



Gulf of Maine  
Council on the  
Marine Environment

## **Working Group Meeting June 11 - 12, 2013**

Hawthorne Hotel, 18 Washington Square W, Salem, MA

**Briefing Book, Version 2**

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**Working Group Agenda, Version 4**

<b>Tuesday, June 11, 2013 • Hawthorne Hotel, 18 Washington Square W, Salem, MA 01970</b>		
8:30 AM	<b>Welcome, Introductions, and Overview of Objectives for the Meeting</b> <i>Prassede Vella, Working Group Chair, Massachusetts Office of Coastal Zone Management</i>	
8:40 AM	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• March WG meeting summary acceptance (pp. 5-15)</li> <li>• Upcoming WG and Council Meeting Dates (p. 16)</li> <li>• Committee Reports / Work Plans</li> <li>• Secretariat TORs (p. 17)</li> <li>• Proposed Criteria for Distinguished Service Awards (p. 18)</li> </ul>	✓ For Decision
9:00 AM	<b>Participant Roundtable</b> <i>Fast-paced updates from Working Group members</i>	✓ For Information ✓ Internal
9:45 AM	<b>GOMC Plans for FY2014</b> <i>Sophia Foley, Nova Scotia Department of Environment</i> <i>Theresa Torrent, Maine Department of Conservation</i>	✓ For Information ✓ Internal ✓ For Decision <p style="text-align: right;">(p. 19)</p>
10:30 AM	<b>Break</b>	
10:45 AM	<b>Gulf of Maine Times Funding and Direction</b> <i>Theresa Torrent, Maine Department of Conservation</i> <i>David Keeley, The Keeley Group</i>	✓ For Information ✓ Internal ✓ For Direction <p style="text-align: right;">(pp. 20-24)</p>
11:15 AM	<b>GOMC Collaboration with Coastal Zone Canada 2014</b> <i>Tim Hall, Department of Fisheries and Oceans</i>	✓ For Direction ✓ For Decision <p style="text-align: right;">(pp. 25-26)</p>
12:00 PM	<b>Lunch on Your Own</b>	
1:15 PM	<b>Committee Highlight: EcoSystem Indicator Partnership</b> <i>Kathryn Parlee, Environment Canada</i>	✓ For Information ✓ External <p style="text-align: right;">(p. 27)</p>
2:00 PM	<b>Committee Highlight: Climate Network</b> <i>Ellen Mecray, NOAA Regional Climate Services Director, Eastern Region</i> <i>Bill Appleby, Meteorological Services of Canada, Director, Eastern Region</i>	✓ For Information ✓ Internal
2:30 PM	<b>Economic Study</b> <i>Rob Capozzi, New Brunswick Dept. of Environment and Local Government</i> <i>Kathryn Parlee, Environment Canada</i>	✓ For Information ✓ Internal <p style="text-align: right;">(p. 28)</p>
3:00 PM	<b>Coastal Protection and Restoration Projects</b> <i>Barbara Warren, Executive Director, Salem Sound Coastwatch</i>	✓ For Information ✓ External
3:45 PM	<b>Items Removed from Consent Agenda</b>	
4:15 PM	<b>Recess for the Day</b>	
4:30 PM	<b>Site Visit: Salem Maritime National Historic Site</b> (Participants will meet at the Custom House, 176 Derby Street, Salem) <i>Michael Quijano-West, Superintendent, Salem Maritime National Historic Site</i> <i>Jonathan Parker, Chief of Interpretation and Education, Salem Maritime National Historic Site</i> Working Group members will learn about the National Park Service's sustainability initiatives and participate in a 'behind-the-scenes' tour of the <u>Friendship</u> of Salem, a 171-foot replica of a three-masted 1797 East Indiaman sailing ship.	
6:00 PM	<b>Group Dinner (TBD)</b>	

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<b>Wednesday, June 12, 2013 • Hawthorne Hotel, 18 Washington Square W, Salem, MA 01970</b>		
8:30 AM	<b>Committee Highlight: Coastal and Marine Spatial Planning</b> <i>Tim Hall, Department of Fisheries and Oceans</i> <i>Betsy Nicholson, National Oceanic and Atmospheric Administration</i>	✓ For Direction
9:15 AM	<b>Committee Highlight: Gulfwatch Contaminants Monitoring: Results from April Workshop</b> <i>Dr. Peter Wells, Bay of Fundy Ecosystem Partnership</i>	✓ For Information ✓ Internal ✓ For Decision (pp. 29-30)
10:00 AM	<b>Break</b>	
10:15 AM	<b>GOMA/GOMC Roles for Developing and Approving Budget</b> <i>Cindy Krum, GOMA Executive Director</i> <i>Don Hudson, The Chewonki Foundation</i>	✓ For Information ✓ Internal (pp. 31-33)
11:00 AM	<b>History, Function, and Current Projects of the Marine Conservation Action Fund</b> <i>Elizabeth Stephenson, New England Aquarium</i>	✓ For Information ✓ External
11:45 AM	<b>Lunch on Your Own</b>	
1:00 PM	<b>FY2014 Budget Update and All Contractors Scopes of Services</b> <i>Cindy Krum, GOMA Executive Director</i>	✓ For Information ✓ Internal (p. 34)
1:45 PM	<b>GOMC Fund Development Plan Update</b> <i>Juli Beth Hinds, Birchline Planning LLC</i> Juli Beth will present results of the GOMC Fund Development Plan.	✓ For Information ✓ Internal (p. 35)
2:30 PM	<b>GOMC Fund Development Plan – Strategic Planning Session</b> Strategic planning session for Working Group members to identify recommended next steps and associated timeframe for implementing the GOMC Fund Development Plan.	✓ For Direction ✓ For Decision (p. 35)
3:30 PM	<b>Reflections on Accomplishments and Next Steps</b> <i>Prassede Vella and Joan LeBlanc</i> Working Group members will review discussions, actions, and decisions made during the June 2013 meeting. Members will reflect upon accomplishments and next steps to be taken between now and October 2013.	✓ For Information ✓ Internal ✓ For Direction
4:00 PM	<b>Adjourn</b>	
5:00 PM	<b>Awards Ceremony and Reception, Hawthorne Hotel, Salem, MA</b>	
7:00 PM	<b>Group Dinner - Finz Seafood &amp; Grill, 76 Wharf Street, Pickering Wharf, Salem</b>	

**Gulf of Maine Council on the Marine Environment**  
**Working Group Meeting Summary • Halifax, NS • March 4-5, 2013**

**Meeting Participants**

**Working Group Members:** Bill Appleby, Environment Canada; Robert Capozzi, NB Department of Environment and Local Government; Sophia Foley, NS Department of the Environment; Tim Hall, NS Department of Fisheries and Oceans; Kevin Lucey (for Steve Couture), NH Department of Environmental Services; Ellen Mecray, National Oceanic and Atmospheric Administration; Rebecca Newhall (via conference call), National Oceanic and Atmospheric Administration; Kathryn Parlee, Environment Canada; Susan Russell-Robinson, US Geological Survey, US Department of the Interior; Jack Schwartz, MA Division of Marine Fisheries; Lee Swanson, NB Department of Environment and Local Government; Theresa Torrent-Ellis, ME Department of Conservation; Prassede Vella, MA Office of Coastal Zone Management; and Peter Wells, Dalhousie University/Bay of Fundy Ecosystem Partnership.

**Others participants:** Heather Breeze, Department of Fisheries and Oceans; Don Hudson (via conference call); Marianne Janowicz, Bay of Fundy Ecosystem Partnership; Cindy Krum (via conference call) Krum Steel Consulting; Joan LeBlanc, GOMC Council Coordinator; Kassandra Paillard, NB Department of Environment and Local Government, and Sean Weseloh McKeane, NS Department of Fisheries and Aquaculture.

**Opening Remarks**

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

**Consent Agenda**

- Habitat Restoration transition to Committee status was removed from the consent agenda and moved to the action agenda for discussion before Action Plan Updates.
- Working Group members accepted the Consent Agenda.
- Working Group members were reminded about the next Working Group and Council meetings to be held in Boston on June 11-12 (WG) and June 13 (Council). EcoSystem Indicator Partnership (ESIP) will host a meeting on June 10<sup>th</sup> at the Mariners House, Boston, MA.
- Gulf of Maine Award nominations will be accepted through March 29, 2013. Five nominations have been received to date.
- WG members were reminded to submit ESIP journal updates to Christine.
- Both Canadian and US Co-Chairs are needed for the Information Management Committee, and a Canadian Co-Chair is needed for the Outreach Committee.
- Canadian Association Secretariat is transitioning from Nova Scotia Department of Fisheries and Aquaculture to the New Brunswick Department of Environment and Local Government.

*Action Items:*

- Joan will send an e-newsletter to promote additional Gulf of Maine Award nominations.
- Working Group members will submit outstanding Gulf of Maine Award nominations by March 29.
- Working Group members will send ESIP journal updates to Christine.
- Working Group members will work on identifying Canadian and US Co-Chairs for Information Management Committee, and identifying Canadian Co-Chair for Outreach Committee.

**Habitat Restoration Committee Status**

The Habitat Conservation and GOMMI subcommittees are currently shelved, leaving Habitat Restoration as the most active and important subcommittee. Following discussion, Working Group members determined that a 'fact-finding' mission is needed before determining how best to integrate conservation into the GOMC committee structure. Working Group members identified the following issues:

- Habitat Restoration Committee Co-chair and members indicated a strong preference for maintaining Habitat Restoration as an independent subcommittee vs. combining it with conservation.

