



Gulf of Maine  
Council on the  
Marine Environment

# **Working Group Meeting October 9 - 10, 2013**

Seacoast Science Center  
570 Ocean Boulevard  
Rye, New Hampshire

**Briefing Book, Version 1**

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**Working Group Agenda, Version 3**

<b>Wednesday, October 9, 2013 • Seacoast Science Center, 570 Ocean Blvd., Rye, NH 03870</b>		
8:30 AM	<b>Welcome, Introductions, and Overview of Objectives for the Meeting</b> <i>Sophia Foley, Working Group Chair, Nova Scotia Department of Environment</i>	
8:45 AM	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• June 2013 WG meeting summary acceptance (<i>pp. 5-18</i>)</li> <li>• Proposed changes to meeting summary preparation (<i>p. 19</i>)</li> <li>• Birchline Planning – Summary Report from the August 7<sup>th</sup> Fund Development Session (<i>distributed via email</i>)</li> </ul>	✓ For Decision
9:00 AM	<b>GOMC Collaboration with Coastal Zone Canada 2014</b> <ul style="list-style-type: none"> <li>• Logistics - Tim Hall, Department of Fisheries and Oceans</li> <li>• GOMC Session - Susan Russell Robinson, USGS</li> <li>• GOMC Papers / Posters – discussion</li> </ul>	✓ For Information ✓ Internal ✓ For Direction
9:30 AM	<b>GOMC 25<sup>th</sup> Anniversary Activities</b> <b>(Publication / Geocaching / Awards / other)</b> <i>Ann Rodney, Heather Breeze, Kathryn Parlee, and Sophia Foley</i>	✓ For Information ✓ Internal ✓ For Direction  ( <i>p. 20</i> )
10:15 AM	<b>Break</b>	
10:30 AM	<b>GOMC Brief Committee Updates</b> <i>Committee Co-Chairs or other representatives will provide brief updates highlighting key accomplishments and / or news since the June 2013 Working Group meeting (Climate Network will present separately)</i> <ul style="list-style-type: none"> <li>• Coastal and Marine Spatial Planning (<i>US / Canadian efforts</i>)</li> <li>• Gulfwatch Contaminants Monitoring (<i>pp. 21-23</i>)</li> <li>• Habitat Restoration – Fund Development Update</li> <li>• Other Updates (<i>if applicable</i>)</li> </ul>	✓ For Information ✓ Internal ✓ For Direction
11:30 AM	<b>GOMA FY2014 Budget, FY2015 Predictions</b> <i>Cindy Krum, GOMA Executive Director</i>	✓ For Information ✓ Internal ✓ For Direction ( <i>reports distributed via email</i> )
12:00 PM	<b>Lunch On-Site</b> <ul style="list-style-type: none"> <li>• includes participant roundtable and opportunity for brief outdoor walk</li> </ul>	
1:30 PM	<b>GOMA / GOMC Fund Development Roles / Process</b> <i>Cindy Krum, GOMA Executive Director</i>	✓ For Information ✓ Internal ✓ For Direction  ( <i>pp. 25-26</i> )
2:00 PM	<b>Fund Development Update / Next Steps</b> <i>Sophia Foley, Cindy Krum, Prassede Vella</i> <ul style="list-style-type: none"> <li>• Results from August 7<sup>th</sup> Fund Development Workshop (<i>C. Krum</i>)</li> <li>• Next steps for fund development (<i>P. Vella</i>)</li> <li>• Progress since August 7<sup>th</sup> Workshop (<i>C. Krum</i>)</li> <li>• GOMC / GOMA Organizational Structure (<i>C. Krum / S. Foley</i>)</li> </ul>	✓ For Information ✓ Internal ✓ For Direction  ( <i>pp. 27-32</i> )
3:45 PM	<b>Identifying Priority Projects for Funding</b> <i>Joan LeBlanc, GOMC Coordinator</i>	✓ For Information ✓ Internal ✓ For Direction  ( <i>p. 33</i> )

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4:30 PM	<b>Recess for the Day</b>
4:35 PM	<b>Odiorne Point State Park Tour</b> (optional) <i>Lenny Lord, District Manager of the Rockingham County Conservation District will lead a 45-minute walking tour highlighting ecological restoration sites within Odiorne Point State Park, a 135 acre seaside park adjacent to the Seacoast Science Center in Rye, NH.</i>
6:00 PM	<b>Group Dinner (TBD)</b>

<b>Thursday, October 10, 2013 • Seacoast Science Center, 570 Ocean Blvd., Rye, NH 03870</b>		
8:30 AM	<b>GOMC Plans for March 2014 Working Group</b> <i>Sophia Foley, Working Group Chair</i>	✓ For Decision (p. 34)
9:30 AM	<b>Climate Network Report from September Conference, “Bilateral Coordination and Collaboration for Climate Service Delivery”</b> <i>Ellen Mecray, NOAA Regional Climate Services Director, Eastern Region</i>	✓ For Information ✓ Internal ✓ For Direction (pp. 36-39)
10:30 AM	<b>Break</b>	
10:45 AM	<b>Development of December 2013 Council and WG Meeting Agendas</b> <i>Sophia Foley and Joan LeBlanc</i>	✓ For Direction
11:45 AM	<b>Developing / Enhancing GOMC Message</b> <i>Sophia Foley, Theresa Torrent, and / or Joan LeBlanc</i>	✓ For Information ✓ Internal ✓ For Direction
12:30 PM	<b>Lunch On-Site</b>	
1:45 PM	<b>Strategies for GOMC Message Delivery: Social Media Presence</b> <i>Sophia Foley, Jim Cradock, Theresa Torrent</i>	✓ For Direction (pp. 40-41)
2:45 PM	<b>Strategies for GOMC Message Delivery: Enhanced GOMC / GOMA Website</b> <i>Prassede Vella, Jim Cradock</i>	✓ For Direction (p. 42)
3:45 PM	<b>GOMC / GOMA Internal Calendar</b> <i>Joan LeBlanc</i>	✓ For Decision ✓ For Direction (p. 43)
4:00 PM	<b>Reflections on Accomplishments and Next Steps</b> <i>Sophia Foley and / or Joan LeBlanc</i> Working Group members will review accomplishments and action items from the October 2013 meeting.	✓ For Information ✓ Internal
4:20 PM	<b>Other Business</b>	
4:30 PM	<b>Adjourn</b>	

**DRAFT Working Group Meeting Summary • Salem, MA • June 11-12, 2013**

**Meeting Participants**

**Working Group Members:** Heather Breeze, Fisheries and Oceans Canada; Robert Capozzi, NB Department of Environment and Local Government (via Conference Call); Sophia Foley, NS Department of the Environment; Tim Hall, Fisheries and Oceans Canada; Christian Krahforst, Washington College; Kevin Lucey (for Steve Couture), NH Department of Environmental Services; Ellen Mecray, National Oceanic and Atmospheric Administration (via Conference Call); Rebecca Newhall, National Oceanic and Atmospheric Administration; Betsy Nicholson, National Oceanic and Atmospheric Administration; Kathryn Parlee, Environment Canada; Ann Rodney, US Environmental Protection Agency; Susan Russell-Robinson, US Geological Survey / US Department of the Interior; Jack Schwartz, MA Division of Marine Fisheries; Prassede Vella, MA Office of Coastal Zone Management; and Peter Wells, Dalhousie University/Bay of Fundy Ecosystem Partnership.

**Council Members:** Ru Morrison, NERACOOS; and Lee Sochasky, New Brunswick.

**Others participants:** Jim Cradock, GOMC IT Contractor; Nancy Griffin, GOMT Editor (via conference call); Lori Hallett, GOMA Finance Manager (via conference call); Juli Beth Hinds, Birchline Planning, LLC; David Keeley, The Keeley Group; Cindy Krum, GOMA Executive Director; Joan LeBlanc, GOMC Council Coordinator; Elizabeth Stephenson, New England Aquarium; and Barbara Warren, Salem Sound Coastwatch.

**Opening Remarks**

Working Group Chair Prassede Vella welcomed participants, outlined objectives for the meeting, and asked participants to introduce themselves.

**Consent Agenda**

- March WG Meeting summary was accepted with minor edits.
- Committee Reports / Work Plans were accepted.
- Secretariat TORs were accepted.
- Proposed Criteria for Distinguished Service Awards was accepted.
- Discussion regarding upcoming WG and Council meeting dates was removed from the Consent Agenda to be discussed along with the 9:45 a.m. meeting agenda item, "GOMC Plans for FY2014".

**Participant Roundtable**

- Heather Breeze provided an update as Canadian Co-Chair for the State of the Gulf of Maine Committee. All of the theme papers are in progress or have been completed. The theme paper on Toxic Chemical Contaminants and a companion review paper have recently been completed and uploaded to the GOMC website.
- Rob Capozzi reported that the New Brunswick Department of Environment and Local Government is working on a new wetlands management framework and map which will identify what wetlands in the province are regulated. The process is being guided by focus groups and stakeholders from all sectors. In terms of climate change adaptation, the department is providing guidance and resources to municipalities so that they can become more resilient to extreme rain events and sea level rise. Several resident associations are implementing dune restoration projects through funding from the Environmental Trust Fund. They are working on a Memorandum of Understanding with federal partners taking care of small craft harbors so that sand removed during dredging can be used to rebuild or shore up dunes that have been breached or severely eroded.
- Sophia Foley noted that Nova Scotia is looking forward to taking over the Council in a few days. NS Environment is moving forward with actions to address stormwater pollution thanks in part to support from New Hampshire Department of Environmental Services. A workshop on identifying barriers to stormwater pollution control will be held later this month as part of the Clean Nova Scotia initiative.
- Tim Hall reported that the Fisheries and Oceans Canada is beginning a marine protected area planning process for the Scotian Shelf Bioregion which includes the Bay of Fundy. They are currently preparing for public workshops that will take place in the fall. The Regional Ocean Plan will provide a formal launch for the marine protected area network planning process.

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- Cindy Krum will provide budget related updates as part of the formal meeting agenda.
- Joan LeBlanc noted that the Working Group and Council agenda and briefing notes have been redesigned to differentiate between information and decision items during the meetings. She asked WG members to let her know if they have any feedback regarding the new format.
- Kevin Lucey reported that NH Department of Environmental Services is running a Sea Level Affecting Marshes Model (SLAMM) to show how long-term sea level rise could eliminate high marsh in the future.
- Ellen Mecray will provide updates as part of the climate network presentation.
- Becca Newhall noted that NOAA will report on ocean planning and climate efforts tomorrow. Northeast Regional Ocean Council (NROC) recently applied for two grant awards - \$200k for NROC's work plan, and \$477k for ocean planning. The \$200k grant would include a municipal grants program run by GOMC (\$80k over 2 years). In other updates, Massachusetts, New Hampshire and Maine each have a new Coastal Services Center fellow.
- Kathryn Parlee noted that Environment Canada's Council representative will be changing from Doug Bliss to Geoff Mercer (Doug will participate in Council Call).
- Ann Rodney reported that US EPA is currently revising work plans for Comprehensive Conservation and Management Plans as part of the National Estuary Program.
- Susan Russell-Robinson The North Atlantic Landscape Conservation Cooperative (LCC) is working in close coordination with the Climate Network. We should have a presentation from LCC to the WG in the fall. Abe Miller-Rushing is the new DOI Steering Committee member for ESIP. USGS is leading an effort with DOI, FEMA, EPA, ACO and the Coast Guard to improve sediment transport models as projections for 2100 were exceeded during the coastal storm of 2008. Will be looking at up to three sites throughout the Gulf. DOI will contribute \$25k for 2014 GOMC event.
- Prassede Vella reported that budget reductions at EPA have resulted in a 15% cut in funding for the Massachusetts Bays National Estuaries Program. They are still operating programs and plan to fund research and planning grants this fall as well as initiate the process to review the existing Comprehensive Conservation and Management Plan. The Massachusetts Office of Coastal Zone Management (CZM) is currently preparing to revise the Massachusetts Ocean Plan published in 2009. A comprehensive review of the current plan and a draft scope for the revision are out for public comment. Six technical work groups are also being established to address key topics in the plan including habitat, transport and navigation, cultural and recreational services, energy infrastructure, and sediment.
- Jack Schwartz reported that MA Division of Marine Fisheries (MA DMF) is looking to fill the following two open positions: 1) Web Coordinator (closing June 18), and 2) Fisheries Science Coordinator. MA DMF is reviewing issues related to thermal discharges at power plants in Plymouth, Salem, and at UMASS. They have also submitted an annual report regarding red tide to NOAA, and recently launched a new website.
- Peter Wells reported that BoFEP hosted a workshop on "Finding an Ecological Health Index for the Bay of Fundy" in St. Andrews during April. BOFEP will host its 10<sup>th</sup> BoFEP Fundy Science Workshop concurrently with Coastal Zone Canada 2014 (CZC14). BoFEP will host one or more sessions as part of CZC14. Peter will give an update regarding Gulfwatch later in the meeting. Regarding the Environmental Information Use and Influence project, four new students are currently working on case studies. Acidification appears to be one of the most prominent emerging issues related to climate change.

