



Chesapeake Bay Program  
*Science. Restoration. Partnership.*

July 2, 2025

# **Beyond 2025: GIT 6 July Meeting**

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## **Decision from June 12 Management Board Meeting – Structure and Governance Priorities**

- Convene a small brainstorming team – non-decisional – composed of jurisdictional signatory representatives, federal agencies, an NGO, and Advisory Committee representatives (12 people total) to brainstorm recommendations on accountability and governance operations for Management Board and PSC review, consideration, and approval.
- Full Management Board to address and develop organizational structure recommendations for PSC review and approval.

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## Feedback from June 27 PSC Meeting

- PSC approved the Management Board's approach for convening a small team to develop structure and governance recommendations as part of the EC's Beyond 2025 Charge.
  - Team will collaborate with partners who have the skillsets and expertise identified by GIT 6.
- GIT 6 should continue its work on meeting best practices as a rolling activity into the future.



# **Workgroup Updates**

*(10 minutes)*

Budget and Finance: Elliott Campbell, MD DNR





# Meeting Best Practices

*(15 minutes)*

Lead: Katie Ayers, EPA CBPO



# Meeting Best Practices to Implement Now

Practice	Result
Define roles and responsibilities of chairs, coordinators, staffers, interested parties, and voting/non-voting members <i>in the context of meetings</i>	<ul style="list-style-type: none"><li>• Clear definitions of leadership roles, decision-making authority, and required logistics for meetings</li><li>• Consistent representation and expectations for participation</li></ul>
Establish list of common ground rules	<ul style="list-style-type: none"><li>• Respectful meeting culture and collaborative environment</li><li>• Varied viewpoints are valued and considered</li><li>• Relationships built on trust and willingness to find solutions</li></ul>
Consider effective meeting size for purpose and delegate attendance; participants reflect expertise needed for discussion	<ul style="list-style-type: none"><li>• Meetings are run efficiently with strategic purpose; task-driven</li><li>• Avoids meeting fatigue and resolves schedule conflicts</li></ul>
Standardize agendas and meeting documentation using Management Board format	<ul style="list-style-type: none"><li>• Clear meeting objectives, roles, key takeaways, actions, decisions, and deadlines</li><li>• Enhanced accountability and consistency</li></ul>

# Meeting Best Practices to Implement Now

Practice	Result
Utilize <u>CBP Meetings Calendar</u> to provide advance notice (1-2 weeks) and post relevant materials <ul style="list-style-type: none"><li>Meeting summaries/minutes posted within one week</li></ul>	<ul style="list-style-type: none"><li>Builds searchable archive for primary materials</li><li>Participants are prepared prior to meeting</li><li>Ensures appropriate parties present for decision-making</li><li>Transparency in meeting topics and accountability for outputs</li></ul>
Update group page information and core membership lists on <u>CBP website</u> every 6 months, if needed.	<ul style="list-style-type: none"><li>Serves as core email distribution list and provides accurate contact info</li><li>Appropriate representation in membership</li></ul>
Suggest common meeting and file sharing platforms and engagement tools	<ul style="list-style-type: none"><li>Microsoft Teams and Zoom used for hosting meetings</li><li>Microsoft Teams/SharePoint and Google Drive used for file sharing and editing</li><li>Enhanced engagement during meetings and collaboration between meetings</li></ul>
Utilize <u>CBP Accessibility Best Practices</u> for meeting materials, facilitation, and communication	<ul style="list-style-type: none"><li>Adherence to program guidelines for accessibility</li><li>Accommodations to ensure comprehensive participation</li></ul>

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# Planned Deliverables for Best Practices

- Appendix in CBP Governance Document with key practices and standards to support groups at all levels of organizational structure
- Standard CBP agenda template
- CBP minutes templates?
  - Informed by Staffer Feedback Document, CBP Governance Document, and external resources





## [Meeting Title]

[Month Day, Year]  
[Time]

**Meeting Link:** [Join the meeting via Microsoft Teams](#)

**Meeting ID:**      **Passcode:**

**Call: +1**      **Conference ID: #**  
*or*

**Meeting Link:** [Join the meeting via Google Meets](#)

**Call: +1**      **(PIN: #)**

[Visit the meeting webpage for meeting materials and additional information.](#)

To request accommodations (e.g., closed captioning or alternative formats), please contact [Name] at [email].

**Purpose:** [A short description of your meeting's goals, primary discussion topics, decisional items, and anticipated accomplishments.]

## Agenda

- I. [Item 1] (0:00 – 0:00)  
Lead: [Name(s) of facilitator(s) or presenter(s)]  
[A short description of the agenda topic, context, and any expected input from participants.]  
  
Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).
- II. [Item 2] (0:00 – 0:00)  
Lead: [Name(s) of facilitator(s) or presenter(s)]  
[A short description of the agenda topic, context, and any expected input from participants.]  
  
Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).
- III. [Item 3] (0:00 – 0:00)  
Lead: [Name(s) of facilitator(s) or presenter(s)]  
[A short description of the agenda topic, context, and any expected input from participants.]  
  
Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).
- IV. **Wrap-Up** (0:00 – 0:00)  
Lead: [Name(s) of facilitator(s) or presenter(s)]
- V. **Adjourn** (0:00)

**Next Meeting:** [Month Day, Year, time]



# **Geographic Program Reviews**

*(15 minutes)*

Lead: Lucinda Power, EPA CBPO



# Geographic Program Reviews

- **Objective:** Review other geographic programs to gain insights for developing Scope(s) of Work.
- **Approach:** Rapid assessment with 5-6 related regional partnerships. Example questions include:
  1. How was the Program formally established? (e.g., statutes)
  2. Organizational structure? What guides the Program?
  3. Funding mechanisms; deployment and prioritization of resources?
  4. How are you measuring success?
  5. Lessons learned?
  6. Tribal engagement?

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# Geographic Program Reviews

## 1. Informational discussions and comparative exercise in June.

- Individuals set up meetings with identified partnerships.
- Review Program materials (e.g., strategic plan, org chart).
- Discuss issues of interest; inform of CBP approach and seek feedback.

**Programs:** Puget Sound Partnership, San Francisco Estuary Partnership, Long Island Sound Partnership, International Joint Commission (Great Lakes), Great Lakes Restoration Initiative, Delaware Center for the Inland Bays, Gulf Coast Ecosystem Restoration Council

## 2. Informational small group discussion(s) with Partnerships' external stakeholders, if desired.

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## Next steps:

1. Meeting best practices appendix and agenda / minutes templates will receive initial feedback from GIT 6 members, coordinators, and staffers **by July 4**.
  - Share with Management Board for review in July.
2. Small group will continue planned discussions for geographic program reviews **through the summer**.
3. Small team (12 people) to brainstorm and develop recommendations on accountability and governance operations for Management Board and PSC.

**NEXT MEETING: October 1st, 2:00 – 4:00 PM**