ACCG | Admin Work Group Meeting | May 8th, 2023

# Action Items

| **Actions** | **Responsible Parties** |
| --- | --- |
| **May general meeting agenda**   * Group approved draft May 17th general meeting agenda with some minor revisions made during the meeting. Administrator will finalize the general meeting packet and send out to the full ACCG later in the week. | Layhee |
| **New Administrator transition**   * Lisa will continue to shadow Megan during the month of May. In June, Lisa will begin taking over responsibilities, (e.g., drafting meeting materials, hosting meetings) with Megan on hand to assist. | Layhee  Lucke |
| **ACCG 5-Year Strategic Plan Update**   * Work group members will review and make track changes to the SWOT analysis section of the draft 2023-2028 Strategic Plan. * Work group will continue discussions on (1) defining the two plan goals and (2) SWOT analysis at their June work group meeting. | All |

# Meeting Participants

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Affiliation** | **Time (Hours)** |
| Megan | Layhee | Administrator | 1.25 |
| Lisa | Lucke | New Administrator | 1.25 |
| Richard | Sykes | UMRWA | 1.25 |
| Michael | Pickard | SNC | 1.25 |
| Sue | Holper | Private citizen | 1.25 |
| Chuck | Loffland | USFS, ENF Amador RD | 1.25 |