ACCG | Admin Meeting | March 7, 2022

# Action Items

| **Actions** | **Responsible Parties** |
| --- | --- |
| **March 2022 General Meeting**  Meeting agenda and format confirmed( hybrid in-person at Amador County Building in Jackson and via Zoom). Discussed the dry run Megan and Carinna did in person at the county building the week prior, and also connecting to Michael remotely. Additional potential general meeting topics were discussed and added to the topic list on the general meeting agenda. Finalize the general meeting materials and coordinate with guest speakers to get ppt slides ahead of next week’s general meeting. | Megan |
| **Administrative and Facilitation Support**  Continue discussions on future Administrator and Facilitation Support Contractor scope of services. Reviewed scope of work spreadsheet. Work group will bring this draft spreadsheet to the full ACCG at the March general meeting for feedback. | All |
| **2022 ACCG Priorities**  Work group proposed responsibility party assignments to each of the identified priorities. Group will bring this to the full ACCG at the March general meeting for feedback. | All |

# Other Next Steps / Notes

* Admin WG will continue discussions on future Administrator and Professional Facilitation Contractor scope of work once receiving feedback from the full ACCG at the March general meeting.
* In the interim between the current ACCG Administration/Facilitation agreement expires (3/31/2022) and the new grant agreement between SNC and UMWA is finalized, the Admin WG will work with Megan to ensure key Administrator functions continue.
* Work groups assigned 2022 priorities are expected to give regular updates at the general meetings, including the Admin WG.

# Conference Call Participants

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Affiliation | Time (Hours) |
| Megan | Layhee | Calaveras Healthy Impact Product Solutions | 1.5 |
| Richard | Sykes | UMRWA | 1.5 |
| Carinna | Robertson | USFS – Calaveras Ranger District | 1.5 |
| Michael | Pickard | SNC | 1.5 |
| Sue | Holper | ACCG signatory, private citizen | 1.5 |