ACCG | Admin Meeting | March 6th, 2023

# Action Items

| **Actions** | **Responsible Parties** |
| --- | --- |
| **March and April General meeting agenda review and approval**   * March: Michael Pickard will be the volunteer facilitator. The room at the Jackson County building is not available in March, so the meeting will be held at the Calaveras RD office. Work group agreed to have an hour-long discussion on the agenda to review and discuss any suggestions for revising the 5-year strategic plan, which the admin work group will take and then incorporate into the plan revision. * April general meeting: Megan will be on vacation, so the work group discussed meeting logistics. Michael offered to host the meeting for that month via Teams and will attend in person at the Calaveras. Megan and Michael will do a dry-run after the March general meeting. | Layhee  All |
| **New Administrator**   * Megan announced her last day as Administrator is July 31st, 2023. Group discussed next steps for finding a replacement including reminding the full membership at the March meeting. Richard will be reaching out to some of his contacts. | Layhee  All |
| **ACCG 5-Year Strategic Plan Update**   * Group continued discussions on the plan revision. * Michael, Richard, Sue and Megan set a separate meeting to continue discussion later this week. * Discussions will continue at the next work group meeting, including based on feedback received at the March general meeting. | All |
| **Quick updates/discussions, Next steps:**   * ACCG Revised MOA Signatory outreach – need to perform follow up. * Upcoming work group meetings:   + Continue discussions on updating ACCG 5-year strategic plan.   + Revisit and potentially revise the ACCG C&E Plan. | Layhee  All |

# Meeting Participants

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| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Affiliation** | **Time (Hours)** |
| Megan | Layhee | Administrator | 1.0 |
| Richard | Sykes | UMRWA | 1.0 |
| Carinna | Robertson | USFS, STF Calaveras RD | 1.0 |
| Sue | Holper | Private citizen | 1.0 |
| Michael | Pickard | SNC | 1.0 |