities to write down thoughts and opinions on jamboard-like platforms.
- **MB/PSC:** Typically the B25 related meetings are facilitated by Sherry Witt and Sarah Brzezinski, due to time restrictions. Some of their facilitation methods include consensus continuum for voting, monitoring chat and raised hands (virtually and in person), and using time cards to let presenters and discussion contributors know how much time they have to speak. Sherry has recently been using a chime to alert people in the meeting room that the meeting is resuming after breaks and lunch. Acknowledging comments in the chat is especially important when valuing diversity and inclusion. Often times when Sherry is not facilitating these conversations get overlooked. CBP leaders have a separate group chat during the time of the meeting to discuss next steps and make decisions during the meeting that allow more time for discussion amongst meeting participants. Some of the conversations include noting when to switch slides, noting when someone is having connectivity issues and has emailed the Coordinator/ staffer for help, drafting language for actions/decisions that will be discussed at the end of the meeting.
- **Fish GIT:** During virtual meetings we use the chat and raise hand function. We also have incorporated time for pulse checks within our meetings to make sure we get input from all members within the meeting (do they agree with the direction we are going). If we

have not heard from a jurisdiction on a matter that would impact them we make sure to reach out to continue that line of communication.

6. How are roles (facilitator, notetaker, timekeeper, etc.) assigned or rotated?
    ○ WQGIT: Practices range across workgroups. Typically the coordinator and chair assume the primary facilitation and timekeeping roles. WQGIT and WQGIT workgroup staffers usually take meeting notes, share screen, and admit/mute people. The monitoring of the chat is commonly shared.
    ○ STAR: Usually the chairs and coordinators do the on-air actions like facilitating discussions and keeping time, while the staffers do the behind the scenes actions like sharing screens, note taking, and muting people.
        i. CRWG: coordinator will do the facilitation and discussion leading, staffer will share screen, take notes, and do meeting upkeep as necessary.
    ○ HWGIT: Operates similarly to STAR^
    ○ Habitat GIT (FPWG, SHWG, BTWG, SAV, WWG): Facilitators are almost always the chairs of the workgroups. Timekeeper is a shared responsibility. Staffer share screens, keep track of comments in the chat, admit people into the meeting, mute participants, and take notes.
    ○ Habitat GIT wide Meetings: Habitat GIT Chair facilitates. Staffer responsibilities same as above.
    ○ Stewardship GIT: Staffer is the notetaker unless presenting, in which case a different designated person (varies) will take over notetaking. Depending on the conversation the Staffer may also serve as facilitator or timekeeper.
    ○ SET: The Staffer is responsible for notetaking and timekeeping while the Coordinator is responsible for facilitating (or will assign someone else to facilitate).
    ○ MB/PSC: It is random and depends largely on the CBP leadership, as well as the capacity of the Coordinator/staffer.
    ○ Fish GIT: The Chair/Coordinator is the main facilitator of meetings. The Staffer is responsible for note taking, monitoring the chat, admitting people in the meeting, muting participants,and screen sharing. The staffer also monitors the time and fills the role of timekeeper if needed.

7. How do you ensure balanced participation during a meeting?
    ○ Make it clear that the chat is being monitored and welcomed for those who may not want to verbally give input. Outside documents/platforms (google docs, mentimeter, etc.) can also help gather feedback in a remote/asynchronous way if desired.
    ○ Habitat GIT (FPWG, SHWG, BTWG):
      In Stream Health meetings we don't have specific strategies to do this.
      In Fish Passage meetings there is a section dedicated to "State Updates" where we hear from each jurisdiction.
      In Brook Trout meetings the chairs call out Brook Trout State Biologists for input when needed.

- ○ CRWG: Encourage a comfortable environment where people are free to share ideas even if not perfect, call on group members if something is relevant to them, monitor chat.
- ○ FishGIT: Provide enough time in the agenda for group discussion. If appropriate, ask participants directly if they have anything they would like to share. Encourage the use of the chat if they prefer that tool.