- With expected changes in funding as the current grant period ends, more information is needed to determine goals, opportunities, and overall scope of Habitat Restoration beyond the current grant focus.
- When defining goals, potential growth and development of the committee should be considered.
- Working Group members agreed that both conservation and restoration are important, and that the role of 'conservation' within the GOMC committee structure needs to be determined.
- Need to consider which committees and priorities are important to Councilors.
- Consideration of President Obama's science focus on climate change should be factored into the decision-making process.
- Need to determine the role of Coastal Marine Spatial Planning in broader conservation.
- Working Group members would like more information about the ongoing work of the Habitat Restoration committee.

*Action Item:*

- Keep Habitat Restoration as an independent subcommittee.
- Identify appropriate presentations for inclusion on the June Working Group meeting to help inform Working Group discussion about how best to incorporate conservation issues into committee work. Potential presenters include the North Atlantic Landscape Conservation Cooperative (LCC), US Fish and Wildlife, and / or David Millar of Nova Scotia Department of Fisheries and Oceans.

**Action Plan Updates**

Prassede Vella led a discussion about opportunities to improve the process for committees to provide regular updates and annual reporting on progress in achieving the goals and activities outlined in the 2012-2017 Action Plan. Working Group needs to identify where support is needed to garner leverage from Council champions. Working Group should seek input from Councilors about how they want to focus on 'goal champion' role. Regular communication is needed so that Working Group is well informed about ongoing committee work. Council Coordinator will play a role in supporting / enhancing this role. Keeping work plans updated may help ensure focus on action plan.

*Action Items:*

- Joan and Prassede will assist committees with updating work plans.
- Committee chairs will remind Councilors of their role as 'Goal Champions'

**Secretariat Team Terms of Reference (TOR)**

Prassede Vella led a discussion about the recommendation to reinvigorate rather than rewrite the Secretariat TORs. This action would help reactivate the Secretariat Team in its role as coordinator of work related to the Action Plan, facilitating its implementation, and addressing any day-to-day issues to ensure that the Council's needs are being met. The Secretariat Team would have regular conference calls on work related to the Action Plan with particular focus on the development and implementation of committee work plans, coordination with contractors (as needed), and work behind the scenes to address day-to-day issues that will ease the burden on Management and Finance. With a stronger Secretariat role, not every discussion would have to be placed on the M&F agenda. Working Group members highlighted the need to increase engagement of both the Council and Working Group as too many decisions are being made by contractors. Working Group members supported reinvigorating the Secretariat TORs, with the following language changes

- Add - "and ensures continuity in change of Secretariats" to the last sentence.
- Add "as needed" to the last sentence about support when referring to development coordinator and AA.

*Action Items:*

- Joan will update Secretariat TORs by adding the proposed language. Updated Secretariat TOR will be included in the consent agenda for the June 2013 Working Group meeting.

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### Participant Roundtable

- Susan Russell-Robinson provided an update regarding the US sequestration from the perspective of the US Department of the Interior and the US Environmental Protection Agency (per discussion with Ann Rodney). President Obama has until March 27 to develop an operating plan. Agencies have been directed to find every possible budget savings before resorting to furloughs. A freeze on travel, hiring and grants is now in place. There may be significant negative impacts on attendance for the June meeting.
- Heather Breeze provided an update as Canadian Co-Chair for the State of the Gulf of Maine Committee. As editor of the series of theme papers, she anticipates that a couple papers will be reviewed at a time, and planned papers will be complete by the fall. The Committee will look at plans and evaluate need for revising. Heather will continue as Co-Chair of the State of the Gulf of Maine Committee for at least a year.
- Sean Weseloh McKean reported that the Nova Scotia Fisheries and Aquaculture Department is in flux right now with 100% staff turnover. Some existing employees are being transferred and some new employees are being hired for new locations in Digby and Shelburne. Sean will shift to another role over six months. Bill Whitman has replaced Justin Huston as Coastal Resource Coordinator.
- Bill Appleby noted that while some departments at Environment Canada had significant budget reductions as a result of the sequestration, there were no layoffs. Bill will provide an update regarding Canada's Climate Network activities later in the Working Group meeting.
- Jack Walsh of the MA Division of Marine Fisheries (MA DMF) reported that his agency has been reassessing the model for codfish stock abundance to determine where predictions were incorrect as stocks are currently in rough shape. Regarding the sequestration, federally funded programs such as red tide may be affected. MA DMF has also responded to public information requests regarding potentially contaminated shellfish, and is evaluating issues associated with the Mystic and UMASS power plants.
- Peter Wells reported that the Gulfwatch Contaminants Monitoring Committee will hold a workshop in April to evaluate strategies for using ecosystem indicators to develop an index. They are also exploring funding opportunities for climate change adaptation. Peter will provide a full update regarding Gulfwatch committee activities later on the WG agenda. The Bay of Fundy Ecosystem Partnership (BOFEP) is focused on designating marine protected areas (MPAs) - the regulatory intent document is now being developed. Melanie MacLean will act as an alternate for Peter on the Working Group.
- Kathryn Parlee reported that there have been some budget cuts at Environment Canada. Current priorities include strategic intelligence, water quality, water vulnerability, and the Gulf of Maine. Doug Bliss is the Acting Regional Director. During December, grants and contributions were finalized for work to be done by the end of March for Gulfwatch. Additional grant funding went to restoration work in Bay of Fundy. ESIP is now drafting and finalizing a new indicator fact sheet on contaminants. Jim Latimer is the new co-chair of ESIP, replacing Susan. The ESIP steering committee will meet on June 10<sup>th</sup> at the Mariners House in Boston. Melanie Corkrum has accepted a new position and is leaving Environment Canada.
- Prassede Vella reported that the Massachusetts Office of Coastal Zone Management is working on revisions to the Oceans Management Plan, which by statute has to be reviewed every five years. As part of the implementation process for the current plan, regulations are currently out for public review and comment. The Massachusetts Bays Program is also updating the Comprehensive Conservation and Management Plan (CCMP) and has recently conducted an extensive assessment of 47 estuaries in Mass Bay and Cape Cod Bay. The Mass Bays Program research and planning grants have been awarded to six projects and Mass Bays is working to have funding again for next year as these grants address a gap for implementing recommendations in the CCMP.
- Joan LeBlanc provided an update about her background working as Executive Director of the Saugus River Watershed Council and her previous work with The Boston Harbor Association. She also indicated that the Saugus River Watershed Council is working locally to develop community-based and site-specific climate change adaptation plans.
- Theresa Torrent-Ellis reported on her recent work at the Maine Fishermen's forum where she distributed over 500 reusable coffee mugs. Now that there is an established relationship, Theresa is working with fishermen to engage them in addressing the derelict gear issue. The fishermen recently filled out anonymous surveys.

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- Kevin Lucey reported that the New Hampshire Department of Environmental Services (NHDES) Coastal Program has transitioned down to four staff persons. Current habitat restoration initiatives include the potential removal of four tide dams due to dam safety and compliance issues. Removal of the dams would significantly improve fish passage.
- Sophia Foley reported that Nova Scotia Department of Environment has undergone a reorganization which resulted in a new 'partnership' division including climate change and solid waste planning. The water division has also been rebranded and stormwater has been identified as the top priority for this year. Identifying barriers to implementing stormwater management will be the focus of a conference in Nova Scotia this year. Sophia also highlighted Nova Scotia's continued success at diverting waste through its comprehensive composting and recycling programs.
- Ellen Mecray reported that the sequestration will result in cuts of 5 to 8% at NOAA. Grant programs are going forward for decision, but funding might be held back. NOAA's draft National Climate Assessment report, which includes new sea level rise numbers, is available for public comment through April. NOAA has also been conducting bilateral work with Canada and coordinating with David Grimes, head of Environment Canada's Meteorological Service. Ellen will provide an update on the Climate Network's ongoing activities at a presentation later in the working group meeting.
- Becca Newhall reported on the progress of ongoing regional ocean planning efforts in New England. The current focus is on creating baseline maps and working toward consensus among tribes on overall planning goals. The next meeting will be held on April 12<sup>th</sup> and a public forum to discuss goals will take place by June.
- Rob Capozzi reported that the New Brunswick Department of Environment and Local Government has hired Cassandra Paillard as their new Habitat and Coastal Stewardship Coordinator. She will coordinate work between New Brunswick and Nova Scotia. The department is funding several dune restoration projects on the Northumberland Strait to rebuild dunes and / or fix breaches to help promote community resiliency. The department is focused on promoting climate adaptation strategies and Best Management Practices (BMPs) such as those included in the plan to be implemented by the Moncton City Council.
- Lee Swanson provided an update regarding wetlands management in New Brunswick. A 'balanced' wetlands management approach is in the works. Wetlands compensation of 2:1 is required for filling. Wetlands regulations only apply to the 20% of wetlands in New Brunswick that have been mapped. Current priorities include engaging stakeholders and improving wetlands mapping. Of the 31 Letters of Intent recently submitted to Gulf of Maine, at least 10 were for projects in New Brunswick and Nova Scotia, indicating a high level of engagement.
- Kassandra Paillard just started as Habitat and Coastal Stewardship Coordinator with the New Brunswick Department of Environment and Local Government last week. She is working with NB to identify watershed groups involved in the Bay of Fundy. She is also looking to develop partnerships for promoting Low Impact Development (LID) techniques such as porous pavement.

