

CBGN Working Group Minutes – May 11, 2005

Joseph Macknis Memorial Conference Room, Chesapeake Bay Restoration Center
Chesapeake Bay Program Office, 410 Severn Avenue, Annapolis MD 21403

Participating:

Marci Ross, Robert Pickett, Robert Carter, Melanie Teems, Chris Conner, Derral Jones, Dan Martin (phone), Bob Campbell, Jonathan Doherty, Rod Torrez, Cheryl Branagan, Catherine Mueller, Mike Land

The meeting convened at 10:30 AM.

The Minutes from February 9 and March 9 were approved as written.

Conference Debriefing and Evaluations

The summary of conference evaluations, which was attached to the agenda, was discussed with the group. Presuming continuation of the 18 month cycle, a next conference could be held in Fall 2006, though no commitments have yet been made. Members noted that the comments regarding the conference were conscientious and gratifying in general. It was noted that a recurrent theme is an interest in adding more networking time; this could be one focus of workshops during the rest of the year, particularly in regional groups.

Update on Status of Action Plan

Jonathan Doherty updated members on progress made in carrying out the action plan for responding to program management issues raised by Congress. Work is progressing on all of the actions identified in the plan. Doherty will regularly update the Working Group at future meetings.

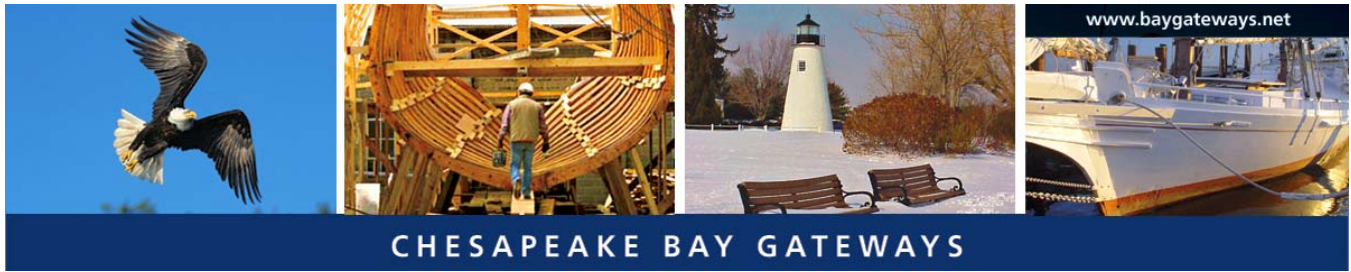
Designation of SERC

Review of the Gateway nomination of the Smithsonian Environmental Research Center (SERC) was revisited. After some discussion, the Working Group agreed to recommend designation of SERC as a Gateway site with the provision that a meeting be set-up to express the groups' expectations of the site.



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Gap Analysis

Reingold presented preliminary findings of the geographic, thematic or other strategic gaps in the CBGN membership. A document outlining the preliminary findings is attached to the meeting agenda for more in-depth information. Preliminary findings from the gap analysis will be considered during the upcoming strategic planning session.

John Smith Seminar Recommendations

The Working Group reviewed the summary of recommendations from John Smith Seminar at the Gateways conference. A document outlining the summary is attached to the meeting agenda for more in-depth information. No immediate action was recommended by members during the meeting.

Network-wide Priorities for Remainder of Fiscal Year

Jonathan Doherty provided a spreadsheet outlining activities associated with Network-wide priorities for the remainder of the fiscal year. He noted that the spreadsheet would constitute the basis for much of the program plan called for in the "NPS Action Plan for Improving Management of CBGN". The spreadsheet also includes provisions for completing the many other actions detailed in the action plan, including contracting for certain grant administration functions such as auditing of select grants. Members concurred with the priorities outlined in the spreadsheet. Doherty noted that the upcoming strategic planning session will take a new look at all strategic priorities for 2006 and beyond.

2005 Grant Review

Instructions and guidance for the upcoming review of 2005 grant applications have been modified for this year. Members will receive their grant packages next week with final review and scores are due back to the NPS by June 3.

Critical Upcoming Meetings:

- **June 8:** Grant Review – full day
- **June 29:** Strategic Planning Work Session – full day.
- **July 14:** Final Strategic Priorities Session



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