

**CBP Goal Implementation Team
Enhance Partnering, Leadership, and Management
Meeting Agenda**

Date: October 18, 2016

Time: 10:00am – 3:00pm

Location: Conference Call; Oatlands Plantation, Emmet House, 20850 Oatlands Plantation Lane, Leesburg, VA 20175

Call-in: 866-299-3188

Code: 267-985-6222

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

Meeting Page: <http://www.chesapeakebay.net/calendar/event/23344>



Members In Attendance:

Greg Allen, EPA	Mike Foreman, VA DCR	Dan Nees, UMD EFC/BFWG Chair
Greg Barranco, EPA	Laura Free, EPA	Reggie Parrish, EPA
Russ Baxter, VA Office of Natural Resources	Emily Freeman, CRC	Jennifer Pauer, WV DEP
Carin Bisland, EPA, Vice-Chair	Mary Gattis, Alliance/LGAC	Kristin Saunders, UMCES
Jessica Blackburn, Alliance (CAC Liaison)	David Goshorn, MD DNR, Chair	John Schneider, DE DNREC
Bevin Buchheister, CBC	Kirk Havens, VIMS/STAC Liaison	Doreen Vetter, EPA
Diane Davis, DC DOE	Carl Hershner, VIMS	Julie Winters, EPA
Sarah Diebel, DOD	Nicki Kasi, PA DEP	Kristen Wolf, PA DEP
Andy Fellows, UMD/LLWG Chair	Sara Latessa, NY DEC	
Kristen Fleming, MD DNR	Nicole Lehmer, CRC	
Rachel Felver, Alliance	Jackie Lendrum, NY DEC	

Agenda Item, Discussion Lead and Desired Outcome	Time	Materials, Notes, and Action Items
Introductions (Discussion Lead: Dave Goshorn) <i>Welcome note and a brief history of Oatlands Plantation from Special Events Manager Moriah Lemming. Review Action Items from September meeting.</i>	10:00 – 10:15	Summary of Action Items from September Meeting: <ul style="list-style-type: none"> ACTION: Contact Lisa Wainger before 9/15 MB meeting to include STAC in the Biennial Review development process. (Kristin Saunders) Complete. DECISION: GIT6 agrees that Biennial Strategy Review System Option 3 should be presented to the Management Board on September 15, 2016. Complete. ACTION: Draft a matrix showing the governance of GITs, to be reviewed at the October 2016 GIT6 meeting. Solicit recommendations on whether to carry this over to workgroups, or create an alternate governance structure for workgroups. (Carin Bisland, Emily Freeman) Complete. ACTION: Send a message to GIT Chairs to solicit comments on any issues GITs are having with voting governance. (Kristin Saunders) In progress.

		<ul style="list-style-type: none"> ACTION: Draft a recommended approach for each suggested revision to the Governance Document, to be reviewed at the October 2016 GIT6 meeting. (<i>Carin Bisland, Emily Freeman</i>) <i>In progress.</i>
Goal Team Mission, Membership, and Processes (Discussion Lead: Dave Goshorn, Greg Allen) <i>Review the Goal Team mission and membership criteria, and discuss any potential revisions to Goal Team processes and 2017 meeting schedules.</i>	10:15 – 10:45	Materials <ul style="list-style-type: none"> Enhance Partnering, Leadership and Management GIT Workplan
Biennial Strategy Review System, Part 1 (Discussion Lead: All) <i>Develop details for the 2-day biennial review meeting and the quarterly MB progress session meetings, including who should attend, and guiding questions and processes for GITs to use when preparing to present to the MB.</i>	10:45 – 12:00	Materials <ul style="list-style-type: none"> Biennial Strategy Review System Meeting Details
Lunch <i>Lunch will be provided by Virginia, and will be catered by Hill High Bakery & BBQ Company.</i>	12:00 – 12:30	
Biennial Strategy Review System, Part 2 (Discussion Lead: All) <i>Review the sequence and timing of meeting theme (indicator) groups, and draft a mock agenda for the first 2-day biennial review meeting and the first MB quarterly progress session.</i>	12:30 – 1:30	Materials <ul style="list-style-type: none"> Biennial Strategy Review System Summary
GIT6 Workgroup Activities, Opportunities, and Challenges (Discussion Lead: Dan Nees, Andy Fellows) <i>Workgroup Chairs will lead discussion on the status of current projects; future planned activities and deliverables; ideas for workgroup participation in the Biennial Strategy Review System; and opportunities for GIT6-Workgroup collaboration to overcome barriers workgroups may be facing.</i>	1:30 – 2:30	Materials <ul style="list-style-type: none"> Budget and Finance Workgroup Charge 2016-2017 Budget and Finance Workgroup work plan (Draft) Budget and Finance Small Team Charge Local Leadership Update
CBP Governance Document (Discussion Lead: Kristin Saunders) <i>Review log of revisions with associated next steps and recommendations. Reach consensus on which recommendations to take to the Management Board.</i>	2:30 – 2:50	Materials <ul style="list-style-type: none"> Governance Document log of revisions (Draft) GIT-Workgroup Governance Matrix (Draft) CBP Governance Document

<p>Action Items, Wrap-up, Next Meeting (Discussion Lead: Dave Goshorn, Emily Freeman) <i>Review current GIT workplan and discuss potential revisions resulting from new processes and/or focus areas. Review action items and discuss details for the upcoming meeting.</i></p>	<p>2:50 – 3:00</p>	<p><u>Materials</u></p> <ul style="list-style-type: none"> • Enhance Partnering, Leadership and Management GIT Workplan <p>Next Meeting: Tuesday, November 1, 1-3PM</p>
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