**ACCG | Admin Meeting | Sept. 11, 2023**

**ACTIONS**

**General**

* Megan will talk to Richard about being added to Admin WG listserv
* Ad Hoc mtg group (and others) will spend a few minutes finalizing action items/next steps at the end of each meeting in order for Lisa to accurately bring items forward for inclusion in summaries and agendas.

**5-Year SP**

* Carried forward to Oct Admin WG meeting due to lack of participants

**ACCG 9/20/13 General Meeting Agenda**

* SNC Funding opportunity to be added to 9/20 General Meeting (Megan presenting)
* Megan will send a draft questionnaire or assessment to be included in the 9/20 meeting materials packet by Thursday, 9/14
* Lisa will reach out to 9/20 presenters: Ben Banerjee (Dryad) and Dr. Robert York
* Lisa will mention the potential future general meeting topics on the GM agenda and whether any can come off during the Round Table discussion at the GM, 9/20
* Due to lack of meeting attendees today, 9/20 GM agenda will be sent via email (Lisa) for approval.
* Lisa will limit presentations to one per GM, unless necessary due to timeliness issues.

**Attendees**

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| **First Name** | **Last Name** | **Affiliation** |
| Lisa | Lucke | Administrator |
| **Megan** | **Layhee** | **UMRWA (for Richard S.)** |