### **GOMC Plans for FY2014**

*Sophia Foley, Nova Scotia Department of Environment*

As incoming Working Group Chair, Sophia Foley provided an update regarding plans for FY2014 and proposed some changes for consideration by the Working Group.

### *Change Order of Working Group / Council Meetings*

As previously discussed at the March 2013 Working Group meeting, Sophia proposed reversing the order of the Working Group and Council meetings so that the Council meetings would take place before the Working Group meetings. Working Group members supported the proposed change, noting the following benefits:

- Having the Working Group meeting first would force the WG to be more decision based.

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- Changing the order would resolve current issues associated with trying to brief Councilors in a rushed manner the night before the Council meetings.
- Reversing the order would enable Working Group members to begin developing Council agenda at the previous WG meeting.

### *Reduce Number of In Person Working Group Meetings*

Sophia proposed reducing the number of 'in person' Working Group meetings from four per year to three per year by canceling the March 2014 in person meeting and replacing it with an alternative approach. This proposal would help address existing challenges associated with travel and meeting costs. Working Group members discussed a range of potential options / issues to consider, including:

- Host Working Group meetings once per month throughout the year via telephone. Some members supported this option as a method of increasing ongoing engagement of WG members. Others noted that a monthly WG conference call would be too much.
- Host Working Group calls every other month, alternating with M&F calls.
- Hosting WG calls monthly or every other month could increase ongoing communication about committee activities and shift some of the weight from M&F to Working Group.
- If the number of Working Group meetings increases with regular conference calls, those calls would need to be very targeted to specific issues.
- Consider replacing March meeting with a one or two day virtual meeting. This option would require video conferencing capabilities. For virtual Working Group meetings, consider having each country meet in a different location. This option would allow for some face-to-face interaction while reducing travel costs.
- Replace March meeting with a series of targeted conference calls.
- Reducing the number of in-person Working Group meetings is necessary to reduce travel costs for Working Group members.
- When considering options for restructuring meetings, WG needs to be careful not to create barriers to communication. Ensure that there are appropriate networking tools to keep WG members engaged. Some in person meetings should be maintained.
- Consider combining some M&F and Working Group sessions such as budget review in the spring. Ensure that e-mail notices make it clear that the sessions are also for Working Group members.

### *Change Dates of October 2013 Working Group Meeting*

Sophia recommended holding the October Working Group meeting on October 9 and 10 in order to allow interested Working Group members to attend the RARGOM science meeting scheduled for October 8 in Portsmouth, NH.

### *Decisions:*

- Working Group members voted in favor of changing the order of Working Group / Council meetings so that the Council meeting is held on the first day, followed by a two-day Working Group meeting. Working Group will recommend the change to Council for approval.
- Working Group members voted to replace the March 2014 in-person Working Group meeting, with either one all-day virtual meeting or a series of calls.
- Working Group members voted in favor of moving the October meeting to October 9 and 10 so that it would not conflict with the October 8 RARGOM meeting in Portsmouth, NH. The October WG meeting will be held somewhere nearby in the Seacoast area.
- Pending Council approval, the December 2013 Council meeting will be held on December 3, followed by the Working Group meeting on December 4 and 5, 2013.
- Pending Council approval, the June 2014 Council meeting will be held on June 18, followed by a Working Group meeting on June 19 and 20.

### *Action Items:*

- Sophia and Joan will identify location for October 2013 Working Group meeting somewhere within easy travel distance of Portsmouth, NH.

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- Sophia and Joan will further develop proposal for replacing the March 2014 in-person Working Group meeting with either a one-day virtual meeting or directed conference calls.

### Gulf of Maine Times Funding and Direction

*David Keeley, The Keeley Group*

Joan LeBlanc communicated the following comments from Theresa Torrent regarding this agenda item. Theresa sent her apologies that she was not able to attend the June Working Group meeting. She asked that any decisions regarding funding for the Gulf of Maine Times (GOMT) be tabled to the next Working Group meeting, and noted that, to be viable, any funding plan for the GOMT would need to provide at least one year's worth of funding. Following discussion, the Working Group decided to modify the agenda as follows: 1) David Keeley will present an overview of the results from the GOMT reader's survey, 2) Working Group will discuss questions regarding the survey or GOMT direction, and 3) Working Group will move into Executive Session to discuss funding for the GOMT.

The Council had asked the communications committee and the GOMT Editorial Board to reassess its strategy for production of the GOMT, gather information, and prepare recommendations for consideration by the Council and Working Group. David Keeley provided a summary of tasks completed to evaluate the GOMT and assist in making recommendations for its future. In 2008, the Council hired a contractor to develop a business plan for the GOMT, and hired Eastern Research Group (ERG) to conduct a reader's survey to identify and describe the GOMT audience. Readers are – 14% scientists, 14% resource managers, 13% educators, 11% conservationist, 8% consultant, 8% non-profit, and remaining % others.

### 2013 Survey of Readers

In early 2013, GOMC released two survey tools to garner feedback from current GOMT readership and from GOMT sponsors. The GOMT online survey was distributed via email to 3,000 subscribers to the GOMT in February and March 2013 using the NH Survey Monkey account thanks to Cathy Coletti. Because Survey Monkey was blocked in Nova Scotia, they were sent paper surveys. At the outset, Keeley noted that the response rate of 4.5% with 136 responses was not statistically significant. The survey's findings included:

- Electronic information delivery - 82% of respondents said that they prefer to receive information via email; 46% websites; 10% social media (Facebook, Twitter, YouTube); 5% Other
- Frequency - About 62% of respondents said that they would like to receive the times quarterly with about 37% indicating monthly
- Reader Interests and Satisfaction - The readers that responded agreed that the Times provides information that is both relevant and unique to the Gulf of Maine region with 64 saying that they "strongly agreed" with that statement and 66 saying that they "agreed" with it. Six said that they did not think it was relevant and unique. In addition, 90 respondents said that the information contained in the articles is somewhat useful with 39 saying that it is very useful and 4 saying that it is not useful.
- Topics of Interest - the top three topics of interest were 1) Habitat degradation and restoration 2) Effects of a Changing Climate, and 3) Fisheries.
- Willingness to Pay for Subscription - About 50% of respondents said that they would be willing to pay something to receive the Times with 40% of respondents not willing to pay for subscription.
- Audience - Of the 136 respondents, 33 identified themselves as natural resource managers, 30 as scientists, 17 as educators/academics, and 11 as communication/outreach specialists. Of note, no respondents identified their primary occupation as legislator; perhaps suggesting that content should not be tailored to this audience. When asked about who they worked for 40% of respondents said government with about 25% from nonprofits and about 16% from schools and universities.
- Suggestions for Improvement – respondents provided a range of suggestions including feedback that the GOMC website needs significant improvement, the Times needs a more contemporary layout, clarification is needed regarding attribution for articles written by GOMC vs. other media outlets.

A more detailed overview of the Survey of Gulf of Maine Times Readers' survey is included on page 22 of the June 2013 WG Briefing Book available at:

<http://www.gulfofmaine.org/2/wp-content/uploads/2013/06/June-2013-WG-Briefing-Book-v21.pdf>

Working Group members raised the following additional issues:

- Jim Cradock noted that organizations are moving more towards the format where newsletters and / or communications take place when the story is news vs. quarterly / monthly. It would be good to look at all aspects of social media to incorporate into the GOMT.
- Cindy Krum noted that the total annual cost for producing the e-newsletter is \$31,485. The Council currently has only enough funding to produce one additional edition in July 2013.
- There was a consensus among the Working Group members that social media presence for the GOMC needs to be expanded to connect with the public, and expand GOMC's audience to include more young people. Sophia Foley noted that she plans to work directly with GOMC IT Contractor Jim Cradock to enhance and expand social media this year.
- Jim Cradock outlined several opportunities for enhancing the GOMC presence by taking advantage of free social media tools such as Facebook, Twitter, Pinterest and others. Cradock also noted that all social media tools should be linked. Right now we have one page for the GOMC and one for the GOMT – these should be consolidated into one location.
- Following discussion, Working Group moved to an Executive Session to discuss potential funding options for the GOMT.

*Action Items:*

- Sophia and Jim will work together to enhance / expand the GOMC's social media presence during 2013/2014 Secretariat year.

#### **GOMC Collaboration with Coastal Zone Canada 2014**

*Tim Hall, Fisheries and Oceans Canada*

Tim Hall provided the Working Group with an update regarding plans for GOMC collaboration with Coastal Zone Canada 2014 (CZC 2014). This international conference will be held in Halifax, Nova Scotia from June 15 through June 19, 2014. The conference theme is "Our Coasts: Legacies and Futures". CZC 2014 recently issued a call for Special Sessions with **proposals due by August 9, 2013**. Keynote speakers, presenters and interactive working sessions are asked to address the following subthemes: 1) blue economy; 2) changing conditions in the Arctic, 3) climate change; 4) coastal communities; 5) governance; 6) knowledge and information; 7) marine and coastal systems; 8) risks and hazards; and 9) social media and outreach. Working Group members agreed that the Council should sponsor one or more sessions at CZC 2014.

Because the conference coincides with the GOMC 25<sup>th</sup> Anniversary, it provides an excellent opportunity for the Council to feature aspects of its programs in the Gulf of Maine bioregion. An ad-hoc committee was created at the recommendation of the Council last December. Since that time, the committee has developed several potential ideas for collaboration and solicited input from the Working Group at its March 2013 meeting. The US Department of Interior will provide some financial support to the Council for its involvement in CZC 2014. The following potential opportunities for collaboration with CZC 2014 were discussed:

- Hold Working Group and Council meetings in conjunction with CZC 2014. The Council meeting would be held on June 17 and the Working Group Meetings on June 18-19. This would maximize opportunities for Council and Working Group members to participate in both events, and will provide cost saving opportunities for meeting space and accommodations.
- Present the Gulf of Maine Awards at an appropriate opportunity during the conference in order to enhance visibility.
- GOMC should sponsor a special session. Potential topics include 1) retrospective of GOMC past 25 years, 2) collaborative governance in Gulf of Maine ecosystem – benefits and challenges of managing shared resources, 3) interactive panel with each jurisdiction, 4) focus on GOMC Action Plan, 5) interactive panel highlighting GOMC committee activities / accomplishments, 6) half day sessions on best practices for communications, 7) utilize a cross-cutting theme such as climate change to highlight GOMC accomplishments / GOM challenges.

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- Erect a Gulf of Maine display to be maintained at all times during the conference.
- Ensure that all GOMC, WG and Committee members are encouraged to submit papers, posters and participate wherever possible.

The following additional opportunities for celebrating the GOMC 25<sup>th</sup> Anniversary were discussed. These initiatives could also be implemented / announced or somehow coincide with CZC2014.

- Commission a publication or document that would chronicle the history of the Council and its accomplishments in celebration of the 25<sup>th</sup> Anniversary. USGS and (Tim) might have some funding for the publication. Council should consider hiring a contractor to assist with this effort.
- Kathryn Parlee recommended a geocaching event as a fun way to engage families and the general public in helping to celebrate the GOMC's 25<sup>th</sup> Anniversary. Postcards could be used for different locations.
- CZC is sponsoring the Year of the Ocean by hosting blogs each month throughout the year. GOMC could produce a blog for one of the months.
- Working Group members identified the need for an ad-hoc committee to further develop plans for celebrating GOMC's 25<sup>th</sup> Anniversary and develop sessions / exhibits and other collateral for the CZC2014 conference. Susan and Heather agreed to co-chair the committee.

### *Decision:*

- GOMC Council and Working Group meetings will be held in conjunction with CZC 2014 (pending Council approval). Council meeting will take place on Wednesday, June 18 and Working Group meeting will take place on Thursday, June 19 and Friday June 20, 2014.
- Working Group established an ad-hoc committee to further develop strategies for GOMC to participate in CZC 2014 and celebrate GOMC's 25<sup>th</sup> Anniversary. Heather Breeze will be the Canadian Co-Chair and Susan Russell-Robinson will be the US Co-Chair.

