

**Massachusetts Shellfish Initiative
Strategic Plan Work Group Meeting
December 14, 2020 10am-12pm**

Public Zoom link:

<https://us02web.zoom.us/j/85905134006?pwd=M1pBbFISdE9LNEVnUEplbkJEbWUrUT09>

**Or Dial by Phone: +1 312 6266799
Webinar ID: 859 0513 4006
Passcode: 968257**

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 agrees upon strategic plan structure, develops process for how to distill Assessment and Scoping Committee Reports into strategic plan recommendations, and finalizes a timeline to deliver a strategic plan to the Task Force by the end of March.

AGENDA

1. Introductions, review charge from Task Force and purpose of meeting
2. Review proposed structure/layout of strategic plan document- Presentation by Chris & Sean
 - a. Discussion on any desired changes of how the plan will be structured.
3. Review strategic plan strawman content- Presentation by Chris/Sean
 - a. Recommendations from Scoping Committee have already been inserted
4. Group discussion on strawman content (high level, not wordsmithing today)
 - a. What is missing?
 - b. What needs to be changed?
 - c. Sharing initial ideas for Tactics, Resources & Actions Needed, Leads, Timeline, etc.
5. Assignments to Work Group members and instructions for editing strategic plan document
6. Edit/Approve Work Group Timeline (see included draft on page 2), set next meeting
7. Public Comment

Proposed Work Group Timeline

	Work Group	Task Force
Early Jan	Deadline Round 1 edits	
Week Jan 11	WG Meeting #2	
Jan 18	Consensus Draft 1 released for public comment period (Jan 18-30)	
Week Feb 2	WG Meeting #3 to incorporate public comment and additional discussion	
Feb 12	Deadline for WG edits	
Feb 15	Consensus Draft 2 shared with Task Force	
Late Feb		TF Meeting #4 to review and provide input on strategic plan
Late Feb	Incorporate TF input, finalize Consensus Draft 2	
March 1	Consensus Draft 2 released for public comment period (March 1-12)	
Week Mar 13	WG Meeting #4 to incorporate public comment and additional discussion	
March 21	Deadline for final WG refinements and approval.	
March 22	Consensus Draft 3 shared with Task Force	
March 26-30		TF Meeting #5 for final review, refinement, and approval of strategic plan
March 31		Final Strategic Plan released to public