### Marine Environmental Information: An Update on the EIUI Initiative

*Dr. Bertrum MacDonald, Project Leader, Dalhousie University*

Bertrum MacDonald provided an update regarding The Environmental Information: Use and Influence (EIUI) research initiative, which has been operating since 2006. The EIUI research team has completed three research studies in collaboration with the Gulf of Maine Council – 1) Comprehensive bibliography of GOMC publications and citation analysis study, 2) Master's thesis on enablers and barriers to distribution, use, and influence of GOMC's publications, and 3) Study of The State of the Gulf Report. The team has recently added new members and is pursuing new sources of grant funding for research. The following issues were discussed by the Working Group:

- EIUI's surveys regarding GOMC theme papers indicate that they provide a valuable educational tool.
- GOMC members were invited to attend an EIUE workshop planned for September 2013 in Halifax, NS.
- Working Group members expressed support for continued look at the awareness, use and influence of The State of the Gulf Report. It would be helpful to compare the report with other similar reports and to ensure information is up to date.
- Bertrum and Working Group members discussed potential opportunities to access research funding for information management studies from the newly established National Academy of Science oil spill



research fund (US \$500 million - BP and Transocean plea agreements - Environmental protection and human health studies; education and environmental monitoring).

- GOMC Outreach Committee will follow up with EIUI to get input from EIUI about the Gulf of Maine Times.

A copy of the presentation is available at: <http://www.gulfofmaine.org/2/201303-2/>

**Committee Highlight: Gulfwatch Contaminants Monitoring**

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

Peter Wells provided a presentation to the Working Group highlighting activities and progress of the Gulfwatch Contaminants Monitoring Committee. Gulfwatch contributes to implementing the GOMC 2012-2017 Action Plan by focusing on Goal 2 - Environmental and Human Health: Outcome 2.1 Environmental Monitoring, and Outcome 2.2 Environmental Indicators / Reporting. Peter highlighted the status of action items from the Gulfwatch Team meeting in March 2012, including:

- Estimate of in-kind support that Gulfwatch receives from jurisdictions and volunteers (in progress)
- Gulf of Maine Gulfwatch contaminants summary paper (complete)
- New fact sheet on applications of the Gulfwatch program (in progress)
- Recruit new committee members (in progress)
- Check inventory and assess operational needs of tissue archives (complete)
- Update Gulfwatch data reports and excel data files (in progress)
- Collaborate with NOAA Mussel Watch and EPA sampling programs (complete)
- Utilize 2005 sampling design to guide continued sampling (22 sites for FY12-13) (complete)
- Revise Gulfwatch business plan for 2012-17 (complete)

Gulfwatch monitoring has provided a valuable tool for detecting oil spills, and for evaluating long-term trends such as improvements in Boston Harbor conditions following construction of the Deer Island wastewater treatment facility. Gulfwatch's recent progress included conducting organic analyses in 2011, publishing papers on contaminants and mercury, and providing input to the ESIP fact sheet on contaminants. Gulfwatch is currently working on the following two contracts funded by Environment Canada: 1) The Gulfwatch Program and its Business Plan, Steve. H. Jones, UNH, NH; and 2) Evaluating strategies for expanded contaminant monitoring and taking a comprehensive ecosystem assessment approach, BRI, Portland, ME. Gulfwatch will report on the progress of contractor's reports in June. The Canadian team members met on February 27<sup>th</sup> to review progress and identify challenges for the program. The committee recommends that the Working Group keep the program going with revised program design, help find recruits, and help disseminate publications. Peter also noted that he plans to nominate Gareth Harding for a Gulf of Maine Council award this year. New sources of funding are needed to complete tissue analysis through 2012, write reports for 2011 and 2012, and conduct analysis in 2013.

*Action Item:*

- Working Group will provide comments on Gulfwatch monitoring contract reports at the June 2013 Working Group meeting.
- Gulfwatch Committee and WG will continue looking for new sources of funding.

A copy of Peter's presentation, and *The Gulfwatch Program and its Business Plan* by Steve Jones are available at: <http://www.gulfofmaine.org/2/201303-2/>

**Gulf of Maine Association Delegation of Duties to the Council Management and Finance Committee and Recommendations for GOMC Consideration**

*Cindy Krum and Don Hudson, The Chewonki Foundation*

Cindy and Don provided background regarding delegation of duties among the Gulf of Maine Association (GOMA), the Gulf of Maine Council (GOMC), and the Management and Finance Committee (M&F). M&F, among other tasks, provides recommendations on financial and contractual matters to the GOMC and GOMA. Gulf of Maine Councilors have expressed concern regarding possible conflict of interest when approving budgets and fund

development activities. In response to those concerns, a recommendation for M&F to prepare budgets and fund development plans for GOMA vs. GOMC approval was prepared.

Following discussion, working group members determined that the briefing materials and recommendations need to be rewritten to clarify the roles of GOMA, M&F, and the Council in terms of budget development, budget review, budget approval, and fundraising activities. The revised materials should document decision points and responsible parties for both the existing process and how the proposed recommendations would change that process. An organizational chart highlighting financial decision making process is also needed.

*Action Items:*

- Don and / or Cindy will rewrite the briefing note and recommendation for clarifying the roles of GOMA, GOMC and M&F.
- Don and / or Cindy will develop an organizational chart highlighting the financial decision making process.
- This issue will be included on the June Working Group agenda.

**Site Tour: Stormwater Retrofit Demonstration Site**

*Jocelyne Rankin, Water Coordinator, Ecology Action Centre*

Several working group members joined Jocelyne for a tour of the stormwater retrofit demonstration site at the #2 Fire Station in Central Halifax. Participants learned about the various Low Impact Development (LID) features at the site, and ongoing efforts to promote LID and address stormwater pollution in Halifax and beyond.

**Economic Study**

*Rob Capozzi, NB Department of Environment and Local Government*

*Kathryn Parlee, Environment Canada*

Rob Capozzi and Kathryn Parlee presented an update regarding the ongoing Economic Study aimed at quantifying the 'value' of the Gulf of Maine. The committee has been developing a set of Fact Sheets highlighting the economic value associated with the Gulf of Maine for each state and province. Jurisdictional representatives have been reviewing data on their respective Fact Sheets and providing comments and suggestions to the contractor hired by Environment Canada to design the Fact Sheets. Kathryn is working directly with the contractor who will provide the final draft for design purposes by March 28<sup>th</sup>. Working group members provided some feedback about the design to Kathryn at the meeting and were asked to submit any additional design comments or recommendations by March 8th.

Working Group members identified the need for additional time to clarify outstanding issues associated with the scope of the Fact Sheets. Sophia noted that content for the Nova Scotia Fact Sheets needs to be revisited by the Nova Scotia team because they are not able to separate economic data for Nova Scotia's entire coast from the portion of the coast in the Gulf of Maine. Susan is putting together a summary fact sheet for the entire Gulf of Maine. She will provide Working Group members with a draft and request feedback during March. In a separate effort to study coastal resources, Environment Canada has hired a contractor to work on valuation of natural capital. US Fish and Wildlife has a mandate to undertake an economic survey in the US.

*Action Items:*

- Provide final comments regarding design to Kathryn by March 8. Kathryn will work with contractor to finalize design by March 28.
- Susan will send draft of overall summary and request comments from WG during March.
- Rob will work with committee to clarify scope of detail on the fact sheets to reflect Council needs.
- Jurisdictions will revise Fact Sheet content based upon scope.
- Review or finalize Fact Sheets (depending upon status) at the June Working Group meeting.

A copy of the presentation is available at: <http://www.gulfofmaine.org/2/201303-2/>

**Climate Network: Committee Update and New Product (NExUS)**

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

*Bill Appleby, Meteorological Services of Canada, Director, Eastern Region*

GOMC Climate Network Co-chairs Ellen Mecray and Bill Appleby provided an update regarding products and planned activities associated with reestablishing the GOMC Climate Network, and presented information about their new database [www.neclimateus.org](http://www.neclimateus.org) (also known as NExUS), an online tool that provides a gateway to climate information for the Eastern US and Canada. The need for a climate network was first identified in 2006. In 2009, the Climate Network provided an adaptation information session and became a 'cross-cutting committee'. In 2012, NOAA obligated funds for the Climate Network, both co-chair positions were filled, and planning to reinvigorate the committee began. Need for the Climate Network is driven by: 1) documented climate extremes leading to > \$56 billion in economic losses in the US, 2) climate adaptation goals of the Global Framework for Climate Services, and 3) increasing demands for climate products and services from many sectors.

The Climate Network's two primary products are the NExUS database and Climate Outlook reports. NExUS is a searchable online database designed to catalog climate information needs, existing products and services, current funded projects, and a directory of regional partners. A level 1 release of the website is now available – edits and recommendations on the first edition are welcome. The next step is to enter data for Canadian products, projects and resources. The US provides Quarterly Climate Outlooks while the Canadian Weather Office publishes monthly and seasonal forecasts.

The Climate Network will hold a committee meeting on 22-23 May 2013 at the University of Maine, Bangor, Maine. The intentions of the meeting include reviewing and re-establishing network membership, connecting the scientific observing community with the management and decision-making community, and developing a regional gap analysis and strategic plan for response to climate concerns. Focus will include environmental 'lessons learned' that cross borders, such as the recent lobster glut associated with unusually high ocean temperatures. Following an overview of Climate Network activities, Ellen and Bill provided a detailed look at the NExUS database website as well as online resources available through the Canadian Weather Office.

*Action Items:*

- Ellen and Bill will provide WG with more information about the May 22-23, 2013 workshop to be held at University of Maine (Bangor). WG will provide feedback on issues to address and potential involvement in steering committee.
- WG members will provide Ellen with currently funded projects and sources of Canadian information for NExUS.
- Climate Network will report on results from the May 2013 workshop at the June 2013 WG meeting.
- Joan and Ellen will update membership list and develop TOR for Climate Network.
- Ellen and Prassede will work on developing a climate session in the June 2013 WG and Council agendas.