### *Action Items:*

- Joan or Sophia will schedule a conference call so that the ad-hoc committee can begin planning ideas for conference sessions, collaboration among GOMC and CZC 2014, and opportunities to recognize the GOMC 25<sup>th</sup> Anniversary through a publication and / or other activities.
- WG will develop GOMC session and submit proposal by August 9<sup>th</sup> deadline.

### **Committee Highlight: EcoSystem Indicator Partnership**

*Kathryn Parlee, Environment Canada*

Kathryn Parlee provided an update regarding ESIP committee activities during the past year. ESIP has been working to improve communication products through a re-design of the website and development of ESIP Journal entries. Kathryn thanked Working Group members for providing significant support for these efforts.

ESIP journal entries are being distributed through the ESIP email lists and through the GOMT on roughly a monthly basis. Journal entries are prepared by GOMC and ESIP members. ESIP initially planned to do monthly entries written by WG partners. Christine Tilburg developed a spreadsheet with a schedule for GOMC members to contribute by preparing assigned journal entries. Recent entries include:

- July/August 2012: Tom Huntington (USGS): Evidence from 12-year study links Ecosystem changes in the Gulf of Maine with climate change
- September 2012: Lesley Carter and Kelly Cowper (Environment Canada): Water canaries
- October 2012: Esperanza Stancioff (University of Maine): Signs of the seasons
- November 2012: J. Andrew Cooper (DFO): Establishing biodiversity baselines for the Musquash Estuary Marine Protected Area (MPA)
- December 2012: Pam DiBona (NEOSEC): Summary from Ocean Literacy Summit
- January 2013: Matt Liebman (EPA): Sampling in the Gulf of Maine
- March 2013: Lisa Engler (Mass Bays Program): Massachusetts Bays Program Estuarine Delineation and Assessment

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- April 2013: Shannon Sterling (Dalhousie University): The Nova Scotia Watershed Assessment Program (NSWAP)

ESIP has also worked with Jim Cradock to create a new design for the ESIP website. Kathryn Parlee shared the new website with the Working Group. The site is more user-friendly, has a cleaner design, and uses 'mini-bars' linked to the most popular tools such as Indicator Reporting, Fact Sheets, and Monthly Journals. Kathryn noted that traffic to the site has increased as a result of the Journal Entries. Working Group members liked the new website design and suggested that GOMC consider using it as a model for redesigning the GOMC website. ESIP is currently working on an 18 month plan which includes the next phase of indicator development and development of a communications approach in the next few months. Peter Wells recommended that ESIP collaborate with the work of the recent Ocean Health workshop as bringing the indicators together would provide a broader picture of the health of the ecosystem. Kathryn indicated that ESIP is looking into this type of collaboration.

### *Action Items:*

- GOMC should consider using ESIP website as a model for upgrading GOMC website.
- ESIP will consider collaboration with Ocean Health workshop.
- ESIP will continue working on the next phase of indicator development and a communications approach over the next few months.

A copy of Kathryn's presentation is available at:

<http://www.gulfofmaine.org/council/internal/presentations/201306-workinggroup/>

### **Committee Highlight: Climate Network**

*Ellen Mecray, NOAA Regional Climate Services Director, Eastern Region*

Ellen Mecray provided an update regarding products and activities associated with reinvigorating the GOMC Climate Network. Demand for climate products and services has been increasing among multiple sectors such as commerce, agriculture, maritime, infrastructure and environment. Extreme weather and climate events have been on the rise with 11 disasters causing more than \$1 billion each in the U.S. during 2012.

Global efforts to manage risks associated with climate change are being led by the World Meteorological Organization (WMO) through development and incorporation of science-based climate information and prediction into planning, policy and practice on the global, regional and national scale. The Canadian representative for this program is David Grimes and the US NOAA representative is Holly Banford.

### NEXUS

The Climate Network's first product is NEXUS, a searchable online database that catalogs climate information needs, existing products and services, funded projects, and a directory of regional partners. Environment Canada has provided funding for a contractor to populate the database with Canadian information. The database is available at: [www.neclimateus.org](http://www.neclimateus.org).

### Quarterly Climate Outlooks

NOAA is producing quarterly climate outlooks as a planning tool. In addition to the Quarterly Climate Outlook for the Eastern Region of the US, funding of \$20,000 has just been received to develop a Quarterly Climate Outlook specific to the Gulf of Maine region. This new tool will highlight specific climate events, changes in temperature, and changes in precipitation. The geographic area will also likely include Connecticut and Rhode Island.

### GOMC Climate Network Steering Committee and Upcoming Meeting

The Climate Network now has a strong Steering Committee with several US and Canadian members. Bill Appleby of Environment Canada is the Canadian Co-Chair. Membership currently includes Rob Capozzi and Martin Boulерice of New Brunswick, Will Green of Nova Scotia, Andrew Milliken of USFWS, Kathy Baskin and Vandana Rao of Massachusetts, Sherry Godlewski of New Hampshire, and Andrew Pershing of CINAR/GMRI). Additional

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representatives from Canada are still needed. The Network is planning a meeting in Bangor, Maine on September 10 and 11. Funding from NOAA and Environment Canada has made the Network's activities possible.

### *Actions Items:*

- Contractor will be hired to assist Climate Network.
- Working Group is asked to recommend an academic representative and a Natural Resources Canada representative for the Climate Network.
- Climate Network will continue planning for September meeting.
- Climate Network will develop Quarterly Outlook for Gulf of Maine region.

### **Economic Study**

*Rob Capozzi, New Brunswick Dept. of Environment and Local Government*

*Kathryn Parlee, Environment Canada*

### Jurisdictional Fact Sheets

Kathryn Parlee presented a draft of the Fact Sheet design in March 2013. The challenge is that each jurisdiction uses a different approach to calculate their economic value, making cross-jurisdictional comparisons difficult. The idea of using a 'caveat' was created note relevant information about the sources of data on each Fact Sheet. Rob Capozzi reviewed the status of design and content for the economic Fact Sheets under development for each jurisdiction. Rob and Working Group members discussed outstanding items needed for completion.

- All jurisdictions. Rob asked all jurisdictions who have provided information so far to check and approve content on their Fact Sheets. This is an opportunity for jurisdictions to update content before they hand in their final drafts. Working Group members noted concerns about differences in the data used to develop economic value for each jurisdiction.
- Maine. Maine has not yet provided content for their Fact Sheets due to lack of capacity.
- New Hampshire. NH has some issues related to content. The seacoast area definition is vague, reviewing and checking the data is time consuming, the state does not have a marine economist, and resources and staff-time are limited.
- Massachusetts. Massachusetts data have been vetted with a marine economist.
- Nova Scotia. Nova Scotia does not have an economist to focus on this project. Also, it may not be possible for them to differentiate between economic values for the overall jurisdiction vs. just Gulf of Maine marine interests.
- New Brunswick. May need to include a disclaimer on Fact Sheets noting that New Brunswick includes total value for coastlines even if it is not specific to Gulf of Maine.

### Gulf-wide Fact Sheet

The second step in the Economic Study was to develop a Fact Sheet highlighting the economic value of the entire Gulf of Maine ecosystem. It is difficult to assess the overall value as the economic data used to develop jurisdictional fact sheets is not consistent across jurisdictions. Working Group members questioned the value of dedicating GOMC resources toward this effort as the numbers in each jurisdiction are very different. Others suggested that the combined data could be used to highlight the immense value of the Gulf of Maine without stating that an exact value had been calculated. Following discussion, Working Group members decided to table work on the Gulf-wide Fact Sheet until the Council provides direction about whether they want to move forward with this effort at the December 2013 Council meeting.

### *Action Items:*

- Remove Economic Study from the agenda for the June 2013 Council meeting.
- Work with jurisdictions to finalize Fact Sheets over the next few months.
- In December, present revised jurisdictional Fact Sheets and ask Councilors for direction about whether or not to move forward with gulf-wide Fact Sheet.

### **Coastal Protection and Restoration Projects**

*Barbara Warren, Executive Director, Salem Sound Coastwatch*

Salem Sound Coastwatch Executive Director Barbara Warren provided a presentation regarding regional partnerships needed to conduct Marine Water Monitoring in Salem Sound. She also summarized ongoing efforts to address chronic flooding associated with the North River in Peabody and Salem through Low Impact Development techniques. Following her presentation, Warren invited Working Group members to attend a Marine Invasive Species Workshop to be held tonight at Winter Island in Salem from 6:30 p.m. to 8:00 p.m. Barbara's presentations are available at:

<http://www.gulfofmaine.org/council/internal/presentations/201306-workinggroup/>

### **Site Visit: Salem Maritime National Historic Site**

Working Group members joined Jonathan Parker, Chief of Interpretation and Education for the National Park Service's Salem Maritime National Historic Site for a site visit. Participants explored the Salem Maritime National Historic Site, learned about the National Park Service's efforts to adapt to climate change, and participated in a 'behind-the-scenes' tour of the Friendship of Salem, a 171-foot replica of a three-masted 1797 East Indiaman sailing ship.

### **Committee Highlight: Coastal and Marine Spatial Planning**

*Tim Hall, Fisheries and Oceans Canada*

*Betsy Nicholson, National Oceanic and Atmospheric Administration*

The Coastal and Marine Spatial Planning (CMSP) Committee recently completed a new fact sheet on the Gulf of Maine Council website that includes an explanation of how the committee works. The information is available at:

<http://www.gulfofmaine.org/2/committees-and-programs/coastal-and-marine-spatial-planning/coastal-and-marine-spatial-planning-in-the-gulf-of-maine/>

The Committee plans to host a hands-on technical workshop this fall with a focus on sharing approaches regarding data and mapping. Funding for the workshop may be provided by WWF Canada.

### US – Coastal Marine Spatial Planning (CMSP)

Betsy Nicholson provided an update regarding regional ocean planning efforts in US. Planning was initiated with a 2010 Executive Order creating the National Ocean Policy and Council. Since then, NOAA has taken the lead on US CMSP and regional efforts in the northeast are being undertaken by the Northeast Regional Planning Body (RPB) with support from the Northeast Regional Ocean Council (NROC) ocean planning committee. Momentum for regional efforts builds upon ocean plans in Massachusetts and Rhode Island. Members of the RPB include federal, tribal, state, and New England Fishery Management Council representatives (Canada is an Ex officio member).

The RPB integrated federal, state and tribal ideas to draft goals and framing principles. The RPB has been hosting a series of 11 public meetings throughout the Northeast during May and June and is currently accepting public comments on the goals and potential actions. Goals include: 1) effective decision making; 2) healthy ocean and coastal ecosystems; and 3) compatibility among past, current, and future ocean uses. Framing principles include:

- Better data and information, including traditional knowledge, will lead to better understanding and decision making
- Need for improved government efficiencies and transparency,
- Need to adapt as environmental, social and economic conditions change,
- Ocean and its resources are managed for the benefit of the public, now and in the future

Betsy also provided an update regarding the Northeast Ocean Data portal available at [www.northeastoceandata.org](http://www.northeastoceandata.org). The site provides maps and data for ocean planning in the Northeast US. One area that is challenging to capture in data is the changing nature of fisheries. Environmental reviewers are being encouraged to use this information as they review development projects. States such as NH with limited resources will use regional data for their review.

### Canadian Planning

Tim Hall provided an update regarding regional ocean planning efforts in Canada. The Department of Fisheries and Oceans is coordinating a regional effort to provide information, guidance, and advice to decision makers in regards to conservation and ocean planning. The current priority is bringing together data regarding human activity such as shipping to provide information for decision making. Other priorities include protecting high risk critical habitat, incorporating an ecosystem approach into the regulatory framework, and evaluating cumulative impacts. On the Canadian side, ocean planning is important, but fisheries management is an even bigger and higher priority. Need to incorporate CMSP into fisheries and aquaculture management. NS and NB are responsible for siting but seek federal review and input.

DFO, Environment Canada and Parks Canada will be launching a Marine Protected Area Network with the goals of increasing protected areas from 1.3% to 10%. This year the program is in its initial stage working first to engage provinces and federal partners and then the broader public. Their approach has similarities to the principles in the US National Ocean Policy. The primary objective is conservation but they are also considering cultural, political and other factors. Tim indicated that he would provide a more detailed presentation on the Canadian regional ocean planning efforts at the Fall Working Group meeting as they plan to fully launch their public outreach process at that time.

### *Action Items:*

- CMSP Committee will host technical workshop (mapping / data) this fall with funding from WWF.
- US / Canada will continue pursuing regional planning efforts.
- Tim will present Canadian ocean planning process in more detail at October WG meeting.
- CMSP needs more support from states / provinces.