Key Takeaways:
- Common tools are used amongst workgroups to encourage effective meeting facilitation. These include:
  - The use of the raise hand and chat function
  - Interactive components like Mentimeter, google forms, or others
  - The use of the consensus continuum
- Coordinators/chairs typically handle meeting facilitation, while staffers handle more behind the scenes actions like screen sharing, muting/letting people in, timekeeping, and taking notes.
- Common practices to ensure balanced participation include ample discussion time, asynchronous feedback opportunities like surveys, and the use of the chat function

Public Engagement & Transparency

8. How do we engage stakeholders or the public in meetings?
   - ○ Increase cross-partnership collaboration so people are aware of when meetings they are interested in are taking place.
   - ○ Habitat GIT (FPWG, SHWG, BTWG, SAV, WWG): Only posting meeting materials to the Chesapeake.net website.
   - ○ Social media for larger meetings similar to MB public comment period?
9. Best practices and/or challenges to incorporating public feedback periods?
   - ○ Habitat GIT (FPWG, SHWG, BTWG, SAV, WWG): Interested stakeholders can reach out to be added to the mailing list; when we send a mass email requesting feedback this is the public's opportunity to provide feedback.
10. How is transparency maintained in decisions and discussions?
    - ○ Habitat GIT (FPWG, SHWG, BTWG, SAV, WWG, GIT): Through meeting minutes.
    - ○ Habitat GIT (SAV, WWG): Through meeting minutes and follow up emails with announcements/action items after the meeting to the whole WG, so those that didn't attend are aware.
    - ○ Stewardship GIT: Meeting minutes and follow up emails. Smaller action teams use a continuously edited running notes document that anybody can edit and add to.
    - ○ FishGIT: Record decisions and action items clearly within the meeting minutes and post meeting minutes to the CBP webpage in a timely manner so that they are public as soon as possible.

Key Takeaways:

- Expand outreach to public stakeholders to better engage outside partners beyond relying on CBP website calendar
    - Possibilities: social media posts, creating a more accessible way to join a workgroup's mailing list
- Explicitly provide opportunities to public stakeholders to provide feedback (whether at meetings, through emails, or other)
- Transparency requires clear communication in follow-up emails on action items and decisions along with the meeting minutes for those who missed the meeting.

Documentation & Follow-up

11. How are decisions, action items, and next steps captured?
    - GIT5: staffers send out a follow up email after workgroup meetings detailing important discussion points, decisions, and subsequent action items to work on, along with the minutes from meeting for transparency.
    - STAR: Decisions, action items, and next steps are listed at the top of each meeting minutes doc, which is shared with the group and online.
    - Habitat GIT (FPWG, SHWG, BTWG): Through meeting minutes, usually captured at the end with a list of action items.
    - Habitat GIT (SAV, WWG): In the meeting minutes & follow up emails with announcements/action items after the meeting to the whole WG, so those that didn't attend are aware.
    - HWGIT: Next steps and action items are typically captured in recap emails that are sent out within a few days from a meeting.
    - FishGIT: Next steps are captured within meeting minutes/ action items listed at the top of the meeting minutes. Next steps are also communicated within the follow-up email sent out to the group following the meeting.
    - WQGIT: Actions and decisions are to be listed at the top of meeting minutes. Some workgroups like the AMT and AgWG, CWIP SC, and the GIT use running logs of actions and decisions to track each meeting's actions and decisions across multiple years.
12. Where/how are meeting notes stored/shared?
    - WQGIT: Notes are initially shared with leadership and stored on Teams. Recaps and minutes are typically sent through email (where applicable) and posted to the webpage.
    - STAR: Mostly notes are stored in SharePoint or in staffers' own file systems. Once they are ready, they are emailed to all members and posted online, if applicable.
    - Habitat GIT (FPWG, SHWG, BTWG): Through meeting minutes, usually captured at the end with a list of action items.
    - Habitat GIT (SAV, WWG, GIT): Notes are typically shared by email and posted on the CBP meeting calendar page for the meeting. They are stored in staffers' own file systems.
    - HWGIT: Time-sensitive notes are included in a recap email sent within a few days of the meeting, while transcript style minutes are posted onto the website later.

