

## Executive Committee Meeting

RI Department of Environmental Management  
235 Promenade Street, Suite 200C1, Providence, RI  
March 10, 2020  
10:00am to 12:00pm

## AGENDA

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### CHAIR'S REPORT

10:00-10:15am

*Heidi Ricci, Mass Audubon (Rotating Chair)*

- Welcome the group and call for introductions, including our new Vice Chair, Caitlin Chaffee!
- Approve January 14, 2020 Executive Committee (EC) meeting notes.
- Provide a quick overview of agenda.

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### PROGRAM HIGHLIGHTS

10:15-10:45am

*Mike Gerel, Narragansett Bay Estuary Program*

- Mike presents major tasks accomplished by the program since the January 14<sup>th</sup> meeting and takes questions.

**Desired Outcome:** EC members aware of major accomplishments and issues encountered since the last meeting and any member ideas or questions are addressed.

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### LOGISTICAL AND ADMINISTRATIVE LAUNDRY LIST

10:45-11:15am

*Mike Gerel and EC Members*

- Mike seeks input on the following four administrative questions.
  1. Is the financial summary table provided in the Program Report meet the Committee's needs?
  2. Can NBEP post committee meeting materials and the annual work plans on the NBEP website?
  2. Does the EC support creation of a New SC Member Nominating Subcommittee?
  3. Should all existing members sign the new *SC Expectations* document created for new members?

**Desired Outcome:** EC members make a recommendation on these issues and whether to send them to the SC for approval.

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### DISCUSS POTENTIAL NEW TASKS FOR NEXT WORK PLAN

11:15-11:45am

*Mike Gerel and EC Members*

- Mike presents a 1-page document that lists tasks in NBEP's current work plan, those that carry over into next year, and handful of new ideas for the next plan (FY20). EC members will have time to offer comments on the proposed new ideas in the document and offer their own.

**Desired Outcome:** The Committee is familiar with NBEP's workload carrying into next year's work plan, offer feedback on potential new tasks, and is prepared to review a draft work plan prior to their next meeting on May 12<sup>th</sup>, and approve the plan at that meeting.

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### UPCOMING MEETINGS AND ACTION ITEMS

11:45am-12:00pm

*Mike Gerel, Narragansett Bay Estuary Program*

- Mike previews upcoming meetings and reviews any action items captured today.