### **Committee Highlight: Gulfwatch Contaminants Monitoring**

#### *Dr. Peter Wells, Bay of Fundy Ecosystem Partnership*

Peter Wells provided a summary of the status of the Gulfwatch Contaminants Monitoring Program. Peter extended thanks to Jack Schwartz and outgoing co-chair Christian Krahforst for their ongoing contributions to the Gulfwatch program, and thanked EC and USGS for financial support.

### Sampling, Analysis and Archiving

The data report for 2010 has been completed. Organic analysis for the 2011 samples is underway. Organics for NH have been analyzed and organic samples for the remaining jurisdictions are expected to be complete this summer. Samples collected in 2012 have been processed but are archived at EC Moncton and BIO, NS for future analysis. Sampling for 2013 will proceed according to the new sampling design. These samples will be archived for future analysis. Archived samples are at EC Moncton, Battelle lab, BIO, and UNH.

### Three Phase Gulfwatch Program Business Plan

With support from Environment Canada and the Maine State Planning Office, Gulfwatch conducted a three-phase business plan. The Phase 1 report was completed by Dr. Steve Jones, UNH in January 2013 and reported on at the March Working Group meeting. The report recommends a newly designed Gulfwatch program with fewer sites (24 sites that rotate every three years and 11 key sites sampled annually), staggered sampling, dependence upon the archives, and inclusion of several key chemical contaminants of emerging concern. Implementing the revised program and related outreach activities would cost \$62,000 plus \$80,000 of in-kind support (without analyzing for new chemicals). The Phase 2 and 3 was completed by Dr. David Buck, Biodiversity Research Institute, Gorham, Maine in May 2013. The report recommends several emerging chemicals to consider monitoring, other sentinel species to consider, budgetary needs, needs for outreach and education regarding emerging contaminants, and recommended publications and workshops. The proposed annual budget for emerging contaminants monitoring and associated outreach activities is \$216,500.

Due to concerns by DMF and others, the Gulfwatch Committee does not endorse the findings of the Phase 2 and 3 Report completed by the Biodiversity Research Institute. Cindy Krum noted that the Council has instituted a policy

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(in response to concerns about contractor selection) where all potential contractors are now vetted among the Working Group and Council before final selection.

### Recruitment, Collaboration, Publications, and Outreach

- Peter thanked Christian for his contributions as he steps down as co-chair but stays involved as a member of Gulfwatch. Gulfwatch has approached Dr. Jim Shine of the Harvard School of Public Health who has expressed some interest in taking on the position of US Co-Chair for Gulfwatch.
- Gulfwatch continues to work in collaboration with ESIP and NOAA.
- Gulfwatch recently completed two contaminant theme papers for the GOMC State of the Gulf of Maine Report, completed a 2010 data report, and plans to prepare a 2011 data report.
- Gulfwatch will also issue a paper or poster and may host a session during CZC2014.
- Steve Jones made a presentation to the Coastal Research Volunteer Program of the NH Sea Grant (they helped with Gulfwatch field and lab work in NH and Maine).
- Peter Wells made a presentation in May 2013 on the Health of the Oceans (including Gulfwatch information and data) to the Oceans Governance Class of the International Ocean Institute in Halifax.

In response to questions about potential coordination with the Musselwatch program, Jack Schwartz noted that the NOAA Musselwatch program is currently on hold due to agency restructuring and lack of funding. They have a vast database of previous data but it is currently not available

### *Action Items:*

- Gulfwatch Committee will meet (ideally within the next six months) to review and evaluate the Phase 3 report recommendations to develop future program strategies and budget recommendations.
- Gulfwatch Committee will ask Council for funding or in-kind support to convene the committee.
- Need US Co-Chair to replace Christian Krahforst.
- Need funding for Gulfwatch program coordinator.

A copy of Peter's presentation and the referenced Phase 1, 2 and 3 reports are available at:

<http://www.gulfofmaine.org/council/internal/presentations/201306-workinggroup/>

### **GOMA/GOMC Roles for Developing and Approving Budget**

*Cindy Krum, GOMA Executive Director*

GOMA Executive Director Cindy Krum worked with the Secretariat Team, and Management and Finance to prepare two flow charts associated with GOMA / GOMC roles for developing and approving the budget. The purpose of the flow charts was to clarify the existing budget development and review process while recommending changes to address Council issues associated with potential conflict of interest, and Working Group's request to review budgets during the March meeting. The first chart highlighted the role of the Gulf of Maine Council on the Marine Environment Budget Preparation and Approval Process. The second chart highlighted the Gulf of Maine Association Fiscal Agent Budget Preparation / Approval Process.

### *Decision*

- Working Group approved the following proposed changes in the budget development process and recommended that they move to Council for consideration: 1) In March, WG will review and provide input regarding draft budgets, and 2) Council will continue to provide input on budget priorities throughout the year, but view final budgets in June for informational purposes only vs. approval.

### *Action Item*

- Joan will work with Cindy to develop process for getting budget requests from committees along with their December work plans.

### **History, Function, and Current Projects of the Marine Conservation Action Fund**

*Elizabeth Stephenson, New England Aquarium*

Marine Conservation Action Fund Coordinator Elizabeth Stephenson of the New England Aquarium provided a presentation about the Marine Conservation Action Fund (MCAF). The MCAF is a small grants program that provides funding of approximately \$5,000 to \$8,000 for 10 to 20 marine animal conservation projects each year. The program focuses primarily on research and implementation of direct intervention such as relocation of endangered sea turtle eggs. A copy of Ms. Stephenson's presentation is available at: <http://www.gulfofmaine.org/council/internal/presentations/201306-workinggroup/>

### **FY2014 Budget Update and All Contractors Scopes of Services**

*Cindy Krum, GOMA Executive Director*

GOMA Executive Director Cindy Krum and GOMA Finance Manager Lori Hallett presented the following documents which were prepared in coordination with Committee Co-Chairs and Management and Finance:

- GOMA Budget – FY ending June 30, 2013, Actual Report
- GOMA Operating Budget Summary - FY ending June 30, 2014, with FY2015 Estimate
- GOMA Operating Budget – FY ending June 30, 2014 – by Program Category
- GOMC through GOMA membership dues summary
- All Contractor Scopes of Services for period July 1, 2013 – June 30, 2014

#### *Actions Items:*

- Working Group members reviewed all of the budget and financial reports and recommended moving forward to GOMC for informational purposes.
- Working Group recommended Contractor Scopes of Services for Council approval.

### **GOMC Fund Development Plan Update**

*Juli Beth Hinds, Birchline Planning LLC*

In December 2012, Councilors directed the Ad-hoc Fund Development Group (Don Hudson, Jack Wiggin, Rob Capozzi, Lee Sochasky, and Susan Russell-Robinson) to work with Secretariat to hire a consultant to develop a Fund Development Plan during the first half of 2013. The group hired Juli Beth Hinds of Birchline Planning LLC to prepare the plan. From March 2013 through May 2013, Juli Beth Hinds worked with members of the Ad Hoc Fund Development Group as well as many other Working Group members, Council members, committee members, and GOMC contractors to prepare a GOMC Fund Development Plan. Copies of the complete Fund Development Plan were distributed via email to all Working Group and Council members. The Fund Development Plan sought to answer the following key questions.

- How can the Council diversify and strengthen its funding base?
- What funding approaches and sources would promote the Council's long-term stability and effectiveness in its mission?
- What organizational matters must be addressed to move forward?

#### Core Benefits of the Council to Communicate to Potential Partners and Funders

- The Council is the principal regional forum for discussion and technical exchange on international Gulf of Maine issues.
- The Council conducts collaborative, high quality, and cost-effective research and data synthesis to inform public policy and decision-making.
- The Council builds the technical capacity of local organizations and enhances the ecosystem through its outstanding habitat restoration program.

#### Questions for Council

- Significant private and foundation funds that are not available to a government body could be raised by a non-profit organization for Council priority actions. *What type of working agreement can be reached that raises the GOMA's profile and expands its fund development capabilities, in keeping with the Council's mission?*

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- Since several Council functions are most appropriately funded and managed under public, governmental auspices, *which of the recommended funding strategies does the Council wish to pursue in Calendar 2013?*

### Recommended Funding Sources for Consideration

- **Endowment:** Begin work to identify projects and secure environmental mitigation payments from a regional project, structured as an income-bearing endowment to support core services and monitoring/indicators work.
- **US federal authorization/appropriation:** Develop and carefully manage a new request for multi-year or (preferably) standing financial support.
- **International Joint Commission (IJC) Funding:** Consider developing a carefully-crafted request for research support on an issue of potential controversy or concern for the trans-boundary region.
- **Grantmaking Foundations:** Begin conversations and project development with selected grantmaking foundations to complete research, notably organized around climate change and community resilience themes.
- **Donor-Directed Foundations:** Working through GOMA, begin developing potential private-sector funders who may support Council initiatives through a donor-directed foundation program.
- **Water Environment Research Foundation and Utility Partnerships:** Partnering with utilities in the US and Canada, explore competitive grant and subscriber-directed research options with WERF.
- **Public Grant Sources:** Continue to pursue public funding sources, particularly to carry out project-specific work, diversifying beyond sources pursued in the past and including discussions with the US and Canadian Coast Guards.

### **GOMC Fund Development Plan – Strategic Planning Session**

Following Juli Beth Hinds' presentation, Working Group members participated in a strategic planning session to identify and recommend next steps for implementing the GOMC Fund Development Plan. Moving forward with fund development requires re-examining the Council's core mission to determine if primary focus should be habitat restoration, convening international dialogue, science, or other priorities. Working Group identified the need to get direction from Councilors on the following fund development options:

- Endowment strategy, structure, terms and conditions.
- Approach for International Joint Commission.
- Evaluation of GOMA structure.
- Government appropriations.
- SEP / Project mitigation funding.
- Foundation funding (project and capacity building).
- Increase support from member agencies.

Working Group recommended the following Actions / Next Steps.

- Convene a working session to further discuss challenges and opportunities associated with fund development. Focus on identifying Council / GOMA function and structure (non-profit vs. government roles), and moving ahead with current Action Plan with an eye toward long-term funding stability.
- Improve GOMC communications and outreach to enhance internal and external knowledge about the Council's accomplishments (take advantage of opportunities associated with GOMC 25<sup>th</sup> Anniversary).
- Clarify intent to have ongoing fund developer continue through summer. Issue new contract by the end of summer including task of facilitating workshop and following up on fund development plan recommendations.
- GOMA should hold off on significant fund raising initiatives until more detailed directives are developed.
- Depending upon direction from Council, GOMA Board may need to develop a response and plan for a change in role.

Working Group identified the need for short-term financial resources to:

- Convene discussion before fall working group on future, structure and fund development strategies.

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- Redevelop website to promote GOMC accomplishments and enhance profile for GOMA.
- Create a document to highlight GOMC and celebrate 25<sup>th</sup> anniversary.
- Increase communications with potential funders.
- Issue fund development contract RFR.
- Look at relevant bi-national models for organization (non-profit vs. government entity).

### **Meeting Accomplishments / Reflections**

The last agenda item – “Reflections on Meeting Accomplishments and Next Steps” was removed from the agenda due to lack of time.

Meeting adjourned at approximately 4:10 p.m.