Additional information is available at:

- Nexus, Phase 1 Regional Climate Information: <http://www.neclimateus.org>
- US Quarterly Climate Outlook: <http://www.drought.gov/content/resources/reports>
- US Climate Portal: <http://www.climate.gov>
- Canada Weather Office, Monthly and Seasonal Forecasts: <http://www.weatheroffice.gc.ca/saisons/>

A copy of the presentation is available at: <http://www.gulfofmaine.org/2/201303-2/>

**Wetland Policy and Restoration in Nova Scotia**

*John Brazner Ph.D., Wetland Program Coordinator, Nova Scotia Environment*

John Brazner provided a presentation about development and implementation of Nova Scotia Environment's policy to prevent the net loss of wetlands in Nova Scotia. Nova Scotia used New Brunswick as a model for their wetlands protection policy which applies to inland wetlands to salt marshes. A copy of Nova Scotia's Wetland Conservation Policy is available online at <http://www.gov.ns.ca/nse/wetland/conservation.policy.asp>. Nova Scotia

has lost 80% of wetlands along the Bay of Fundy due to diking. More recently sprawl development is having a major impact on wetlands and flooding. Nova Scotia's wetland mitigation sequence is - 1) avoid wetlands, 2) minimize disturbance or loss, and 3) mitigate. Most of Nova Scotia's wetland restoration work is a result of compensation for development. Going forward Nova Scotia would like to incorporate US techniques for tracking wetland status and trends. Nova Scotia has identified two large scale opportunities for wetland restoration that could be pursued if funding is identified. Potential commercial growth of elephant grass as a biomass product could have a very significant negative impact on wetlands. Nova Scotia needs funding for broad watershed studies to provide baseline characterization of wetlands. John recommended that GOMC help promote the value of salt marshes for carbon sequestration.

A copy of the presentation is available at: <http://www.gulfofmaine.org/2/201303-2/>

#### **Coastal Zone Canada 2014 (CZC 2014): Potential Gulf of Maine Collaboration**

*Tim Hall, Department of Fisheries and Oceans*

Tim Hall provided an update regarding the proposed collaboration between Coastal Zone Canada 2014 and the Gulf of Maine Council meetings in June 2014. CZC 2014 will coincide with the 25<sup>th</sup> anniversary of the Gulf of Maine Council and provides an excellent opportunity for the Council to participate and feature aspects of its world class programs in the Gulf of Maine bioregion. CZC 2014 will take place in Halifax, Nova Scotia on June 15 – 19, 2014. The event also coincides with hosting of the Council and Working Group meetings by the Province of Nova Scotia.

An ad-hoc working group (Tim, Susan, Prassede, Theresa, Becca, Sophia and Betsy) was created to develop recommendations for Gulf of Maine Council participation in the conference. Tim is also co-chair of the local organizing committee for the event. Extra rooms at the WTC and Delta Hotels will be available for partnerships. BOFEP will host a science workshop during that week. The overall theme of CZC2014 is revitalizing integrated coastal zone management. Other sub-themes being considered include Canada / US Collaboration, climate change and sustainable cities, municipal planning, aquaculture, coastal communities, aboriginal engagement, and the artic.

The GOMC ad-hoc committee and working group members supported the proposal to host the June 2014 Working Group meeting on Wednesday, June 18 and Thursday, June 19, and the Council meeting on Friday, June 20. The awards ceremony would potentially take place on Thursday evening. The following additional issues and ideas were discussed:

- GOMC should host an informational session as part of CZC2014. Perhaps focus on regional collaboration through a combined session with BOFEP.
- Try to not schedule GOMC meetings at the same time as BOFEP as there may be overlap in attendees.
- Consider a 25<sup>th</sup> anniversary publication, or hosting a 25<sup>th</sup> anniversary fundraising gala, and / or photography or art exhibit. Rob Capozzi volunteered to facilitate a fundraising event, such as a silent auction, if it is an option.
- Encourage GOMC working group /committee members to host booth / poster exhibits.
- Consider collaboration with student led sustainability conference to be hosted by Dalhousie University as an opportunity for engaging and involving youth.
- Overall collaboration presents an opportunity to involve the GOMC outreach committee.
- Lee Swanson will contact the Canadian Society of Wetlands Scientists to see if they want to be involved.
- Consider focusing on large marine ecosystem (LME) vs. just Gulf of Maine. Explore opportunities for partnership and / or funding from international organizations such as UNESCO or the Global Environmental Facility.

#### *Action Items:*

- Ad-hoc committee will develop set of recommendations for consideration at June Council meeting (GOMC meeting dates / ideas for celebrating 25<sup>th</sup> Anniversary / potential fundraising opportunities / CZC themes / GOMC role at CZC / booth and poster sessions etc.).

- Coordinate planning efforts among the Ad-hoc WG committee, GOMC Outreach Committee, and communications person for CZC.
- DOI will provide financial support.
- Committee co-chairs will identify presentations for poster sessions.

### **Working Group and Council Agenda Development**

Prassede, Joan and Working Group members discussed opportunities for improving the process of developing Council and Working Group meeting agendas, making the meetings more efficient, and ensuring that the meetings focus on decision making and accomplishing the desired outcomes. The following potential strategies were discussed:

#### Working Group vs. Council Agenda

- To be effective, the working group needs to make specific requests of the Council that require decisions. Councilors need to be able to give direction at their meetings.
- Evaluate the goals of agenda items for the Working Group vs. the Council – the two agendas do not need to be parallel. The Council Agenda does not need to include all informational issues considered by the Working Group.
- Consider holding Council meetings first so that Working Group recommendations for Council decision making are developed at the previous Working Group meeting and not still being discussed the day before the Council meeting.

#### Streamline the Agenda

- Develop and distribute draft agenda early for travel purposes. Try to finalize agenda for the upcoming Working Group and Council meetings 45 days after each meeting.
- Develop a schedule or cycle for recurring issues such as budget development that need to be addressed by the Working Group and/or Council each year.
- Streamline process for preparing agendas and briefing notes to minimize duplication and redundancy.
- Agenda should be very short with background information separate. At most, include very brief note on agenda to help inform Councilors.
- Streamline organization of agenda and meeting to ensure that adequate time is provided for items requiring decision vs. those that are informational.
- Include a forward agenda – list of issues / items that we know we want to talk about at some point.

#### Improve Efficiency of Working Group Meeting

- Chair should ensure that discussion is focused on decision making and cut off discussion when necessary.
- Evaluate whether in-person Working Group meetings are needed four times per year.
- Keep guest presentations limited to ensure that there is adequate time to address GOMC organizational issues and business.
- Ensure that meetings focus on efficient decision making process.

#### Action Items

- Joan and Prassede will work together to implement strategies identified for improving agenda development and meeting procedures.
- Bill and/or Ellen will provide a sample template that may serve as a model for streamlining the agenda for decision points.

### **Fund Development Update**

Prassede Vella provided an update on the progress of the Ad-Hoc Fund Development Group to solicit and review applications for hiring a consultant to create a Fund Development Plan in the first half of 2013 that will guide future fund development activities for the Council. A Request for Responses was posted in January, and five responses were received by mid-February. Don Hudson, Jack Wiggin, Rob Capozzi, Lee Sochasky and Susan Russell-Robinson reviewed the responses and selected Juli Beth Hinds of Birchline Planning LLC to develop a funding needs

assessment, and create a fund development plan. Juli will work closely with Councilors, Working Group members, and committee co-chairs to develop the needs assessment. The draft plan will be completed by the end of April.

*Action Item:*

- Committee co-chairs and Working Group will work with Juli as needed to assist with development of the needs assessment and fund development plan.

**Update on Status of the Budget**

*Cindy Krum, Gulf of Maine Association*

Cindy provided an overview of funding for 'action plan' activities as part of the overall budget development process. Working group members requested broader information about the overall budget development process and requested more detailed information about all of the expenses in the budget. Cindy shared the most recent full budget document discussed at the February M&F conference call. Working Group members and committee co-chairs requested detailed budget figures for projects so that they can plan accordingly. Cindy will work directly with committee co-chairs during March to develop individual project budgets. Those budgets will then go to M&F for review before scopes of work are developed. M&F will review and approve the budget during April / May, and then summaries will be prepared for the June Working Group and Council meetings. Susan indicated that she needs to receive information about direct vs. indirect budget amounts for the USGS contract (July – September 2013) by Monday, March 10<sup>th</sup> or DOI will not fund year 2. The budget detail is particularly important now as the committee is transitioning from Susan to Kathryn.

*Action Items:*

- Cindy will work with Committee co-chairs during March to develop project budgets. Henceforth, the draft budgets will be prepared in February by M&F in order to provide an opportunity for the WG to look at the projected numbers at the March WG meeting. The budget would then be further refined in the following months leading up to the June meeting.
- Cindy will continue working with M&F to develop FY14 budget and FY15 budget predictions for approval in April / May.
- Cindy will provide Working Group with an overview of budget development process at the June 2013 WG meeting.
- Cindy will provide Susan with detailed information about direct vs. indirect budget amounts for the USGS contract (July through September 30, 2013).
- Joan will provide Working Group members with M&F Call summaries and attachments.

**Reflections on Accomplishments**

*Prassede Vella, WG Chair*

Prassede led a discussion to review discussions, actions and decisions made during the March Working Group meeting. In addition to the decisions and action items previously documented in this meeting summary, working group members identified the need for orientation materials to familiarize new members with overall operations of the GOMC as well as the role of the Working Group.

*Action Item:*

- Joan, Prassede and Cindy will work with M&F and GOMA to develop orientation materials for new Working Group members.

