



Scientific and Technical Advisory Committee (STAC) Executive Board (EB) Call October 19, 2015

Call Attendance:

Members: Bob Hirsch, Brian Benham, Gene Yagow, Kirk Havens, Lisa Wainger, Mark Luckenbach

Administration: Bill Ball, Natalie Gardner, Rachel Dixon, and Renee Kelly

STAC Members Attendance

The STAC Bylaws state that any member who misses two or more consecutive meetings (and is not represented by a designated alternate) will be contacted concerning his/her absence. There are currently two members that have missed two or more consecutive meetings. Both of those members are suspected to have underlying reasons for their absence, which were discussed on the call. STAC Chair, Lisa Wainger (UMCES) will reach out to both members to determine their interest and availability to remain an active member on STAC. If either member is unable to continue serving, STAC staff will work with Wainger to fill the vacancy.

ACTION: **Wainger** will reach out to both members to determine their interest and availability to remain an active STAC member. **Update:** Wainger reached out to Skousen and discussed time availability and willingness to remain an active STAC member. Skousen and alternate agreed to utilize webinar capabilities if they are unable to make meetings in person.

Upcoming STAC/EB Member Rotations

Following the September 2015 STAC quarterly meeting/retreat, two EB vacancies opened up. Due to the passing of Kurt Gottschalk (USFS), one position became vacant and another by rotating Brian Benham (VT) into the Vice-Chair position. Prior to the call, STAC's EB nominating committee selected the following STAC members as candidates: Donna Bilkovic (VIMS), Marc Ribauda (USDA-ERS), Andrew Miller (UMBC), and Adel Shirmohammadi (UMD). All four members accepted the nomination. The EB requested the two vacancies be filled prior to the December quarterly meeting. STAC staff, Renee Kelly (CRC) will conduct elections via email prior to the December meeting. Election materials will be distributed including: EB nominee CV's, a summary of their current expertise, and a ballot requesting a vote for two of the four nominees.

In addition, STAC currently has two federal appointee vacancies. Gottschalk held one of the positions and the other is a result of Michael Ford (NOAA) unable to serve a second term. Wainger nominated Mark Monaco (NOAA) to fill Ford's position, whose expertise ranges from living resources to water quality monitoring, all of which will be useful and relevant to upcoming STAC discussions. Monaco received the nomination request, and STAC staff is awaiting his response. Gardner has been in touch with Sally Claggett (USFS) regarding STAC's request to replace Gottschalk. Gardner will follow-up with Claggett to check the status of this request.

ACTION: **Kelly** will prepare and distribute the EB election materials via email prior to the December quarterly meeting.

ACTION: Gardner will follow-up with Claggett regarding STAC's request to replace former STAC member Gottschalk. **Update:** As of 10/22/15, Claggett confirmed with Gardner that an update will be provided in the near future.

ACTION: STAC staff will follow up with Monaco regarding his nomination to serve as a STAC Federal Appointee. **Update:** As of 10/20/15, Monaco responded and accepted the nomination.

Restructuring Agendas: December 8-9 STAC Quarterly Meeting

One action item from the September retreat was for the EB to restructure future quarterly meeting agendas according to the discussions and outcomes. At the retreat, STAC members shared opinions regarding quarterly meeting effectiveness and how members prefer to structure future agendas. STAC also identified five priority science issues which needed future STAC proactive efforts. During this call, the EB discussed how those issues can/will be incorporated into quarterly meeting agendas.

Wainger started the conversation by reviewing the draft December quarterly meeting agenda. The draft agenda included normal STAC business topics rolled over from previous agendas, and new items added following the retreat. Two items on the agenda included EPA, USGS, USDA Collaboration and a presentation from Regional Administrator, Shawn Garvin. The EB also provided feedback on agenda items that are no longer relevant and should be removed. The bulk of the discussion focused on the relatively new agenda items following the retreat.

The EB discussed focusing the December agenda around one of the five priority science issues identified at the retreat (i.e., climate change or nutrient management). After further discussion, the EB requested that this discussion take place with the full membership at the meeting. Wainger then proposed that Gardner prepare a timeline reflecting anticipated opportunities for STAC to weigh-in prior to CBP decision-making. The timeline will be prepared prior to the December quarterly meeting. Wainger suggested using this tool to support organizing STAC into workgroups to discuss: upcoming STAC decisions, retreat outcomes and topics, STAC suggested science topics, restructuring the STAC newsletter, and effectively utilizing other resources/tools. STAC members would be allowed to self-organize into work groups to discuss future plans. Gardner proposed allowing time for a report-out of the work session, prior to the end of the meeting, to allow STAC to communicate ideas and determine action items.

In addition, the EB requested that STAC staff determine the most appropriate representatives to provide in person presentations of recent CBP responses to two STAC workshop recommendations. STAC staff agreed to contact the Chair of the CBP Management Board to determine who the appropriate representatives are.

The EB continued the discussion with a description and purpose of the agenda item "Updates on Review Questions/Progress since September Retreat". STAC Executive Secretary, Bill Ball (CRC) and Gardner will provide a joint presentation on review updates and process. Ball will report-out progress on the Criteria Addendum review, and Gardner will present the newly developed outline of the review process and the roles and responsibilities document. Wainger encouraged Ball and Gardner to send targeted emails to potential review panelists, instead of holding a discussion requesting volunteers at the December quarterly meeting. Ball agreed, and will follow-up in December with an update and further his request for volunteers to serve as STAC Liaison and/or

Review Panel Chair. Additionally, STAC staff will request a formal approval of the midpoint assessment review process and roles and responsibility documents, and the Criteria Addendum review questions at the December quarterly meeting.

The EB agreed to revise the process for distributing quarterly meeting materials. STAC staff will highlight items pertinent to the upcoming meeting via email, and standard items (STAC member contact information, Bylaws, Operational Guidelines) will remain included but less emphasized. All documents will be linked to the STAC site, where all meeting materials will be posted.

Finally, Wainger encouraged EB member with additional ideas to incorporate retreat themes into future quarterly meetings agendas to contact her directly. Wainger and STAC staff will work together to revise the December quarterly meeting agenda, in accordance with the suggestions made above.

ACTION: Wainger will contact Johnson to determine whether the December quarterly meeting is an appropriate time to continue discussions on the Climate Change Workgroup's workplans.

ACTION: Gardner will prepare a timeline reflecting anticipated opportunities for STAC to weigh in prior to CBP decision-making including: upcoming STAC Mid-point Reviews, Best Management Practices (BMPs), Management Board, Principals' Staff Committee, and other CBP workgroups.

ACTION: STAC staff will contact the appropriate CBP representatives to present the Management Board responses to two STAC workshop recommendations at the December quarterly meeting.

ACTION: STAC staff will continue communication with Batiuk regarding a response from USDA, USGS, and EPA on STAC's 2014 collaboration memo.

ACTION: STAC staff will determine a date and time for Shawn Garvin, Regional Administrator, U.S. EPA, Region 3 to attend and present at the December quarterly meeting.

ACTION: Wainger and STAC staff will work together to revise the December quarterly meeting agenda, in accordance with the suggestions made during the EB call. Please send additional comments to Kelly at (kellyr@si.edu).

ACTION: Prior to the quarterly meeting, **Ball and Gardner** will work together to send targeted emails to STAC members for potential review panel members and Chairs.

ACTION: EB members are encouraged to contact Wainger regarding ideas to reincorporate retreat themes in future quarterly meetings. Email Wainger at (wainger@umces.edu).