*Meeting summary prepared by Joan LeBlanc, GOMC Council Coordinator.*

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>					
<b>Title of Agenda Item:</b> Proposed Changes to Meeting Summary Preparation					
<b>Submitted by:</b> Joan LeBlanc, GOMC Council Coordinator					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	x	<b>For Direction</b>	<b>For Information</b> <small>(internal GOMC)</small>	<b>For Information</b> <small>(External)</small>
<b>Background</b> (required):					
<p>Following the June 2013 Working Group meeting, Council Coordinator prepared the Working Group and Council meeting summaries in a detailed manner summarizing all discussions along with key decisions and action items. In order to facilitate follow-through on decisions made at the June Working Group and Council meetings, Council Coordinator also prepared an abbreviated summary highlighting key decisions and action items from both meetings. Several Working Group members noted that the abbreviated summary was a much more useful document than the detailed summary.</p> <p>More recently, M&amp;F and Secretariat have identified the need to reduce some of the time-consuming tasks covered by the Council Coordinator to free up some capacity for the Council Coordinator to assist with GOMC message development and preparation of priority projects for funding.</p>					
<b>Possible Activities / Next Steps</b> (optional):					
<p>If approved by Working Group, Council Coordinator will prepare more abbreviated versions of the Working Group meeting summaries beginning with the October 2013 meeting. These summaries will include key issues, decision points, and action items. M&amp;F supports this proposal.</p>					
<b>Actions, Outcomes or Decisions Requested</b> (optional):					
<p>Working Group members are asked to approve the proposed change in process for preparation of meeting summaries as part of the Consent Agenda.</p>					
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note):					

<b>Gulf of Maine Council on the Marine Environment                      Meeting Briefing Note</b>				
<b>Title of Agenda Item: Gulf of Maine Council 25<sup>th</sup> Anniversary Planning</b>				
<b>Submitted by:</b> Heather Breeze, Fisheries and Oceans Canada; Susan Russell-Robinson, USGS; Ann Rodney, EPA; and Kathryn Parlee, Environment Canada				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b>	X	<b>For Information</b> (internal GOMC)
				X <b>For Information</b> (External)
<b>Background:</b> At the last meeting of the Working Group, Susan Russell-Robinson and Heather Breeze were identified as co-chairs of the ad hoc GOMC 25 <sup>th</sup> Anniversary Committee. As well, several potential activities related to the 25 <sup>th</sup> anniversary were identified at that or previous meetings: the creation of a 25 <sup>th</sup> Anniversary publication; participation in CZC 2014, including a special theme session; a multimedia presentation; and geocaching. GOMC did not receive funding from the USGS for 25 <sup>th</sup> anniversary activities and steps will need to be taken to address this. Ann Rodney has taken the lead on development of the publication and put together a subcommittee. <sup>1</sup> This group has developed an outline and identified potential contractors for the publication. The subcommittee meets regularly via conference call. Kathryn Parlee has taken the lead on the geocaching activity. She has identified some existing sites who would like to be partners and some new sites that are interested (e.g., Salem National Historic Site). Susan Russell-Robinson submitted a special theme session to CZC2014, which has been accepted by the program committee. A multi-media presentation will be developed, to be shown in Halifax at CZC/25 <sup>th</sup> Anniversary event and potentially at other events. Susan Russell-Robinson is developing a storyboard and Rob Capozzi compiled a slideshow from previous GOMC presentations. The multimedia presentation will include video, photos, maps and potentially podcasts. A map is being developed to show where GOMC Award winners are located around the Gulf of Maine. These items will be part of a general GOMC display at CZC2014. The ad hoc committee will work on identifying other materials (e.g., Action Plan, ESIP fact sheets, State of the Gulf postcards, etc.) for the display.				
<b>Possible Activities / Next Steps:</b> The publication subcommittee will continue to meet regularly. In October, Ann Rodney and Cindy Krum will request an amendment to the USGS agreement to permit some of the funds to be used for the 25 <sup>th</sup> anniversary publication and postcards. The USGS may be able to fund some travel to the GOMC 25 <sup>th</sup> anniversary celebrations at CZC2014 via invitational travel funds. However, this is still uncertain and the committee will continue to solicit other sources of funding. The committee co-chairs have identified a need for an outreach team working solely on 25 <sup>th</sup> Anniversary events. We are looking for members of this team, particularly someone based in the Halifax area. Kathryn Parlee will continue to look for partners for the Geocaching activity. A “prize” for the cache needs to be identified (e.g., button, postcard, etc.) It has been suggested that a special 25 <sup>th</sup> Anniversary Award be granted. If so, the winner of this and other awards should be identified in the winter (by February) to allow travel to Halifax to be arranged. Susan Russell-Robinson and Heather Breeze will continue to work on coordinating the special theme session at CZC2014 in conjunction with the CZC program committee.				
<b>Actions, Outcomes or Decisions Requested:</b> 1. Should we have a special 25th anniversary award? 2. We would like GOMC WG members to suggest members for the 25th anniversary outreach subcommittee (e.g., we need a local [Nova Scotia] communications person to deal with the media, someone with expertise in putting together multi-media presentations). 3. Are there other sources of videos/images for the 25th anniversary multi-media presentation? 4. Send suggestions for a geocache prize to Kathryn.				

<sup>1</sup> For ease of writing, the working groups associated with the ad hoc 25<sup>th</sup> Anniversary Committee are referred to as subcommittees.

## Gulfwatch Meeting, Sept 25<sup>th</sup>, 2013, Halifax, NS

### Meeting Agenda

- 1) Introductions and review of the agenda.
- 2) Other agenda items; approval of agenda; selection of meeting recorder.
- 3) Sampling Design and Sampling for 2013
  - a. Review of Steve's report (Business Plan 1) and confirmation of 2013 sampling sites.
  - b. Status of sampling, processing, transport, storage for this year, 2013.
- 4) New and Continued Analytes
  - a. Review of David Bucks report (Business Plan 2) and decision on what we will be measuring in the samples from now on, including the 2012 samples.
- 5) Estimate of budget for the proposed new plan of work. CRITICAL ITEM. Budget to be final by December.
- 6) Report to GOMC WG Fall 2013
  - a. Volunteer to prepare a report for the October WG meeting (it is essential to be there).
  - b. Attending the WG meeting in the US. CRITICAL ITEM.
- 7) Other business (if time, still important)
  - a. Papers and reports - need a volunteer to coordinate this. CRITICAL ITEM.
- 8) Summary of meeting.
- 9) Next meeting.

### Summary Notes from the Meeting

#### 1) Introductions and review of the agenda

The meeting was attended by Andy Bagnall (NSFA), Darrell Taylor (NSDE), Gareth Harding (DFO-retired), Peter Wells (Environment Canada-retired, Dalhousie University), and by phone, Jamie Aube (Environment Canada, Moncton), Melanie Losier (Environment Canada, Moncton), and Bruce Thorpe (NBDFA). Apologies from Shawn Roach who was in the field. Wells chaired the meeting. The agenda was reviewed and accepted as is.

#### 2) Other agenda items; approval of agenda; selection of meeting recorder.

The status of the 18 year report, being completed by Steve Jones, UNH, was added to the agenda. Notes were taken by Taylor and Wells.

#### 3) Sampling Design and Sampling for 2013

##### a. Review of Steve's report (Business Plan 1) and confirmation of 2013 sampling sites.

Table 2 in Steve Jones' report was referred to, and the sampling locations for 2013 season (October) were confirmed as shown (19 stations for the GOM as a whole, 4 each for NB and NS). The provincial reps would do the sampling this year, assisted as needed by Gareth Harding.

##### b. Status of sampling, processing, transport, storage for this year, 2013.

The samples for 2011 organic analysis have been completed and the report was sent to Cindy Krum and Steve Jones, both contractors for the GOMC. This report will soon be sent to Gulfwatch members and also be used to prepare the comprehensive Data Report for 2011.

We are moving ahead in 2013 on the assumption that Shawn Roach and his lab at BIO can be utilized for the sample preparation. All samples for 2013 should be directed to this lab. Everyone available will participate in the sample preparation. Samples can then be archived at BIO in the Gulfwatch freezer.

#### 4) New and Continued Analytes

a. Review of David Bucks report (Business Plan 2) and decision on what we will be measuring in the samples from now on, including the 2012 samples.

Discussion of analytes to continue to measure concluded that for metals, As, Hg and Se should be measured on the new samples (2012, 2013) when funds become available, the regular metal suite to be measured now every six years. For organics, the discussion concluded that we should concentrate on the emerging contaminants only now, the top candidates being the pyrethroids and pyrethrins, especially for samples near aquaculture sites, and the PBDEs which are widespread though being regulated now. Costs for these analyses need confirmation.

As well, another species should be considered for these analyses, and upon Harding's suggestion, it was concluded that winter flounder (*Pseudopleuronectes americanus*) would be a suitable fish to monitor. We should do a brief review of the suitability of this species for monitoring inshore toxic chemicals, especially those associated with sediments, and also determine current scientific activity with this species (there used to be an annual winter flounder workshop in the new England states).

**5) Estimate of budget for the proposed new plan of work. CRITICAL ITEM. Budget to be final by December.**

The budget that was tabled was reviewed critically and amended (see attached Table 1). The major changes are costs related to new analytes, measurements on a second species, and support for a Gulfwatch meeting once a year. It was agreed that the cost of the amended program would be approximately 120K per year.

It should be noted that this is still partially but critically a volunteer driven program and no costs are included for the very important task of preparing papers for publication, an urgent task for the group now. This in-kind contribution should be accurately costed, as well as being replaced in the longer term.

**6) Report to GOMC WG Fall 2013**

**a. Volunteer to prepare a report for the October WG meeting**

This report can be the basis of a report to the WG in the October meeting.

**b. Attending the WG meeting in the US. CRITICAL ITEM.**

It was concluded that persons closest to Rye, NH, where the October meeting is being held, should attend the meeting and present the report. It was concluded that Steve Jones and/or Jack Schwartz could attend and present on our behalf.

**7) Other business**

**a. Papers and reports - need a volunteer to coordinate this. CRITICAL ITEM.**

Some discussion of this item led to the offer that Harding and Wells would pursue the paper on the DDT story in the Gulf, along with other possible pesticides. It was hoped that the Moncton staff would prepare the PCB paper. It is also essential to update the website on the listing of papers and reports that Gulfwatch has produced over the past decade (the website is very dated). The fact sheet on the application of the Gulfwatch data needs to be outlined and contracted, and it was hoped that NSDE could take the lead on this. Andy Bagnall also volunteered to prepare a 2 page briefing note on the Gulfwatch program for senior management.

**8) Summary of meeting.**

The meeting concluded at 1130h, with the plan to prepare and distribute the notes, and have a submission to the Fall meeting of the GOMC WG.

**9) Next meeting.**

This would be at the call of the Chair, and hopefully will be a meeting of the entire Gulfwatch team, probably to be held in St Andrews, NB, and in Orono, Maine, at the University of Maine.

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Table 1.

**Proposed Gulfwatch Budget 2013 – 19 samples – in thousands of dollars (US) - after discussion  
Sept 25<sup>th</sup> Gulfwatch mtg, Halifax.**

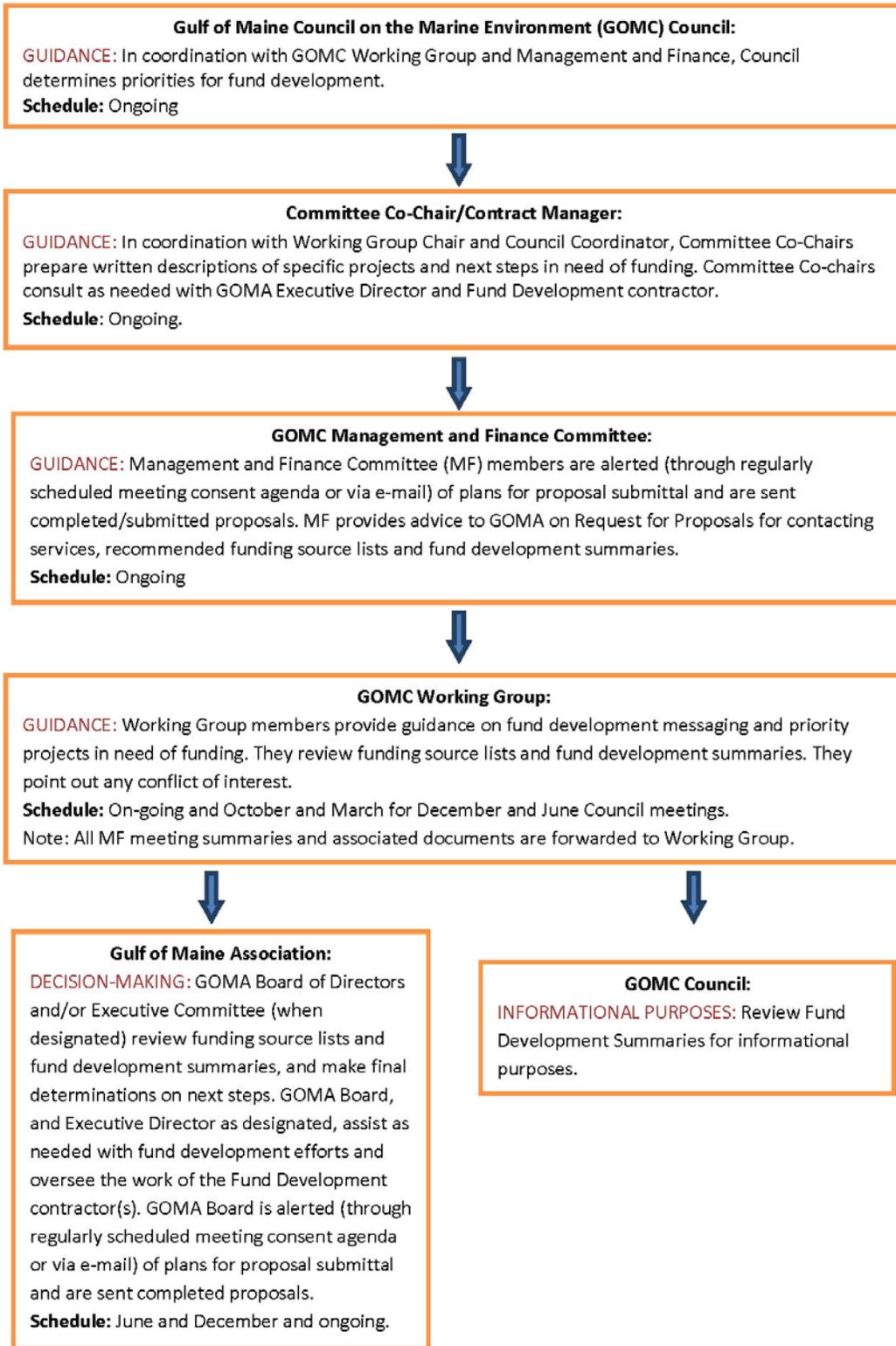
[SHJ estimate was 62K basic cost, and >100K in-kind.]