**Dates for next meetings**

- 8-9 October 2013 Maine (Working Group)
- 3-4 December 2013, Nova Scotia (Working Group), 5 December 2013 (Council)
- 4-5 March 2014, Massachusetts or Maine (Working Group)
- 18-19 June 2014 (Working Group), June 20 (Council)

**Items Removed from Consent Agenda / Other Business**

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- Habitat Restoration. Lee Swanson provided an update prepared by Slade Moore on recent activities of the Habitat Restoration Committee. If awarded new funding from the NOAA, GOMC would provide project management for site-specific projects or help with other critical project elements such as monitoring and outreach. The award range is \$100,000 to \$5 million. GOMC submitted an application for funding of \$908,417 for 'Restoring Habitat Access for Diadromous Species of Concern in Maine'. The proposal includes six restoration projects in Maine. A more detailed update is available at: <http://www.gulfofmaine.org/2/201303-2/>

Meeting adjourned at approximately 4:15 p.m.

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

<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>				
<b>Title of Agenda Item:</b> Upcoming Working Group and Council Meeting Dates				
<b>Submitted by:</b> Prassede Vella, Massachusetts Office of Coastal Zone Management, and 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> (internal GOMC)    X <b>For Information</b> (External)
<b>Background</b> (required):  The following Working Group and Council meetings are scheduled for the coming Nova Scotia Secretariat Year. <ul style="list-style-type: none"><li>• 8-9 October 2013 Maine (Working Group)</li><li>• 3-4 December 2013, Nova Scotia (Working Group), 5 December 2013 (Council)</li><li>• 4-5 March 2014, Massachusetts or Maine (Working Group)</li><li>• 18-19 June 2014 (Working Group), June 20 (Council)</li></ul> <p><u>Please Note:</u> This schedule is subject to change pending results of Working Group agenda item “GOMC Plans for FY2014” to be led by Sophia Foley and Theresa Torrent.</p>				
<b>Actions, Outcomes or Decisions Requested</b> (optional):  Working Group and Council are asked to review proposed meeting dates as part of the Consent Agenda.				
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note):				



**Secretariat Team**  
*Terms of Reference*

**Purpose**

The Secretariat Team serves the Gulf of Maine Council on the Marine Environment (GOMC), Working Group, and Management and Finance. Its purpose is to advise the Secretariat on matters related to routine policy, budgetary, logistical, and contract issues. The Secretariat Team develops options to facilitate the smooth operation of the organization for implementation by other GOMC groups, and ensures continuity in change of Secretariats.

**Organization**

- a. **Membership:** The Secretariat Team consists of a representative from the immediate past, current, and future jurisdictions to serve as the Secretariat. The Council may appoint additional members by consensus of its members.
- b. **Chair:** The Working Group Chair facilitates the Secretariat Team's calls, meetings, and processes.
- c. **Meetings:** The Secretariat Team is expected to conduct the majority of its business through telecommunications and email. It may meet as needed and agreed upon by its membership.
- d. **Decisions:** The Team has limited decision-making abilities. It may take action on matters directed to its attention. Decisions will be made by consensus. The Secretariat Team will forward its decisions as recommendations to the body that requested its involvement.
- e. **Support:** The Council Coordinator, Gulf of Maine Association Executive Director, and the Development Coordinator provide support to the Secretariat Team and participate in its discussions as needed.

<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>				
<b>Title of Agenda Item:</b> Proposed Criteria for Distinguished Service Awards				
<b>Submitted by:</b> Joan LeBlanc, GOMC Council Coordinator in coordination with GOMC Management and Finance Committee				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	X	<b>For Direction</b>	<b>For Information</b> (internal GOMC)
				<b>For Information</b> (External)
<b>Background</b> (required):  During the spring of 2013, Management and Finance Committee identified the need to develop criteria for the Gulf of Maine Council's Distinguished Service Awards. The following criteria was drafted by Joan LeBlanc and approved by the Management and Finance Committee.  <u>Proposed Criteria:</u> The Council presents these annual awards to individuals who have made a significant contribution to conserving or managing the Gulf's resources through their active involvement and / or support for the Gulf of Maine Council on the Marine Environment. Distinguished service awards are presented to outgoing individuals in recognition of exceptional service.				
<b>Actions, Outcomes or Decisions Requested</b> (optional):  Working Group is asked to review and approve the proposed criteria as part of the Consent Agenda.				
<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:</b> 2013-2014 GOMC Meeting Proposal					
<b>Submitted by:</b> Sophia Foley and Theresa Torrent					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	X	<b>For Direction</b>		<b>For Information</b> (internal GOMC)
				X	<b>For Information</b> (External)
<b>Background</b> (required): <ul style="list-style-type: none"> <li>Council meetings are typically organized where working group members meet for two days previous to the Council meetings. This has led to changing the agenda or briefing package at the last minute for Councilors, which then requiring briefings the evening before Council meetings or morning of.</li> <li>Working group meets four times a year in person. With increasing fiscal constraints, working group will need to become more creative to setting meetings to be effective yet save resources.</li> </ul>					
<b>Possible Activities / Next Steps</b> (optional): <ul style="list-style-type: none"> <li>Working group is suggesting the following changes:                             <ul style="list-style-type: none"> <li>Council meetings are held previous to the working group meetings. The council will be better prepared and can have briefings well before council meetings to prepare</li> <li>Working group meets only three times a year in person and determine an alternate meeting format for the fourth meeting (proposing March). Ideas for alternate meeting include:                                     <ul style="list-style-type: none"> <li>Over the phone every 3 weeks to tackle specific tasks for council agenda</li> <li>Coordinate videoconferencing. This may require some travel for folks to convene at regional videoconference points.</li> </ul> </li> </ul> </li> </ul>					
<b>Actions, Outcomes or Decisions Requested</b> (optional): <ul style="list-style-type: none"> <li>Council support new meeting structure ( Meet on the first day of the three day meetings)</li> <li>Council will meet December 3<sup>rd</sup> in Halifax. Working group will meet December 4/5 in Halifax</li> <li>Council will meet June 18<sup>th</sup> in Halifax, Working group will meet June 19/20 in Halifax</li> <li>Working group to discuss and determine if alternate meeting structure is supported by group, and if so, what the structure will look like (videoconference, phone meetings, other?)</li> </ul>					
<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:</b> Gulf of Maine Times: recommendations to Council					
<b>Submitted by:</b> Theresa Torrent and David Keeley					
<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)					
<p><b>Background</b> (required):</p> <p>The Gulf of Maine Council, with financial support from 10+ sponsors currently produces the Times. Due to ongoing budget constraints and uncertainty about who our target audiences are and what product they want (content, delivery, frequency) the Council has agreed to reassess its strategy for production of the <i>Times</i>. The Council has asked the Communications Committee and the <i>Times</i> Editorial Board to gather information and prepare recommendations to the Working Group (March) and the Council (June).</p> <p>To prepare thoughtful recommendations the following tasks were completed:</p> <ol style="list-style-type: none"> <li>1. Define purpose(s) of the GOMT                         <ul style="list-style-type: none"> <li>▪ Current – Draw on materials from the 2008 GOMT business plan.</li> <li>▪ Proposed (next 2-3 years)                                 <ul style="list-style-type: none"> <li>○ Describe rationale for the Council to produce the Times</li> <li>○ Describe intended effect on readers/measurable impact</li> </ul> </li> </ul> </li> <li>2. Describe the audiences for the <i>Times</i> <ul style="list-style-type: none"> <li>▪ 2008 ERG reader's survey – This survey tells us the following: 14% scientist, 14% resource manager, 13% educator, 11% conservationist, 8% consultant, 8% non-profit, remaining % other)</li> <li>▪ The 2012-17 Action Plan defines the Council's priority audiences.</li> </ul> </li> <li>3. Prepare and release two survey tools to collect the data needed to prepare recommendations to Council.                         <p><u>Survey #1 - Current Readership</u></p> <p>Using the current email list of <i>Times</i> readers/subscribers the Council solicited three primary types of information:</p> <ul style="list-style-type: none"> <li>▪ Satisfaction with current product;</li> <li>▪ Possible changes to the <i>Times</i> (various format options, content, frequency, willingness to pay &amp; value of the product to the reader)</li> <li>▪ Reader demographics</li> </ul> <p><u>Survey #2 - Times Sponsors</u></p> <p>A parallel survey was distributed to current (and past) sponsors that contains all of Survey #1 as well as seeks their insights about:</p> <ul style="list-style-type: none"> <li>▪ Their priority audiences;</li> <li>▪ Communication objectives for these audiences;</li> <li>▪ Insights about format, content and frequency options;</li> <li>▪ Willingness to regularly contribute content; and</li> <li>▪ Conditions/requirements to continue being a sponsor</li> </ul> </li> </ol> <p>At previous Working Group meetings the following comments were provided:</p> <ol style="list-style-type: none"> <li>a) It may be that some organizations are willing to support discrete products in partnership with the Council (e.g., a monthly science column in partnership with BoFEP/RARGOM)</li> <li>b) The Times may need to/want to transition from a GOMC product to a brand that is seen as being owned by multiple organizations.</li> <li>c) We need to assess production cost options (e.g., articles paid for, editor fees, design/layout costs, web site costs, etc.), distribution methods (email, social media, etc.), access to a sufficient number of email addresses used to disseminate announcements about new products, and revenue streams</li> </ol>					

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- d) Assess viability and likelihood of member agencies providing quality content pro-bono
- e) Document pertinent journalism best practices – given our purpose and audiences what best practices should inform our recommendations.
- f) Query member agencies about “what would the Times need to do such that they would be willing and able to pay for it on an ongoing basis”.