- ○ Stewardship GIT: Meeting minutes are captured and sent in follow-up emails and posted on the website. Staffers use google suite to store documents.
- ○ FishGIT: Meeting notes are originally stored on our google drive and then when they are ready to be shared they are emailed to workgroup members and posted on the CBP webpage.

13. What helps ensure follow-through on decisions or deliverables?
- ○ Reminder emails/check-ins, and assigning tasks to specific people/groups.
- ○ Attaching a deadline to a deliverable/decision
- ○ Habitat GIT (FPWG, SHWG, BTWG): Through meeting minutes, usually captured at the end with a list of action items.
- ○ WQGIT: Log of actions and decisions with actions marked "completed" or "in progress"

Key Takeaways:
- Follow-up emails with minutes attached provide decisions, action items, and next steps to the workgroup following a meeting.
- A range of storage systems are used for meeting notes: Some groups use Teams/Sharepoint or Google Drive, while others rely on the individual staffer's own file system (this could create a problem with staffer turnover). Notes are shared through email and the CBP webpage.
- Ensuring accountability on decisions/deliverables can be managed through sending reminder emails, delegating tasks, setting deadlines, and tracking the status of action and decision items in a separate log.

Evaluation & Continuous Improvement

14. Are meetings ever evaluated for effectiveness? Mechanisms for feedback?
- ○ Habitat GIT wide Meetings: We send out a survey at the end of each Habitat GIT meeting asking for feedback and how we can improve. Not many complete the survey.

15. Have you changed practices based on feedback or lessons learned?
- ○ WQGIT: Yes. For example, meetings for the WQGIT used to be held exclusively on Webex, however this platform was harder for staffers/leadership to navigate. Additionally, it was harder for presenters to share their own screen. Meetings were switched to Teams for the subsequent year.
- ○ Habitat GIT (FPWG, SHWG, BTWG): Stream Health has started to use the tool Miro Board to make meetings interactive since some members would rather not come off mute to provide input.
- ○ Habitat GIT (WWG): Weren't getting much participation from attendees when we met as a whole group, so split into having tidal team and nontidal team meetings which increased participation.
- ○ Habitat GIT (SAV): Switched from having 2 full day meetings and 2 half day meetings throughout the year to 3 half day meetings and 1 full day meeting. After getting feedback that the full day meetings were harder to attend.

- ○ FishGIT (ICW): We have planned all meetings (including small group meetings) for the year 2025 and have sent calendar invites. Members wanted to have more planned structure.

Key Takeaways:
- Adapting meetings based on participation trends can improve future participation:
    - Adding non-verbal opportunities for sharing (chat comments, miro board, mentimeter, polls, etc.)
    - Splitting into breakout groups based on topics (or completely different meetings)
    - Understanding and accommodating members' schedules and conflicts, especially for long, multi-day meetings.
- Overall, mechanisms for evaluating meeting effectiveness could be better fine-tuned

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Appendix A: Staffer Tips and Recommendations for Standardization

1. Understanding that there are challenges to standardizing meeting practices given the differences in workgroups, opportunities for general streamlining include:
    a. Standardizing agenda and minutes templates (posting both pdf and word doc versions)
        i. Consider multiple template options for minutes:
            1. Detailed transcript
            2. Summary of presentation, important discussion points, and takeaways
            3. Actions and decisions
        ii. Consider an ideal timeline for agenda posting and distribution
    b. Choosing a common meeting platform while being mindful of organizational restrictions
    c. Officially define the roles/responsibilities of Coordinator vs Chair within workgroups and assign the same leadership breakdown to each group (Chair, Vice Chair, coordinator, staffer)
        i. Consider assigning agenda creation, speaker outreach, and meeting facilitation in these definitions.
        ii. Define membership and make clear the distinction between voting members, non voting members, interested parties
            1. Consider a common template for distribution lists

Appendix B: Meeting Frequency

Meeting Frequency: How often does each group meet?

    a. Stewardship GIT: GIT meets annually (full day), and Workgroups meet quarterly (usually 2 hours); some WGs have smaller action teams or subset groups that meet as needed to implement actions in the workplan.