	Estimates	Adjusted
1. Standard analytes – metals.....	(5)	5
2. Standard analytes – organics.....	(10)	N/A
3. New analytes – metals/organo-metals.....	(10)	10
4. New analytes – organics (contract).....	(15)	52
5. Program coordinator (contract).....	(10)	10
6. Management/reporting coordinator (contract).....	(6)	6
7. Preparation of papers.....	(N/C)	NC
8. Archives - maintenance .....	(2)	2
9. Travel to WG/Council meetings.....	(5)	10
10. Outreach/communication.....	(10)	10
11. Tissues from another species (flounder).....	(-)	15
<b>TOTAL.....</b>	<b>(73)</b>	<b>120</b>

<b>Gulf of Maine Council on the Marine Environment</b> <b>October 2013 Working Group Meeting - Briefing Note</b>					
<b>Title of Agenda Item: GOMA FY2014 Budget, FY2015 Predictions</b>					
<b>Submitted by:</b> Cynthia Krum					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b>	X	<b>For Information</b>	X
				(internal GOMC)	(External)
<b>Background</b> (required):					
<p>In June, 2013 the Gulf of Maine Association Board of Directors provisionally passed an Operating Budget for July 2013 – June 2014 (FY 14) with the understanding that they would pass the final FY 14 Operating Budget based on actual expenditures at the fiscal year end, June 30, 2013. The Management and Finance Committee, with an invitation to the entire Working Group reviewed the revised FY 14 Operating Budget on September 5, 2013. The Gulf of Maine Association approved the revised FY 14 Operating Budget on September 6, 2013. This revised FY 14 Operating Budget is provided to Working Group for informational purposes (due to the timing of this revised budget - opportunity for Working Group response was on September 5, 2013). This budget will also be presented to the Gulf of Maine Council in December for informational purposes.</p> <p>The document also includes early predictions for the July, 2014 - June 2015 (FY 15) budget. These numbers will be reviewed at the Working Group meeting and the process for taking next steps will be discussed.</p>					
<b>Possible Activities / Next Steps</b> (optional):					
<b>Actions, Outcomes or Decisions Requested</b> (optional):					
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note):					
GOMA Financial Presentation <i>(Please note: these documents were distributed via email and are not included in this Briefing Book)</i>					

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>					
<b>Title of Agenda Item: GOMA / GOMC Fund Development Roles / Process</b>					
<b>Submitted by:</b> Cynthia Krum					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b>	X	<b>For Information</b> (internal GOMC)	<b>For Information</b> (External)
<b>Background</b> (required):  Some GOMC members have expressed concern regarding making decisions about fund development actions. In addition, it has been discussed but the Gulf of Maine Association should take a more active role in fund development. The Management and Finance Committee and the Gulf of Maine Association Executive Committee have reviewed the following flowchart. This is now being presented for discussion at Working Group with the intention of having final decisions made at both the Gulf of Maine Council and Gulf of Maine Association meetings in December.					
<b>Possible Activities / Next Steps</b> (optional):     					
<b>Actions, Outcomes or Decisions Requested</b> (optional): Suggest movement forward to Council and GOMA for decision.					
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note):  Fund Development Process Flow-Chart					

**Gulf of Maine Council on the Marine Environment and Gulf of Maine Association  
Fund Development Process (October, 2013 Working Group Draft)**



<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>						
<b>Title of Agenda Item: Fund Development Update / Next Steps</b> <ul style="list-style-type: none"> <li><i>Next steps for fund development (P. Vella)</i></li> <li><i>Progress since August 7<sup>th</sup> Workshop (C. Krum)</i></li> </ul>						
<b>Submitted by:</b> Prassede Vella, Cynthia Krum						
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b>	X	<b>For Information</b> <small>(internal GOMC)</small>	X	<b>For Information</b> <small>(External)</small>
<b>Background (required):</b>  In May 2013, a Fund Development Plan for the Gulf of Maine Council on the Marine Environment (Council) was prepared by Birchline Planning LLC. Based on the plan, the Working Group presented a set of recommendations to the Council at their meeting in June. The Council then tasked the Gulf of Maine Association (GOMA) to hold a meeting in coordination with the Ad Hoc Fund Development Group (Ad-Hoc FD Group), facilitate by Birchline Planning, LLC, to discuss the implementation of the plan. The full "Gulf of Maine Association Work Session: Summary Report," also prepared by Birchline Planning, LLC was made available to Working Group for its October, 2013 meeting via the consent agenda. (Please note: The summary report prepared by Birchline Planning was emailed directly to Working Group and is available on the GOMC website along with meeting presentation materials at: <a href="http://www.gulfofmaine.org/2/october-2013-working-group-presentation-materials/">http://www.gulfofmaine.org/2/october-2013-working-group-presentation-materials/</a> )  Currently budget predictions for July 2014 – June 2015 are lower than they have been for over twelve years due to the ending of the NOAA/NMFS Habitat Restoration Partnership funding program. Immediate actions and decisions are required to ensure future sustainability of the Council’s work. In response to this need, a Next Steps document, based on the outcomes of the August 7 workshop, was prepared by members of the Ad-Hoc FD Group and reviewed by the Gulf of Maine Association Board of Directors and the Management and Finance Committee (MF). The document outlines a process for GOMA to move ahead with fund development while the Working Group and Council would develop and support messaging, strengthen outreach, prepare project descriptions, and assist with identifying grant opportunities. Please see the attachment "Next Steps" below to review the recommendations.						
<b>Possible Activities / Next Steps (optional):</b>  Please see: <b>Next Steps Attachment</b>						
<b>Actions, Outcomes or Decisions Requested (optional):</b> Action Needed by Working Group/GOMC: Approval of steps #1 and #2 outlined above, and planning for taking next steps. Working Group response needed: For step #5. <u>Please note:</u> Step #s refer to steps outlined in the attached 'Next Steps document'.						
<b>Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note):</b> Next Steps Attachment Summary Table						

**Agenda Item: Fund Development Update / Next Steps**

**Attachment: Next Steps**

This document outlines recommended next steps from the “Gulf of Maine Association Work Session: Summary Report,” including responsible entities, tasks, and a general timeline. It also provides an update at the end of each section on steps taken between August 7, 2013 and the October Working Group meeting. Please note that steps #3 and #4 were approved by GOMA and implementation of the related tasks is underway. The Working Group and Management and Finance Committee, in coordination with the Council need to consider the implementation of steps #1 and #2. Steps #5 and #6 will require coordination between GOMA and the Council.

**1. Identify priority projects for funding (federal, state, foundation, mitigation funds, etc.)**

- a. Responsibility: Council Coordinator, Committee Co-chairs and associated Committee contractors; supported by contracted program coordinators/managers and fund developer.
- b. Tasks:
  - Develop brief document summarizing key funding priorities linked to action plan (Council Coordinator in conjunction with Committee Co-Chairs)
  - Write brief summaries for priority projects, programs and initiatives to be used as a starting point for fundraising (Committee Co-Chairs, contractors, in conjunction with Council Coordinator)
  - Prepare background material and associated text for each priority project to be used for specific grant proposals or other fundraising initiatives (based on Fund Developer or grant needs/questions)
- c. Continue efforts to identify grant opportunities and forward to GOMA Executive Director and Fund Developer
- d. Time-line: short-term and ongoing

**2. Outreach:**

- a. Responsibility: To be determined where not already referenced below
- b. Tasks: Important for fund development steps 3 and 4 as well as the 25<sup>th</sup> anniversary
  - Immediate:
    - Messaging – prepare brief 1-2 page document highlighting overall GOMC/GOMA mission. Council Coordinator will work in conjunction with 25<sup>th</sup> Anniversary Committee and others to determine best approach for preparing document.

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- Other (e.g. website, social networks, etc.) - The Secretariat Team will prepare recommended needs/next steps for website messaging and other messaging needs for in coordination with Working Group and MF.
- Revamp/Strengthen outreach committee – this includes identifying a co-chair, revising committee goals and tasks to reflect Council needs, and establishing a strong and committed membership. Council Coordinator and Working Group Chair will work with Outreach Committee Co-Chair to revamp/Strengthen Outreach Committee.

### Long-term:

- Invigorated Outreach Committee will identify and pursue long-term strategies for enhancing communications and outreach (additional funds may be needed for contracted assistance).
  - Spokesperson(s) and/or coordination of GOMC/GOMA involvement in getting the message out (funding or in-kind needed)
- c. Timeline: short-term to June 2014.

Update: Began work by planning for next steps at October Working Group meeting.

### **3. Fund Development – Short Term (Grant Writing)**

- a. Responsibility: GOMA (Executive Director and Board of Directors) in coordination with Management and Finance Committee
- b. Tasks:
- Prepare list of available grant writers (include existing and/or new contractors)
  - Consolidate potential funding source list that GOMA Executive Director / Committees/ Council Coordinator become aware of without research.
  - Select writers for specific proposals as needed
- c. Funding: Use \$2,000 - \$3,000 portion of \$27,000 allocated for FY14 fund development budget for grant writing/grant listing and /or get volunteers.
- d. Timeline: Immediate to long-term. Preparation/writing of grant proposals needed during the fall of 2013.

Update: These steps were Approved by GOMA Board on September 6, 2013 Call; Management and Finance Committee determined exact process for preparing list of available grant writers for immediate needs; grant writers list was to be completed by October 1, 2013. GOMA Executive Committee will provide final approval.

**4. Fund Development – Remainder of FY 14 and Longer –Term (i.e. endowment, foundations, etc.)**

- a. Responsibility: GOMA (Executive Director and Board of Directors) in coordination with the Ad Hoc Fund Development Group. (Contract management and assistance will be provided by GOMA Executive Director with contract facilitation by GOMA Executive Committee and/or members of the Ad-hoc group. GOMA Executive Director will coordinate closely with fund developer and assist as needed.)
- b. Tasks: Select and contract with Fund Developer tasked to:
  - Develop long-term grant foundation fundraising list and strategy. Identify, evaluate and prioritize potential funding sources (includes research and initial outreach to foundation staff to determine level of interest and potential likelihood of funding). Product would recommend foundations and public sources to approach for funding, recommended ask range, match with potential projects, and include details such as timing of proposals and recommended steps.
  - Prepare grant proposals to public and private sources.
  - Assist with endowment/mitigation planning, federal geographical designation and longer-term more sustainable funding opportunities for Council projects. Initial focus would be on mitigation funding and geographical designation.
- c. Funding: Use \$24,000 – \$25,000 of \$27,000 fund development FY 14 budgeted funds. Some tasks will require additional funding.
- d. Timeline: Fund developer contract: mid-November, 2013 - June 2014 (renewable contract based on funding and performance).

Update: Steps outlined above were Approved by GOMA Board on September 6, 2013 call; Fund Development Contractor RFP prepared by members of Ad-hoc Fund Development Group; MF review of Fund Development Contractor RFP completed September 19, 2013; final GOMA Executive Committee approval of RFR on September 23, 2013; RFP released September 24, 2013.

**5. Overall Organizational Structure/Review**

- a. Responsibility: GOMC and GOMA in coordination with the Management and Finance Committee and Working Group
- b. Tasks: Determine model for GOMA-Council relationship/organizational set-up and responsibility for decision-making.
- c. Timeline: Short-term to medium-term.