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

1. Council agency support: For each agency and organization represented on the Council what would the Times need to do such that they would be willing and able to pay some consistent amount on an ongoing basis?
2. Sponsor organizations: We currently have some sponsoring organizations that make an annual contribution. An alternative approach would be to ask them to support discrete aspects of the Times (e.g., a science column in partnership with BoFEP/RARGOM, Research Reserves, etc.); a column on the benefits and results of ocean observing, etc.). What organizations might be approached?
3. Co-branding: becoming a publication owned by many - What organizations should the Council speak with about transitioning the Times from a GOMC product to a brand that is seen as being owned by multiple organizations (e.g., regional Sea Grant, Coastal Programs, National Estuary Programs, coalition of marine research facilities, etc.)?

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

The Working Group and Council should discuss:

- Who is the primary audience for the GOMT and what does the Council want to accomplish by producing the Times (e.g., what is the intended effect on the audience);
- Which of the following publication options should be pursued?
  - Maintain status quo (episodic editions with content driven largely by sponsors and grants received by Council)
  - Produce quarterly e-newsletter with recycled content/stories from Council agency publications
  - Support and produce monthly e-edition of a newspaper with objective and cohesive content
  - Cease publication of the Times

Each of these items has implications for the publication and different financial requirements.

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

A summary of the 2013 survey of readers is included after this briefing note. A full copy of the survey is posted on the GOMC website with June 2013 meeting materials.

## **Overview of Survey of Gulf of Maine Times Readers**

In the beginning of February 2013, an online survey link was distributed via email to the 3,000 subscribers to the Gulf of Maine Times. A second reminder email was sent out at the end of February. The survey was closed on March 1.

### **Response Rate**

**The response rate was not statistically significant.** The survey received 136 responses, resulting in a 4.5% response rate. According to survey monkey's survey guide, an online survey can expect an average return rate of 30%. In addition, according to survey monkey, a factor that contributes to response rate is the closeness and relationship of the sender to the prospective respondents. Does the low response rate indicate a low level of interest in the Times product?

From Peter Alexander's survey results in 2008, "as noted earlier, there is not enough statistical accuracy in the survey sample to depend on these results for any significant decision-making, even for planning editorial content. It should be noted, however, that using Constant Contact (an email management system already in place for the Times' list) and an email/web-based news and feature format, staff would be able to continuously and accurately track who is reading which editorial content, providing information that can be relied upon for editorial decisions." Recommend for a Phase II of this assessment would be looking at the email open rates and who is reading what editorial content. This could help in thinking about what topics to cover and what sections of the Times to keep. For example 50 of the 136 respondents in this survey said that they used the Calendar of Events; but that is just one piece in the overall picture to assess whether or not to put the time and effort into maintaining the Calendar of Events. Web hits and click through would help make the decision.

### **Reader Preferences**

#### ***Electronic Information Delivery***

Approximately 82% of respondents said that they prefer to receive information via email; 46% websites; 10% social media (Facebook, Twitter, YouTube); 5% Other. There were some more descriptive answers under "Other" including:

- ◆ email notification of new info on website is fine
- ◆ I use all of these media, For the GOMT, the current format is fine
- ◆ email notification with hyperlink to available info

### ***Frequency***

About 62% of respondents said that they would like to receive the times quarterly with about 37% indicating monthly. Options for weekly and daily were not given because these were not realistic timeframes given the staff time constraints.

### **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. When reporting out on how they used the articles 79% said for professional purposes while about 55% indicated personal interest. Some took the time for more descriptive responses. Among the responses:

- ◆ to network
- ◆ sharing with interest groups
- ◆ studies at school

When asked about what 2-3 sections they read most often, the most popular were 1) Features and Columns (112 responses) 2) Around the Gulf (100 responses); and 3) Calendar of Events (50 responses).

When asked about the topics of the most interest the top three were 1) Habitat degradation and restoration (79 responses) 2) Effects of a Changing Climate (75 responses) and 3) Fisheries (62 responses). Only 8 indicated biographical profiles. Some respondents took the time to provide answers in the Other Category, including:

- ◆ land based finfish aquaculture
- ◆ as an academic research "facilitator," any of these areas that might match expertise and provide opportunities for our researchers is of interest
- ◆ policy issues and ways to engage
- ◆ success stories on how GOMC is making a difference
- ◆ coastal and marine spatial planning/management

When asked about how frequently they share the articles in the Times, about 45% said not frequently with about 41% saying somewhat frequently.

#### **Willingness to Pay for Subscription**

When asked about what they thought a fair subscription rate would be, 37% said \$5 or less and 32% said between \$5-\$10. 21% indicated between \$10-\$20 and 7% said between \$20-\$30.

**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.** Of the half that they that they would be willing to pay, 27% indicated they would not pay more than \$10 a year, 15% would not pay more than \$20 a year, and 9% said they would not pay more than \$30 a year.

#### **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 the 36 that identified themselves as "Other," there was a wide variety, including retired, boat captain, commercial lobsterman, volunteer and naturalist, but most were related to education and government. **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.**

More than half (about 61%) live in a coastal community along the Gulf of Maine.

#### **Suggestions for Improvement**

Forty respondents took the time to provide ideas for improving the Times. To see a comprehensive list of these comments, see page 17-18. Some of the comments:

- ◆ If this publication will continue to be housed on the GOMTimes website, the website needs to be improved. Layout and navigation could use a makeover. Not sure if the resources are available to produce a good-looking value added publication online. It takes time and money to hire the expertise needed as evidenced by the old hardcopy editions where the quality reflected a bigger budget and staff time commitment.
- ◆ Regular editions that include original content. I find the Gulf of Maine Times website very confusing.
- ◆ Tell us more about what is actually being done, and the performance, by respective jurisdictions in the GOM to maintain and improve status of the environment, ecosystems and species. Less of a euphoric public relations piece praising stakeholders for their efforts.

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- ◆ I would find the Time more useful it provided: more information on what the GOMC was doing (updates on various activities); a 'feature article' on a current or emerging issue affecting/activity occurring in the GOM; and summary/digest of news articles relevant to the GOM (with links to more info)
- ◆ The current format of summarizing other people's articles is not very useful as a website. The layout also makes it seem like they are Gulf of Maine Times articles, and they you "click more" only to get the summary repeated and have to click again to get to the original sources. If the Times is going to be an annotated list of relevant articles, this should be done as an email publication, not as a website.
- ◆ Provide a conduit to disseminate existing information. More social media.
- ◆ Make it easier to disseminate particular articles (e.g. have an email hotlink for each article).

### **Idea:**

Explore the idea of a voluntary subscription fee. It could be thought of as a donation. A pay what you can deal. About half of the respondents were willing to pay something for the Times.



Gulf of Maine Council on the Marine Environment Meeting Briefing Note					
<b>Title of Agenda Item:</b> Coastal Zone Canada 2014: Potential Gulf of Maine Council Collaboration					
<b>Submitted by:</b> Tim Hall, Chair ad-hoc Working Group on CZC 2014					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	X	<b>For Direction</b>	X	<b>For Information</b> (internal GOMC)
					<b>For Information</b> (External)
<p><b>Background</b> (required):</p> <p>Coastal Zone Canada (CZC) 2014 is currently moving ahead well in the planning stages. This will be the twentieth anniversary of this biennial conference series that provides an opportunity for professionals and interested parties to engage in dialogue on Integrated Coastal and Ocean Management (ICOM) and to help shape the future of ICOM in Canada and beyond. This is an international conference series and CZC 2014 will be held in Halifax, Nova Scotia on June 15 – 19, 2014. The theme for CZC 2014 has been established: “Our Coasts: Legacies and Futures”.</p> <p>CZC 2014 will coincide with the twenty fifth anniversary of the Gulf of Maine Council and being held in Nova Scotia provides an excellent opportunity for the Council to participate and feature aspects of its world class programs in the Gulf of Maine bioregion. The event also coincides with the hosting of the Council by the Province of Nova Scotia at roughly the same time as the June Council and Working Group meetings.</p> <p>This also provides an opportunity to respond to one of the Council’s June 2012 recommendations which was to explore the possibility of the Council hosting a regular summit - type event. The rationale was to enhance logistical efficiencies and collaborative opportunities and to promote the 2012 – 2017 Action Plan. At the December 2012 meeting in Boston, Council recommended the creation of an ad-hoc working group to develop recommendations for Gulf of Maine Council participation. The ad-hoc working group has held two conference calls to brainstorm potential ideas.</p>					
<p><b>Possible activities and next steps</b></p> <p>These ideas are being brought forward by the ad-hoc working group for discussion at Working Group and Council:</p> <ul style="list-style-type: none"> <li>▪ Recommend that the Working Group and Council meetings be held in conjunction with CZC 2014. The suggestion is that the Council meeting be held on June 17 and the Working Group Meetings be held on June 18-19. This would maximize the opportunities for both Council and Working Group members to participate as well as to provide cost saving opportunities for meeting space and accommodations.</li> <li>▪ Further to the previous recommendation it is suggested that the Gulf of Maine Awards be presented at an appropriate opportunity during the conference.</li> <li>▪ Recommend that the Council sponsor a special session at CZC 2014 with possible themes focusing on governance, partnerships or collaborative management. Alternatively a session structured along the themes of the Action Plan could be explored. If supported we recommend US and Canadian co-chairs be identified. US Department of Interior has generously offered to provide financial support to Council for its involvement.</li> <li>▪ Recommend commissioning a publication or document that would chronicle the history of the Council and its accomplishments.</li> <li>▪ Recommended that a Gulf of Maine display be erected and maintained at all times during the conference. The current co-chair of the Outreach Committee will be the contact for the CZC 2014 Communications Committee and will ensure that our materials are current and that opportunities for further collaboration are explored.</li> <li>▪ Ensure that all GOMC, WG and Committee members are encouraged to submit papers, posters and participate wherever possible.</li> </ul>					
<p><b>Actions, Outcomes or Decisions Requested</b> (optional):</p> <p>The Working Group and Council will review ideas presented by the ad-hoc working group, brainstorm additional opportunities and approve the final directions for involvement.</p>					
<p><b>Supporting Documentation:</b> A copy of a press release highlighting Conference Themes and a Call for Special Sessions is included in the Briefing Book.</p>					

CZC2014 Press Release

For Release on June 3rd, 2013



## Coastal Zone Canada Conference 2014 (CZC 2014)

### Conference Themes and Call for Special Sessions

The vibrant and historic coastal city of Halifax, Nova Scotia will host Coastal Zone Canada (CZC 2014), Canada's premier international conference on coastal and ocean issues on June 15-19<sup>th</sup> 2014. The theme for the conference is "**Our Coasts: Legacies and Futures**". Six hundred participants from across Canada and around the globe will meet to assess the threats, benefits and opportunities related to our coasts and oceans. Participants will actively work to develop and evaluate effective approaches for realizing socio-economic and environmental benefits from the World's coasts and oceans.