        i. PAWG meets twice a year, focusing on data collection and annual reporting.

    b. WQGIT:

        i. AMT, AgWG, USWG, WWTWG, WTWG, TCW, WQGIT: Monthly

        ii. LUWG: Quarterly

        iii. CWIP SC: Bi-annually

        iv. Milestones Workgroup: As needed

    c. Habitat GIT

        i. GIT Meeting: 2 days (includes travel & field trips) twice a year

        ii. Wetlands: Every month for 2 hours

        iii. SAV: Quarterly. 3 of the meetings are half a day (~4 hours) and 1 is a full day (~8 hours)

        iv. Brook Trout: Twice a year

        v. Fish Passage: Twice a year

        vi. Stream Health: Every other month for 2 hours

    d. STAR: STAR: quarterly for 2-4 hours. CAP WG: Monthly for 2 hours. DIWG: quarterly for 2-3 hours. ITAT: monthly for 1-2 hours. Modeling WG: weekly for 2 hours and 2-day quarterlies. STWG: currently on hiatus. Within Integrated Monitoring Networks - BORG: Full group: quarterly for 2 hours. Development team: monthly (except months with full group meeting) for 2 hours. Hypoxia Collaborative: quarterly for 1-2 hours. NTN: bi-monthly public meetings and bi-monthly leadership team meetings, each 1-2 hours.

    e. FishGIT: GIT meets biannually for 2 days, Executive Committee meets monthly for 1.5 hrs, CBSAC meets annually, Fish Habitat Action Team meets quarterly with additional meetings as needed, Forage Action Action team meets biannually, MD & VA interagency teams meet separately twice a month, Invasive Catfish Workgroup meets twice a year with small groups meeting quarterly, PPAT meets 4 times a year.

Key Takeaways:

- There is no standard amount of frequency or duration for different works to meet. This could be addressed to make it easier to attend meetings of interest across the bay program. Opportunities include setting a recommended frequency and length of meetings for different tiers (GIT-level, workgroup-level, etc.)
    - There would likely not be a one-size-fits-all solution as different groups will need to meet on their own schedules based on the work that needs to be done.

Appendix C: Definitions of Coordinator, Staffer, Chair, Member Roles and Current State

Coordinator

Definition: Workgroup Coordinators act as a facilitator for workgroup meetings as well as a liaison between the workgroup and the rest of the Bay Program.

Responsibilities:
- Provide technical support and subject matter expertise to the workgroup
- Day of meeting facilitation
- Agenda development
- SRS/Beyond 2025 material development
- Outreach to others in the Bay Program

Staffer

Definition: The staffer serves as the point of contact for their respective workgroup members and provides administrative and meeting support.

Responsibilities:
- Support meeting preparations (agenda development, meeting scheduling, etc.)
- Provides day of meeting support (Takes meeting minutes, mute/let people in as needed, screenshare)
- Keep distribution lists
- Update GIT/workgroup webpages as necessary
- Assist with workgroup communication

Chair/ Vice-Chair

Definition: Workgroup Chairs act as a primary representative of the workgroup and work collaboratively with the staffer and coordinator in preparation for and facilitation of workgroup meetings. GIT Chairs act as non-voting representatives on the MB and represent the GIT in CBP leadership meetings.