Update: Was reviewed on August 7 as part of the Work Session and will be presented at October Working Group meeting for response and to prepare recommendation to Council in December. GOMA will also provide feedback on their role.

**6. Contractor roles and decision making capacity (in process and for implementation by July 2014 – dependent on funding)**

- Role of GOMA ED, Finance Manager and Council Coordinator
- Possible Administrative Assistance
- Decision-making roles for contractors;

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**Fund Development Next Steps - Summary table**

<b>Step</b>	<b>Task</b>	<b>Responsibility</b>	<b>Timeline</b>
Identify priority projects for funding	Develop brief document summarizing key funding priorities linked to action plan. Document will include summaries of priority projects, programs and initiatives to be used as a starting point for fundraising.	Council Coordinator in conjunction with Committee Co-Chairs	October – December 2013, and ongoing
	Prepare background material and associated text for each priority project to be used for specific grant proposals or other fundraising initiatives	Fund Developer/ grant writer in collaboration with GOMA Executive Director and Committee Co-chairs and/or contractors as needed	November 2013 and ongoing
	Messaging – prepare brief 1-2 page document highlighting overall GOMC/GOMA mission.	Council Coordinator and 25 <sup>th</sup> Anniversary Committee	October – December 2013
	Other (e.g. website, social networks, etc)	Secretariat Team will start process	TBD
Outreach	Revamp/Strengthen outreach committee	Council Coordinator and Working Group Chair will work with Outreach Committee Co-Chair.	November 2013 – March 2014
	Develop strategies for enhancing communications and outreach	Council Coordinator and Working Group Chair will work with Outreach Committee and 25 <sup>th</sup> Anniversary Committee. Some activities may require additional funding, and / or contract assistance.	November 2013 - ongoing
	Distribute message/putting the word out		
Fund Development – Grant Writing	Prepare list of available grant writers (include existing and/or new contractors)	GOMA in coordination with Council Coordinator and Committee Co-Chairs	September 2013
	Identify grant opportunities and keep list updated	Committee Co-Chairs and Fund Developer	October 2013 and ongoing
	Select writers for specific proposals as needed	GOMA and Committee Co-Chairs	Ongoing
	Develop RFR for Fund Development contractor	Developed - Ad Hoc Fund Development Group Reviewed – MF Committee Approved - GOMA	RFR released 9/24/13
Fund Development –endowment, foundations, etc.	Select and contract Fund Development contractor	GOMA and Ad Hoc Fund Development Group	Contract in place – mid-November 2013
GOMC / GOMA Organizational Structure/Review	Determine model for GOMA-Council relationship/organizational set-up and responsibility for decision-making	Working Group and GOMA proposal to Council for decision	TBD

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>				
<b>Title of Agenda Item: Identifying Priority Projects for Funding</b>				
<b>Submitted by:</b> Joan LeBlanc, GOMC Council Coordinator				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b> x	<b>For Information</b> x <small>(internal GOMC)</small>	<b>For Information</b> <small>(External)</small>
<b>Background</b> (required):  During the August 7 <sup>th</sup> Fund Development Work Session, participants identified the need to develop priority project ideas for funding. In place of the December action plan updates, GOMC Council Coordinator will work with Committee Co-Chairs to develop and facilitate a process for preparing brief write-ups for priority programs and projects that are in need of funding. The write-ups will include detail describing project or program initiatives and potential budget amounts or ranges of funding needed. All projects identified will support implementation of the GOMC action plan. Development of these priority projects for funding will serve as a tool to facilitate fund development activities.				
<b>Possible Activities / Next Steps</b> (optional):  <ul style="list-style-type: none"> <li>• GOMC Council Coordinator will develop template for preparation of priority project write-ups.</li> <li>• Committee co-chairs and / or contractors will prepare write-ups for each priority project.</li> <li>• Council Coordinator, Working Group Chair, and Committee Co-Chairs will develop priority project summaries for overarching projects or initiatives that encompass activities of multiple committees.</li> <li>• Fund developer (to be hired) will utilize priority projects write-ups as a resource for matching potential funding opportunities with GOMC programs.</li> </ul>				
<b>Actions, Outcomes or Decisions Requested</b> (optional):  Working Group members are asked to provide feedback on the proposed process for developing priority projects for funding.				
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note):				

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>					
<b>Title of Agenda Item: March 2014 Working Group meeting</b>					
<b>Submitted by:</b> Sophia Foley, NS Environment and GOMC Working Group Chair					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	x	<b>For Direction</b>	<b>For Information</b> <small>(internal GOMC)</small>	<b>For Information</b> <small>(External)</small>
<p><b>Background</b> (required):</p> <p>Government resources are more and more difficult to access for travel purposes. As such, attendance at Working Group meeting has not been consistent over the years. A proposal was put forward at the June 2013 Working Group meeting where members voted to replace the March 2014 in-person Working Group meeting, with either one all-day virtual meeting or a series of calls.</p> <p>The structure of the March working group meeting was to be decided at the October 2013 meeting. Initial thoughts on the following options are discussed below. The working group will be expected to flesh out these options in more detail and decide on a path forward. It will be important that Working Group is careful not to create barriers to communication and ensure that there are appropriate networking tools to keep WG members engaged.</p> <p><b>There are two options on the table</b></p> <p><b>Option 1 – Use videoconference equipment through known connections such as one’s office or partner organizations. Working group members convene at select points if need be. Meeting can be one or two days.</b></p> <p><u>Pros:</u></p> <ul style="list-style-type: none"> <li>• Many of the benefits of a face to face meeting are maintained.</li> <li>• Focus is on task at hand.</li> <li>• Less costly than travelling in person.</li> <li>• NOAA webex now has video capabilities and they have offered to use their system in-kind. This means one can videoconference from their office.</li> </ul> <p><u>Cons:</u></p> <ul style="list-style-type: none"> <li>• Not all offices have videoconference equipment or webcams (approximately \$30 for webcam at desk)</li> <li>• Might take a lot more coordination than we expect to find videoconference places available to all members.</li> </ul> <p><b>Option 2 - Use multiple short phone calls in replacement of two day meeting</b></p> <p><u>Pros:</u></p> <ul style="list-style-type: none"> <li>• Essentially free through in-kind support</li> <li>• Management and Finance calls can be coupled with working group calls in the spring to conserve time</li> <li>• Very targeted calls to specific issues</li> <li>• Consider combining some M&amp;F and Working Group sessions such as budget review in the spring. Need to ensure that e-mail notices make it clear that the sessions are also for Working Group members.</li> </ul> <p><u>Cons:</u></p> <ul style="list-style-type: none"> <li>• Takes a lot more facilitation skills</li> <li>• Will need to reduce office distractions to a minimum to maximize group discussions and decision making</li> <li>• Will require commitment on the part of all members to have focused productive sessions</li> <li>• Will need to book all sessions within the next few weeks to keep time in people’s calendars</li> <li>• May required up to 8-10 calls to cover same amount of material as working group meeting.</li> </ul>					

**Possible Activities / Next Steps** (optional):

The working group is asked to select one option through a facilitated session with the Working Group Chair and Council Coordinator

**Actions, Outcomes or Decisions Requested** (optional):

The working group chooses one path forward

**Supporting Documentation** (If applicable, list additional documents included in the Briefing Book following this Briefing Note):

N/A

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>				
<b>Title of Agenda Item: Climate Network Report from September Conference, “Bilateral Coordination and Collaboration for Climate Service Delivery”</b>				
<b>Submitted by:</b> Ellen Mecray and Bill Appleby				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b> X	<b>For Information</b> X <small>(internal GOMC)</small>	<b>For Information</b> <small>(External)</small>
<b>Background</b> (required):				
<p>On September 10 and 11, 2013, the Gulf of Maine Council’s Climate Network convened a Climate Network Conference, “Bilateral Coordination and Collaboration for Climate Service Delivery”.</p> <p>Over 60 people from the Gulf of Maine community (including federal, state and provincial employees, faculty and students of various universities from around the region, NGOs and first nations representatives) met in Orono, Maine to discuss regional climate change issues. These discussions focused around climate change lessons learned, experiences and strategies for adaptation and migration, and identifying key potential actions for the Climate Change Network and requests for the Gulf of Maine Council. The conference was organized around the following three themes (PDF versions of individual presentations can be accessed by selecting CTRL+Click with cursor on the descriptions below).</p> <p><u>Theme 1:</u> Climate and Land Use Change impacts to Gulf of Maine Watershed Forests and Wildlife, Implications for Management and Conservation</p> <ul style="list-style-type: none"> <li>• <u>The Impacts of Climate Change on Forests of the Northeastern United States and Canada (Lindsey Rustad, US Forest Service Northern Research Station)</u></li> <li>• <u>Case Study: Planning and Actions to Mitigate and Adapt to Climate Change Impacts on Forests – Examples from the Canadian Portion of the Gulf of Maine (James MacLellan, University of New Brunswick)</u></li> <li>• <u>Case Study: Planning and Actions to Mitigate and Adapt to Climate Change Impacts on Forests – Examples from the US Portion of the Gulf of Maine (Andrew Miliken, US Fish and Wildlife Service)</u></li> <li>• <u>Case Study: Planning and Actions to Mitigate and Adapt to Climate Change Impacts on Forests – Examples from the US Portion of the Gulf of Maine (Eric Walberg, Manomet Center for Conservation Sciences)</u></li> </ul> <p><u>Theme 2:</u> Extreme Events and Actions Taken in the Region (Ignite sessions)</p> <p><i>The best available science tells us...</i></p> <ul style="list-style-type: none"> <li>• <u>US National Climate Assessment (Ellen Mecray, NOAA)</u></li> <li>• <u>Latest IPCC AR5 Model Outputs – General Changes and Some Extremes (Adam Fenech, UPEI)</u></li> <li>• <u>Case Study: Extreme Rainfall Events in New Brunswick (Rick Fleetwood, EC/METCanada)</u></li> </ul> <p><i>Translating climate information to action means...</i></p> <ul style="list-style-type: none"> <li>• <u>Case Study: Decisions Before and After Hurricanes Irene and Sandy (Gina Campoli, VTrans)</u></li> <li>• <u>Case Study: Infrastructure Decisions Accounting for a Changing Sea Level (Adam Fenech, UPEI, for Patrick Mazerolle, DOT NB)</u></li> <li>• <u>Use of LIDAR for Flood Stricken Areas in Charlotte County, NB (Real Daigle, Director, R.J. Daigle Enviro – former EC)</u></li> </ul> <p><i>Adaptive Management Actions / Approaches</i></p> <ul style="list-style-type: none"> <li>• <u>Case Study: Managing the Coastline for Frequent Extreme Events – Actions from New Brunswick ( Jeff</u></li> </ul>				

Hoyt, NB)

- The Economics of Extreme Events, the Case for Action (Sherry Godlewski, NH)
- Case Study: Including Sea-level Change in Regulatory Frameworks and Municipal Planning (Kathy Baskin, MA)

Theme 3: Marine Fisheries and Climate Change (Acidification)

The 2012 Warming Event, Observations and Trends for the Future (Kevin Friedland, NOAA/NMFS/NEFSC)

- Warmer Temperatures, Molt Timing, and Lobster Fishing Seasons in the Canadian Maritimes (John Tremblay, DFO)
- The 2012 Ocean Heat Wave and Other Recent Climate Impacts to New England Lobsters: A Contrast of Economic and Biological Crises (Rick Wahle, University of Maine)

Sessions and presentations from the meeting have been posted to the GOMC website and are available at:

<http://www.gulfofmaine.org/2/committees-and-programs/climate-change-network/>

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**Possible Activities / Next Steps** (optional):

Climate Network will prepare a detailed report summarizing findings from the Climate Network meeting and proposing potential actions for the Gulf of Maine Council's Climate Network. Preliminary next steps are outlined below.

**Future and Next Steps for the Climate Network**

Near Term Actions

It was agreed on at the end of the meeting that an online gathering spot would be very helpful to the meeting participants, such as a dashboard. Everyone felt something is necessary for sharing information, topics, common problems, research, pictures and stories. Also, creating a list of contacts with everyone's email address and a small write up on what they are working on, what is their expertise and areas of interests are, including pictures of the person. The climate network could establish working groups or shared online workspaces to address certain problems or to bring related sectors together to discuss climate related issues. The participants felt that the climate network could work on getting other sectors involved in the Gulf of Maine Council (at all levels) for a more all-inclusive representation of climate change issues, such as forestry, transportation infrastructure planners and engineers.

