ACCG | Admin Meeting | January 9, 2023

# Action Items

| **Actions** | **Responsible Parties** |
| --- | --- |
| **2023 General Meeting Format** * Work group reviewed results of poll and came up with these recommendations, which the work group will share with the full membership at the Jan. 18th general meeting:
	+ **Format** – Based on poll results, work group recommends continuing with the hybrid meeting format.
	+ **Meeting breaks** – work group recommends including one 15-min break mid-meeting starting at the January meeting.
	+ **Breakout rooms** – the work group does not recommend breakout rooms account of the hybrid format, rather they recommend individuals who want to have follow up conversations after general meetings, to message directly to individual (not everyone) with the Zoom chat function to arrange a conversation, exchange phone numbers or set up an alternate meeting to discuss with smaller group. Breakout rooms will not be very feasible with the hybrid format, due to Conference room reservation length and need for Administrator to stay to keep breakout rooms open.
	+ **Work group updates and round table updates** – work group recommends moving round table updates ahead of work group updates on general meeting agendas topics list, in order to accommodate more time for roundtable updates/discussion. This also means that the work group is recommending that work group updates are 1-2 minutes long for each work group, and to refer anyone who wants to know more about the work groups to read the work group summary attached to the agenda packet.
	+ **Meeting length and date/time** – work group recommends letting the meeting content drive total meeting time (i.e., maintain the 9am-12pm general meeting time slot if agenda items require that amount of time, reduce the meeting time frame if there is less meeting topics).
	+ **Other general comments –** work group saw the general comments made in the last section of the poll, and if the commentor would like to, they can elaborate on their comment at the general meeting.
 | LayheeAdmin work group |
| **General meeting agenda -- January 18th*** Meeting agenda and format confirmed. John H. will facilitate the hybrid meeting, and Megan will host the Zoom side of the meeting. Megan will follow up with ENF staff to determine whether they will present on the Panther SIR at the Jan. 18th or February general meeting. Group also confirmed the 15-minute break mid meeting, and also decided to switch the order of the roundtable discussion and work group updates, so that now roundtable occurs prior to work group updates.
 | Layhee |
| **Quick updates/discussions, Next steps:*** ACCG Revised MOA Signatory outreach – need to perform follow up.
* Update on new Administrator – nothing to report, ongoing.
* Next general meeting the ACCG 2023 Priority List needs to be finalized.
* Next work group meeting will begin discussions on the expiring ACCG 5-year strategic plan, review the plan, and discuss next steps for the next 5-year plan.
* Need to continue work group discussions on the ACCG C&E Plan.
 | LayheeAll |

# Meeting Participants

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| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Affiliation** | **Time (Hours)** |
| Megan | Layhee | Administrator | 1.0 |
| Richard | Sykes | UMRWA | 1.0 |
| John  | Heissenbuttel | Heissenbuttel Natural Resource Consulting, Cal Am Team | 1.0 |
| Carinna  | Robertson | USFS, STF Calaveras RD | 1.0 |
| Chuck  | Loffland | USFS, ENF Amador RD | 1.0 |
| Sue | Holper | Member, private citizen | 1.0 |
| Michael  | Pickard | SNC | 1.0 |