Responsibilities:
- Day of meeting facilitation, attend prep meetings with staffer and coordinator, approve meeting agendas
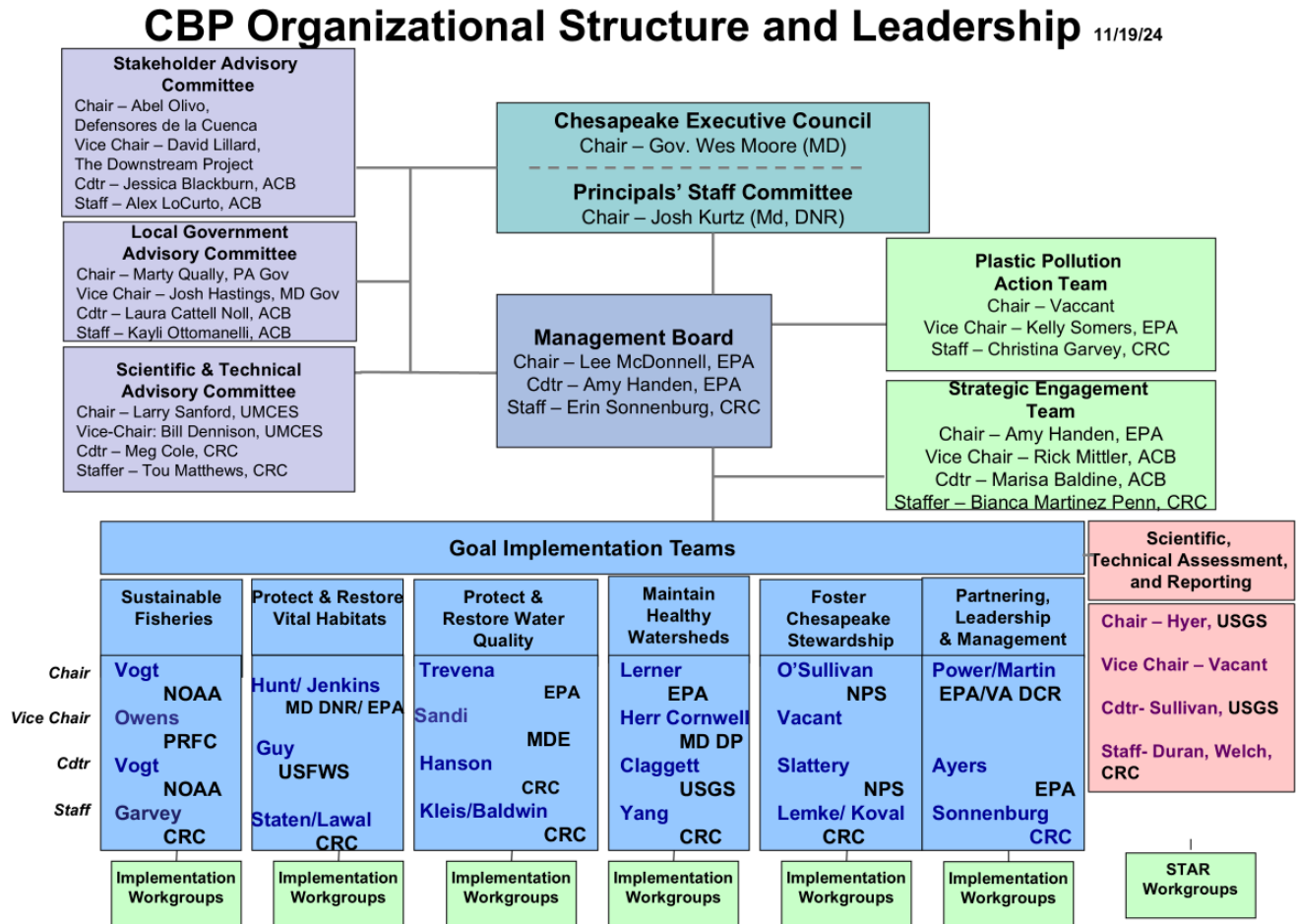- Aid in the development of SRS/Beyond 2025 deliverables

Member (Varies)

Definition: Workgroup members are representatives from a jurisdiction or other entity that attends workgroup meetings, participates in discussion, and gives recommendations on Bay Program decisions.

Responsibilities:
- Attends meetings and discussions

- Continues any additional work needed outside of meetings
- Reports back to respective MB members and other jurisdictional leadership

Current State: (04/21/25)

CBP Organizational Structure and Leadership 11/19/24

Stakeholder Advisory Committee
Chair – Abel Olivo, Defensores de la Cuenca
Vice Chair – David Lillard, The Downstream Project
Cdtr – Jessica Blackburn, ACB
Staff – Alex LoCurto, ACB

Local Government Advisory Committee
Chair – Marty Qually, PA Gov
Vice Chair – Josh Hastings, MD Gov
Cdtr – Laura Cattell Noll, ACB
Staff – Kayli Ottomanelli, ACB