Overall Gaps in Information

The participants felt more analysis of extreme weather events in the Gulf of Maine is required to better understand the potential impact of climate change for difference sectors. The Gulf of Maine needs a database with a grid resolution of 5 to 10 kilometers of many different parameters (forestry, meteorology, biology, hydrology, geography, infrastructure, etc...). More research is required on the freeze thaw cycle, how it may change with climate change and what the impact is. A study should be done to determine if the ice storm belt will move northward and what can be done to prepare for that change. Hydrologic models need to be run with scenarios when there is snow present and/or frozen ground. There needs to be some guidance on how to take the research and studies that are done and translate the science into locally relevant actionable items for engineers, designers, planners and "boots-on-the-ground".

Who was missing from the meeting?

Groups from sectors such as agriculture, public health, defense and water resource management were not present at the meeting. Also missing were experts on streams and rivers (outside of infrastructure), public outreach, and flood forecasters. Representatives from other regional organizations, such as NERACOOS, NEAFWA, AASHTO and

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NESCAUM would also be helpful to have in attendance. Specialists from other sectors of infrastructure were also not at the meeting (for example energy transmission, wastewater and discharge).

### Objectives from the meeting

- ✓ *Gather key federal and provincial/state representatives to discuss lessons learned and planning for climate change*  
Various presentations were giving on a wide variety of topics about climate change and planning for adaptation and mitigation.
- ✓ *Connect research, monitoring, and management communities (natural science/management interface), across sectors (resource management, infrastructure and planning, preparedness and recovery) at federal and jurisdictional levels*  
By dividing up in smaller groups to discuss each presentation theme, different sector had the chance to connect with groups and experts they otherwise would not have had the time to connect with.
- ✓ *Exchange experience with and strategize for climate change adaptation and mitigation*  
This was achieved by the various presentations on adaptation and mitigation as well as during discussions in the breakout groups.
- ✓ *Rebuild the bilateral climate network by outlining a way-forward including key goals and objectives*  
Through the discussion of ideas for the Gulf of Maine Climate Network, this objective was achieved and documented.
- ✓ *Identify key messages for Climate Network, including specific requests to the Gulf of Maine Council*  
Through the discussion of ideas for the Gulf of Maine Council, this objective was achieved and documented.

### Funding Ideas and Actions for the GOMC

- Establish the Gulf of Maine as a place-based area for research and opportunities for funding. Connect and work together with other regions addressing the same cross border issues, experiences and challenges (Gulf of Mexico, Bering Sea, and Puget Sound).
- Map bathymetry and habitat in the Gulf of Maine.
- Create an inventory of culverts and road-stream crossings, and then develop standards based on projected future flooding events.
- Assist with compiling land based datasets – creating something consistence and standardized, (LIDAR, land-cover, LCC habitat classification map).
- Coordinate LIDAR usage over boarder areas.
- Compile cost-benefit analysis for the goal of promoting adaptation.
- Prepare projections of sea level rise and storm surge on community scales.
- Provide information on costs of replacement verse adaptation to climate change.
- Create an understandable way for the public to see in real time an extreme precipitation event based on hydrometric monitoring stations.
- Fund and promote a high water level marking campaign so the last major flood remains in the memory of the public.
- Update the New England Federal Partners (NEFP) climate group.

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- Engage large cross border companies, such as Irving, on the impacts of climate change and how they can help mitigate the changes.
- Promote food initiatives for the Gulf of Maine region, growing food in the GOM for the GOM.
- Help to brand the GOM lobster as sustainably harvested to encourage regional coordination.
- Create a list of indicator species to monitor how climate change is impacting marine life in the GOM.
- Assessing the bottom trawling differences between Canada and the US and how we can work together to get a better picture of the lobster population.

### **Actions, Outcomes or Decisions Requested** (optional):

Working Group members will learn about results from the September 2013 Climate Network Conference and provide feedback regarding potential next steps for the GOMC Climate Network.

### **Supporting Documentation** (If applicable, list additional documents included in the Briefing Book following this Briefing Note):

Sessions and presentations from the Climate Network meeting have been posted to the GOMC website and are available at: <http://www.gulfofmaine.org/2/committees-and-programs/climate-change-network/>

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>				
<b>Title of Agenda Item: Strategies for Message Delivery: Social Media</b>				
<b>Submitted by:</b> Sophia Foley, NS Environment and GOMC Working Group Chair				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b> <input checked="" type="checkbox"/>	<b>For Information</b> (internal GOMC)	<b>For Information</b> (External)
<p><b>Background:</b></p> <p>In response to funding shortage predictions a workshop was held on August 7 to determine next steps for the Gulf of Maine Association. Out of that workshop, some next steps were also suggested for the Gulf of Maine Council. It was noted at the last Council meeting by Birchline Planning that many appropriations/endowments/legacy funding is provided to organizations that are well known and at the “top of mind” in the region in which they are allocated. The Gulf of Maine Council would benefit from consistent messaging and a stronger outreach committee to start the work so that the Council becomes one of these “top of mind” organizations.</p> <p>It is suggested that the Working Group and Council:</p> <ul style="list-style-type: none"> <li>• develop and support messaging,</li> <li>• strengthen outreach,</li> <li>• prepare project descriptions, and</li> <li>• assist with identifying grant opportunities.</li> </ul> <p><i>(Please see the attachment “Next Steps” to review the full recommendations. Briefing Note on Fund development illustrates this issue in more detail)</i></p> <p><b>Current Situation:</b></p> <p>The 25<sup>th</sup> anniversary of the council will be held in June 2014. With only a few months away there is a need for consistent messaging, a publication, social events and “elevator speeches” to promote the council. In addition, there are a number of grants that will need to be written in the short term to decrease the funding pressures we have for July 2014-June 2015.</p> <p>There is also the question of the future of the Gulf of Maine Times. Would social media be a suitable replacement for the times? What other options do we have to communicate our message with a low to no cost alternative?</p>				
<p><b>Possible Activities / Next Steps</b> (optional):</p> <p>Suggested next steps for the working group</p> <p><b>Messaging</b></p> <ul style="list-style-type: none"> <li>• Prepare brief 1-2 page document highlighting overall GOMC/GOMA mission. Council Coordinator will work in conjunction with 25th Anniversary Committee and others to determine best approach for preparing document.</li> </ul> <p><b>Website/ social networks</b></p> <ul style="list-style-type: none"> <li>• The Secretariat Team will work with Jim to link different social media platforms together to increase our visibility on the web. Messaging developed in step above could be used for this purpose.</li> <li>• Prassede currently working with Jim to revamp website</li> </ul> <p><b>Revamp/Strengthen outreach committee</b></p> <ul style="list-style-type: none"> <li>• This includes identifying a co-chair, revising committee goals and tasks to reflect Council needs, and</li> </ul>				

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establishing a strong and committed membership.

- Membership on the committee can change as needs are developed. Currently there is a strong need to support the 25<sup>th</sup> anniversary activities. After the anniversary the outreach committee may see a need to change and new members may be sought. It will be important for this committee to be the most adaptable to the needs of the Council
- Suggest that Council assign some staff until the 25<sup>th</sup> anniversary to support 25<sup>th</sup> anniversary functions. Council will be given the opportunity to reevaluate outreach committee membership as needs evolve.
- Council Coordinator and Working Group Chair will work with Outreach Committee Co-Chair to revamp/Strengthen Outreach Committee.

### Long-term:

- As GOMA and Council work on messaging and pursue long term funding strategies and endowments/appropriations the Outreach Committee will be very important to support this function.
- Spokesperson(s) and/or coordination of GOMC/GOMA involvement in getting the message out

### Actions, Outcomes or Decisions Requested (optional):

- Use time allotted in agenda to strategize how we will move forward on this piece
- Continue collaboration with CZC
- Need volunteers to sit on committee until June 2014
- Need a co-chair
- Need volunteers to join messaging ad-hoc committee. Work with Joan to develop messaging. The hope is this committee would be very short term in duration. Messaging should be developed by Council meeting

### Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note):

Review next steps document and Birchline Planning fund development reports

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>				
<b>Title of Agenda Item: Strategies for Message Delivery: Revamping the GOMC/GOMA website</b>				
<b>Submitted by:</b> Prassede Vella and Jim Cradock (Yellahoose)				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b> x	<b>For Information</b> (internal GOMC)	<b>For Information</b> (External)
<b>Background:</b> As the Gulf of Maine Council reassesses its role, resources and capabilities to meet the needs of an ever changing environment in a constantly changing economy, it is evident that the Council's message needs a strong vehicle to communicate it to the public. It is time for the organization to revamp its website and turn it into a strong, dynamic, and up-to-date way of communicating its mission within the Gulf of Maine watershed and its communities.  Both the looks and the content of the website need extensive revision. The ultimate aim is to create a look that invites people to read more, and to have content that is simple, easy to find, and clear to understand. In addition to the main Council website, it is important to have committee websites that highlight the important work they do within the watershed. Each committee has a certain individuality that is important to have in light of the different roles and projects. However, although a certain individuality will be maintained, it is also important that the committee pages share a basic common look with the main Council website so that the website visitor can make the connection and understand that these are related.  Another part of the website revision effort is to take the first step into giving a better presence for the Gulf of Maine Association. This was one for the Working Group recommendations to the Council in June 2013, a vital conclusion that came out of the fund development assessment and plan. This will be essential for GOMA's enhanced role in fund development and in providing support to the Council, and will also serve to highlight the distinction in roles between the Council and GOMA.  The ultimate goal is to have a product for June 2014 to coincide with the 25 <sup>th</sup> anniversary and more importantly to be a viable tool as we seek sustainable and long term funding.				
<b>Possible Activities / Next Steps :</b> Based on some conversations it seems that the new ESIP website format is a hit with many of those who had a chance to see the product that Yellahoose was developing with Christine Tilburg. We therefore have applied that design template to the GOMC website since it is also readily available and will save on time and money to develop something different. The process will be in three phases: Phase 1 - Develop the design and create the GOMC Home page and decide on the main tabs Phase 2 – Develop the content of main website Phase 3 – Develop committee websites				
<b>Actions, Outcomes or Decisions Requested:</b> 1) Agreement on design of website (template and overall) 2) Start to identify people who will help with content revision and update 3) Agreement on timeline				
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note):				

<b>Gulf of Maine Council on the Marine Environment                      October 2013 Working Group Meeting - Briefing Note</b>				
<b>Title of Agenda Item:</b> GOMC / GOMA Internal Calendar				
<b>Submitted by:</b> Joan LeBlanc, GOMC Council Coordinator				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	x	<b>For Direction</b>	x
	<b>For Information</b> <small>(internal GOMC)</small>		<b>For Information</b> <small>(External)</small>	
<b>Background</b> (required):  The Gulf of Maine Council and the Gulf of Maine Association conduct their ongoing work to protect the Gulf of Maine ecosystem through a wide range of committees and work groups. With involvement of volunteers from New Brunswick, Nova Scotia, Maine, New Hampshire and Massachusetts it is an ongoing challenge to ensure that numerous virtual meetings and / or work sessions are not scheduled in conflict with one another.  The GOMC Coordinator proposes development of a calendar to be made available on the GOMC / GOMA website that would list all upcoming GOMC / GOMA committee meetings, ad-hoc group meetings, and events. The calendar would provide the following benefits: <ul style="list-style-type: none"> <li>• Volunteers would have a resource to double check the schedule of upcoming meetings,</li> <li>• Contractors or volunteers scheduling meetings will be able to select time slots and conference lines that are not in conflict with other GOMC / GOMA activities, and</li> <li>• Visitors to the GOMC website would be able to see how active the organization is in working to protect natural resources and promote sustainable development in the Gulf of Maine.</li> </ul>				
<b>Possible Activities / Next Steps</b> (optional): <ul style="list-style-type: none"> <li>• Working Group will provide feedback regarding the proposed calendar</li> <li>• Council Coordinator will develop calendar and work with committee co-chairs and other contractors to keep it up to date</li> <li>• Council Coordinator with work with Jim Cradock to determine appropriate placement on the GOMC / GOMA website</li> </ul>				
<b>Actions, Outcomes or Decisions Requested</b> (optional):  Working Group members are asked to provide feedback regarding the following questions: <ul style="list-style-type: none"> <li>• Does WG support the concept of a GOMC / GOMA calendar?</li> <li>• Does WG support making the calendar available for public viewing on the website?</li> <li>• Should the calendar include only GOMA / GOMC events / meetings or encompass other significant events such as the RARGOM science meeting?</li> <li>• Does WG have any other suggestions regarding development of the calendar?</li> </ul>				
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note): n/a				