

**Massachusetts Shellfish Initiative
Strategic Plan Work Group Meeting #3
January 29, 2021 11am - 2pm**

Public Zoom link:

<https://us02web.zoom.us/j/84169661769?pwd=d05LNmMxKzBIZkh2RXRHMDdCR0hYUT09>

Or Dial by Phone: +1 301 715 8592

Webinar ID: 841 6966 1769

Passcode: 360893

Chair: Rob O'Leary

Zoom Facilitator: Julia (DMF)

Meeting will be recorded and the video will be posted to MSI website.

Desired Meeting Outcome: Work Group completes review of recommended actions and comes to consensus on a draft document to release for two week public comment period. Work Group finalizes a timeline to deliver a draft strategic plan to the Task Force by the end of March.

DRAFT AGENDA

1. Introductions/Meeting Outcome
2. Approval of Agenda
3. Work Group members walk through draft document, address outstanding questions/concerns, and formally vote on each strategy/recommended action (approve, amend, reject)
 - Last opportunity to adjust document prior to releasing draft for public comment
 - Document 'red line' issues where no resolution/consensus achieved
4. Finalize Work Group Timeline (see included draft on page 2), set next meeting
5. Agree upon process for collecting/logging public comments (shared google drive folder/spreadsheet)
6. Assignments to Work Group members related to two week public comment period
7. Public Comment

MSI Strategic Plan Work Group Schedule -DRAFT
 (Revisions Proposed 1.15.2020, to be finalized on 1.29.2021)

	Work Group	Public	Task Force
Early Jan	Deadline Round 1 edits: populate recommended actions (bring to Mtg #2)		
Week Jan 11	WG Meeting #2 - Jan 15, 1-2pm		
	Steering Cmte to clean up document by Fri 22 and share with Work Group (maintain all ideas/questions). WG review document and be ready for final edits/discussion prior to Mtg #3.		
Week Jan 25	WG Meeting #3 Jan 29, 11am-2pm Vote to accept/amend/reject each table and create Consensus Draft 1		
Week Feb 1	Feb 1 Consensus Draft 1 released for public comment period Review of public comments.	Public Comment Period Feb 1-14	
Week Feb 15	WG Meeting #4 to incorporate public comment and create Consensus Draft 2.		
Week Feb 22	Consensus Draft 2 shared with Task Force		
Week Mar 1			TF Meeting #4 to review and provide input on strategic plan
Week Mar 8	WG Incorporate TF input (email or meeting), finalize Consensus Draft 2		
Week Mar 15	Consensus Draft 2 released for public comment period	Public Comment Period March 15-28	
Week Mar 29	WG Meeting #5 to incorporate public comment and create Consensus Draft 3		
Week Apr 5	Consensus Draft 3 shared with Task Force		TF Meeting #5 for final review, refinement, and approval of strategic plan
			Final Strategic Plan released to public