Keynote speakers, presenters and interactive working sessions will address the following sub-themes:

- Blue Economy
- Changing Conditions in the Arctic
- Climate Change
- Coastal Communities
- Governance
- Knowledge and Information
- Marine and Coastal Systems
- Risk and Hazards
- Social Media and Outreach

The call for special sessions and events to be run in conjunction with the conference is now open. Organizers encourage submissions related to innovative workshops, events and installations for the participants of the main conference as well as for the wider Halifax community. Proposals for special sessions must be received by August 9<sup>th</sup>, 2013.

CONTACT: Paul Boudreau, CZC 2014 Communications Committee  
EMAIL: [czcadmin@dal.ca](mailto:czcadmin@dal.ca)



URL: <http://www.czca-azcc.org>

FACEBOOK: <https://www.facebook.com/events/341341039256773>

TWITTER: <https://twitter.com/CZC2014>

Linkedin: <http://www.linkedin.com/groups/Coastal-Zone-Canada-Association-CZCA-4758133>

Lanyrd: <http://lanyrd.com/2014/czc2014/>

Gulf of Maine Council on the Marine Environment Meeting Briefing Note											
Title of Agenda Item: ESI Communication Products and Webpage Improvements											
Submitted by: ESI Co-Chairs (Kathryn Parlee and Jim Latimer) and Program Manager (Christine Tilburg)											
Type of Item (place X in appropriate box)	For Decision	For Direction	For Information (internal GOMC)	For Information (External)	X						
<p><b>Background</b> (required): ESI has spent the past 12 months improving communication products on two major fronts with significant effort provided by many Working Group members. One of the efforts has been the ESI journal entries which are released on roughly a monthly basis. Based on a discussion at the June 2012 Working Group meeting, GOMC and ESI members were assigned months for preparing journal entries which are released both through the ESI lists and through the Gulf of Maine Times. Entries in the past 12 months have been as follows:</p> <ul style="list-style-type: none"><li>July/August 2012: Tom Huntington (USGS): Evidence from 12-year study links Ecosystem changes in the Gulf of Maine with climate change</li><li>September 2012: Lesley Carter and Kelly Cowper (Environment Canada): Water canaries</li><li>October 2012: Esperanza Stancioff (University of Maine): Signs of the seasons</li><li>November 2012: J. Andrew Cooper (DFO): Establishing biodiversity baselines for the Musquash Estuary Marine Protected Area (MPA)</li><li>December 2012: Pam DiBona (NEOSEC): Summary from Ocean Literacy Summit</li><li>January 2013: Matt Liebman (EPA): Sampling in the Gulf of Maine</li><li>March 2013: Lisa Engler (Mass CZM): Massachusetts Bays Program Estuarine Delineation and Assessment</li><li>April 2013: Shannon Sterling (Dalhousie University): The Nova Scotia Watershed Assessment Program (NSWAP)</li></ul>											
<p>Along with these monthly reminders to check in with the ESI webpage, ESI has been working with Jim Cradock to improve the ESI webpage with an entirely new design. ESI’s Steering Committee is excited about the look and feel of the new webpage which will be discussed during ESI’s presentation to the Working Group. A snapshot of the new design is provided below:</p>											
<div><div></div><div><p><b>How does New Brunswick fit into ESI?</b></p><p>Information on New Brunswick’s Bay of Fundy is presented in the aquaculture fact sheet, climate change fact sheet, aquatic habitats fact sheet, and the newly released eutrophication fact sheet. In addition you can find information in the Indicator Reporting Tool and Monitoring Map for the province.</p><p><a href="#">More info &gt;&gt;</a> <a href="#">More info &gt;&gt;</a> <a href="#">More info &gt;&gt;</a></p></div></div> <div><div></div><div><p><b>Eutrophication Fact Sheet</b></p><p>ESIP is excited to announce the release of the fourth fact sheet in our series of seven indicator-specific fact sheets. Through the combined efforts of the eutrophication subcommittee, data providers, design team and ESI Steering Committee, we’ve completed the Eutrophication Fact Sheet.</p><p><a href="#">Download fact sheet &gt;&gt;</a> <a href="#">More info &gt;&gt;</a></p></div><div><p><b>From ESI’s Climate Change Fact Sheet</b></p><ul style="list-style-type: none"><li>Is sea level rising more quickly in the Boston area versus Yarmouth, Nova Scotia? [<a href="#">click here</a>]</li><li>How many extreme precipitation events were there in my area in 2007? [<a href="#">click here</a>]</li><li>Has air temperature risen more quickly in the last 15 years than in the previous 50 years? [<a href="#">click here</a>]</li></ul><p><b>From ESI’s Aquaculture Fact Sheet</b></p><ul style="list-style-type: none"><li>How has the economic value of aquaculture varied over time as compared to extreme precipitation trends? [<a href="#">click here</a>]</li></ul></div></div>											
<p><b>Possible Activities / Next Steps</b> (optional):</p> <p>Next Journal entries (next 6 months):</p> <table><tr><td>July 2013: Maine Department of Conservation</td><td>October 2013: NOAA</td></tr><tr><td>August 2013: NS Fisheries and Aquaculture</td><td>November 2013: USGS</td></tr><tr><td>September 2013 US Army Corp of Engineers</td><td>December 2013: Environment Canada – Atlantic Region</td></tr></table>						July 2013: Maine Department of Conservation	October 2013: NOAA	August 2013: NS Fisheries and Aquaculture	November 2013: USGS	September 2013 US Army Corp of Engineers	December 2013: Environment Canada – Atlantic Region
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<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>				
<b>Title of Agenda Item:</b> Review and Discuss Fact Sheets on the value of activities within Gulf of Maine.				
<b>Submitted by:</b> Robert Capozzi				
<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):  Review the design and content of Fact Sheets, and discuss any outstanding items for completion of these for all jurisdictions. Working Group will also discuss recommendations to Council on next steps related to the larger economic study.				
<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):				

Gulf of Maine Council on the Marine Environment Meeting Briefing Note						
<b>Title of Agenda Item:</b> Gulfwatch (Gulfwatch Contaminants Monitoring Sub-Committee)						
<b>Submitted by:</b> Peter G. Wells, Canadian Co-Chair (with input from several Gulfwatch members)						
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	x	<b>For Direction</b>	x	<b>For Information</b> (internal GOMC)	x <b>For Information</b> (External)
<p><b>Background</b> (required):</p> <p>The Gulfwatch chemical contaminants monitoring program is continuing in its 22<sup>nd</sup> year, albeit being conducted now with severely reduced and complicated funding, and staff shortages. The challenges notwithstanding, many thanks are due to current WG members for their assistance finding funding for the past several years (2010-date). A summary of the program's status and key points follows:</p> <p><b>A. Sampling, Analyses and Archiving</b></p> <p><b>(1) Sample analysis for 2011 season</b></p> <p><b>Metals</b> have been analyzed and reported by Battelle labs as per program requirements (this requires confirmation by Steve Jones and Cindy Krum who set-up the contract).</p> <p><b>Organics</b> for New Hampshire Department of Environmental Services have been analyzed and reported for 2010, 2011 &amp; a few 2012 samples taken in the spring. Organic analysis of the 2011 samples for the remainder of the jurisdictions has been started and is now in progress. The process for establishing a contract for this work was very laborious and scrupulous, with the final, signed established document received during last week of May 2013. The ETA for the remainder of the data for organics is end of June this year. Jamie Aube is working with Cindy Krum on the logistics &amp; financials for this organics contract.</p> <p>(submitted by Jamie Aube, EC, Moncton)</p> <p><b>(2) Samples for 2012 season</b></p> <p>Samples collected in 2012 are processed but are archived at EC Moncton and BIO, NS, for future analyses. Eventually, all samples from this year will be in one location for preservation. So far, there are no monies available for analyses for 2012 and upcoming 2013 samples.</p> <p><b>(3) Samples for 2013 season</b></p> <p>The decision was made at the February meeting of the Canadian Gulfwatch members that sampling in 2013 would proceed, again with only sample processing and archiving following the collections. The new sampling design will be followed, as per Jones (pers. comm.). It is assumed that samples from the New England states will also be collected and mostly archived.</p> <p><b>(4) Status of recently archived tissue samples</b></p> <p>Most of the 2010 &amp; 2011 samples for organics are in the EC Moncton freezer, including those for metals replicates; metal composites were sent to Battelle lab in US for analysis (J. Aube, pers. comm.). All 2012 samples are now at BIO (needs confirmation from Shawn Roach, DFO.).</p> <p><b>B. The Three Phase Gulfwatch Program Business Plan - Summary</b></p> <p>This work was largely supported by Environment Canada (Atlantic Region) and the Maine State Planning Office.</p> <p><b>(1) Gulfwatch Program Business Plan - Phase 1</b> report was completed by Dr. Steve Jones, UNH. January 2013. The report covers the historical program and evolution of monitoring design, the existing program design and assumptions and justifications, an analysis of the existing plan, new design and costs, partnerships, proposed new publications, and review panel recommendations. The primary output of the report is the recommendation for a newly designed program with fewer sites, staggered sampling, the dependence upon the archives, and the inclusion of several key chemical contaminants of emerging concern. A basic budget of approx. 62K, and 80K in-kind, is required for the current revised program, without new chemicals (Jones estimates, 2013).</p> <p><b>(2) Gulfwatch Program Plan - Phase 2 and 3</b>, Emerging Chemical Contaminants in the Gulf of Maine. This report was completed by Dr. David Buck, Biodiversity Research Institute (BRI), Gorham, ME in May 2013. Highlights are a description of recommended emerging chemicals to consider monitoring, other sentinel species to consider, budgetary needs, the need for outreach and education on emerging chemical</p>						

contaminants, and recommended publications and workshop. Of special note is the proposed budget for emerging contaminants monitoring and the ancillary activities for one year – 216.5 K.

