ACCG | Admin Meeting | May 11, 2020

# Action Items

| **Actions** | **Responsible Parties** |
| --- | --- |
| **Speakers.** Follow up with Becky Estes, Scott Dailey, and Sue Britting coordinate Caples presentation (+slides) and focus topics (particularly on local volunteer support and fire impacts from the 2019 Caples Fire) | Regine Miller |
| **Speakers.** * Reach out to upcoming/past researcher guest speakers to see if they would like to be added to the General Meeting distribution list and invite them to join future meetings (to broaden the expertise)
* Confirm at the General Meeting whether to move forward with coordinating the Rx Panel and the meeting date
 | Regine/CBI |
| **General Meeting Agenda** – Update the May 20 agenda per Admin WG discussion, including:* Clarifying topics for the Caples presentation
* Add in time for the BLM-CHIPS Community Forest Agreement (Liz Meyer-Shields to present)
 | Regine Miller |
| **MOA Revision**1. Confirm which terms appear in the MOA and send glossary to KE and SH
2. Katherine and Sue to review glossary of terms
3. Draft transmittal letter to provide context for the MOA revision and circulate among Admin WG
4. Admin WG to send edits to the transmittal letter to CBI by Wednesday
 | 1. CBI
2. Katherine E and Sue H
3. CBI
4. All
 |
| **Website –** Send list of suggested edits to Regine for tracking. The contract for website edits closed, but Regine can have these suggestions on file if there is an opportunity to revise the website in the future.  | Katherine E  |

# Other Next Steps / Notes

* Currently holding ACCG meetings remotely for now. Katherine E is helping to monitor health report updates about social distancing for meetings.
* Next priority: CBI will present draft outreach, communication, and engagement plan to Admin WG (after MOA Revision).

# Conference Call Participants

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Affiliation | Time (Hours) |
| Sue | Holper | ACCG | 1.5  |
| Regine | Miller | Calaveras Healthy Impact Product Solutions | 1.5  |
| Tania | Carlone | Consensus Building Institute | 1.5  |
| Stephanie | Horii | Consensus Building Institute | 1.5  |
| Katherine | Evatt | Foothill Conservancy | 1.5  |
| Michael | Pickard | Sierra Nevada Conservancy | 1.5  |
| Chuck | Loffland | USFS – Amador Ranger District | 1.5 |
| Dawn | Coultrap | USFS |  |