Scientific & Technical Advisory Committee
Chair – Larry Sanford, UMCES
Vice-Chair: Bill Dennison, UMCES
Cdtr – Meg Cole, CRC
Staffer – Tou Matthews, CRC

Chesapeake Executive Council
Chair – Gov. Wes Moore (MD)
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Principals' Staff Committee
Chair – Josh Kurtz (Md, DNR)

Management Board
Chair – Lee McDonnell, EPA
Cdtr – Amy Handen, EPA
Staff – Erin Sonnenburg, CRC

Plastic Pollution Action Team
Chair – Vaccant
Vice Chair – Kelly Somers, EPA
Staff – Christina Garvey, CRC

Strategic Engagement Team
Chair – Amy Handen, EPA
Vice Chair – Rick Mittler, ACB
Cdtr – Marisa Baldine, ACB
Staffer – Bianca Martinez Penn, CRC

Goal Implementation Teams

	Sustainable Fisheries	Protect & Restore Vital Habitats	Protect & Restore Water Quality	Maintain Healthy Watersheds	Foster Chesapeake Stewardship	Partnering, Leadership & Management
Chair	Vogt NOAA	Hunt/ Jenkins MD DNR/ EPA	Trevena EPA	Lerner EPA	O'Sullivan NPS	Power/Martin EPA/VA DCR
Vice Chair	Owens PRFC	Guy USFWS	Sandi MDE	Herr Cornwell MD DP	Vacant	
Cdtr	Vogt NOAA		Hanson CRC	Claggett USGS	Slattery NPS	Ayers EPA
Staff	Garvey CRC	Staten/Lawal CRC	Kleis/Baldwin CRC	Yang CRC	Lemke/ Koval CRC	Sonnenburg CRC

Scientific, Technical Assessment, and Reporting
Chair – Hyer, USGS
Vice Chair – Vacant
Cdtr- Sullivan, USGS
Staff- Duran, Welch, CRC

Implementation Workgroups	Implementation Workgroups	Implementation Workgroups	Implementation Workgroups	Implementation Workgroups	Implementation Workgroups

STAR Workgroups

GIT and Support Group Leaders 11-19-2024

Team	Chair (or Co-Chairs)	Vice- Chair	Coordinator and Staffer(s)
1 – Sustainable Fisheries	Vogt NOAA	Owens PRFC	Vogt & Garvey NOAA/CRC
2 – Protect and Restore Vital Habitats	Hunt/Jenkins MD DNR/EPA	No Vice Chair	Guy & Staten/ Lawal USFWS/CRC
3 – Protect and Restore Water Quality	Trevena EPA	Sandi MDE	Hanson & Kleis/Baldwin CRC & CRC
4 – Maintain Healthy Watersheds	Lerner EPA	Herr Cornwell MD DEP	Claggett & Yang USGS & CRC
5 – Foster Stewardship	O'Sullivan NPS	Vacant	Slattery & Koval/Lemke NPS & CRC
6 – Enhance Partnering, Leadership, and Management	Power/Martin EPA/ VA DCR	Vacant	Ayers & Sonnenburg EPA & CRC
Science, Technical Analysis, and Reporting	Hyer USGS	Vacant	Sullivan & Welch/ Duran USGS & CRC
Strategic Engagement Team	Handen EPA	Mittler ACB	Baldine & Martinez- Penn, CRC ACB & CRC

Goal Implementation Teams with two Co-Chairs: 2
Goal Implementation Teams with one Chair and one Vice Chair: 6
Goal Implementation Teams with only Vice Chair: 0
Goal Implementation Teams with neither Chair nor Vice Chair (no active leadership): 0
Goal Implementation Teams without Coordinators: 0
Goal Implementation Teams without Staffers: 0
Workgroups with two Co-Chairs: 7
Workgroups with Chair and Vice Chair: 7
Workgroups with only Vice Chair: 0
Workgroups with neither Chair nor Vice Chair (no active leadership): 8
Workgroups without Coordinator: 15
Workgroups without Staffer: 0