**C. Other Topics - Meetings, Chairmanship, Travel Support, Membership**

- (1) A meeting of the Canadians was held in February and reported on at the March WG meeting in Halifax NS, where an update on the whole program was also presented.
- (2) Gulfwatch has approached Dr. Jim Shine, Harvard School of Public Health, who has expressed some interest in taking on the position of US Co-Chair. He is planning to attend the June meeting. Many thanks are due to CK for his many contributions, as he steps down as Co-Chair but stays on as a Gulfwatch member.
- (3) Support for some Gulfwatch members attending meetings is needed. Thanks are due to Susan Robinson, USGS, for travel support for the Canadian Co-Chair.
- (4) Recruitment - The group still needs more members, so this is an ongoing activity.

**D. Ongoing Collaboration with Other Programs (Oct 2012)**

- (1) Collaboration with ESIP:  
Continuing. No individual assigned to this task from GW. Un-funded
- (2) Collaboration with NOAA:  
Ongoing dialogue with NOAA about NOAA-in house analyses for inorganics (metals).

**E. Recent Gulfwatch Publications**

Harding, G.C.H. 2013. Two contaminants theme papers have been completed for the GOMC State of the Gulf of Maine Report.

LeBlanc, L. 2013. Gulfwatch 2010 Data Report. (see [www.gulfofmaine.org/gulfwatch](http://www.gulfofmaine.org/gulfwatch), when posted).

**Planned:** 2011 Data Report (pending organic analyses support); Legacy pesticides in GOM (outlined and under prep.); Paper and/or poster for CZC 2014 Conference, Halifax, NS, June 2014.

**F. Recent Talks/Outreach**

- (1) Steve Jones

A Gulfwatch presentation was made to the Coastal Research Volunteer Program of the NH Sea Grant; they provided significant volunteer hours in helping to complete the NH sampling that was not done by NHDES during fall, 2012. We discussed the program and the past results. They appreciated what they did for the program, providing critical information on the health of the NH Seacoast ecosystem. In addition, the CRV volunteers helped sample and process mussels from Brave Boat Harbor, Maine. In summary, the CRV helped significantly with Gulfwatch in two states.

- (2) Peter Wells

A presentation was made in May on Health of the Oceans to the 2013 Oceans Governance Class of the International Ocean Institute, Halifax. The talk incorporated Gulfwatch information and data.

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

All current activities of the Gulfwatch team (GCMSC) are reported above.

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

- (1) We need discussion and approval by WG and Council of the Gulfwatch Program – Business Plan Phases 1-3 (documents completed Jan 2013, May 2013).
- (2) We need longer term funding for the Program. Support should include travel for Co-Chairs.
- (3) We need a formal agreement from DFO-BIO regarding maintaining the Gulfwatch Tissues Archives at BIO, Dartmouth, NS.

**Supporting Documentation** (If applicable, list additional documents included in the Briefing Book following this Briefing Note): Both reports of the Gulfwatch Program – Business Plan (Jones Jan 2013; Buck May 2013), as described above are posted on the GOMC website with the June 2013 meeting materials.

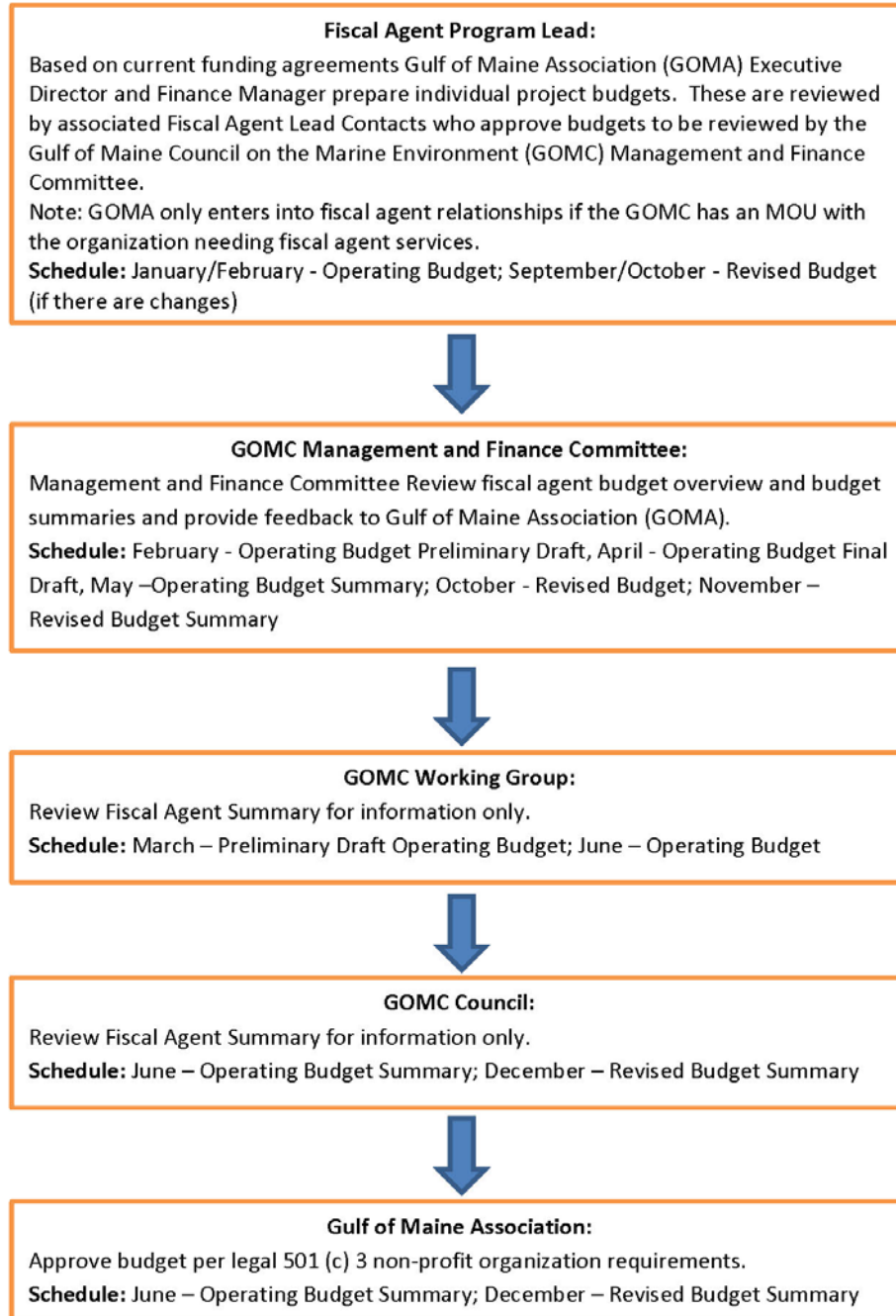
<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>					
<b>Title of Agenda Item:</b> GOMA/GOMC Roles for Developing and Approving Budget					
<b>Submitted by:</b> Document prepared by Cynthia Krum, GOMA Executive Director in coordination with the GOMC Secretariat Team and Management and Finance Committee					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>  <input checked="" type="checkbox"/>	<b>For Direction</b>  <input type="checkbox"/>	<b>For Information</b> (internal GOMC)	<input checked="" type="checkbox"/>	<b>For Information</b> (External)
<b>Background</b> (required):  <p>Annually, there are two versions of the Gulf of Maine Council on the Marine Environment (GOMC) and the Fiscal Agent budgets prepared. The first version, presented in June for the upcoming fiscal year (July 1 – June 30), is titled the “Operating Budget”. The second version, presented in December, is called the “Revised Budget.” GOMC Management and Finance Committee (MF) and the GOMC Working Group provide recommendations on budget preparation and approval to the GOMC and the Gulf of Maine Association (GOMA). In the past, Gulf of Maine Councilors have expressed concern regarding possible conflict of interest when approving budgets. This briefing document addresses that concern.</p>					
<b>Actions, Outcomes or Decisions Requested</b> (optional):  <p>Working Group is asked to review and recommend Council approval of the budget preparation and approval process as outlined in the following two flow charts:</p> <ul style="list-style-type: none"> <li>“Gulf of Maine Council on the Marine Environment Budget Preparation and Approval Process (May 20, 2013 Version)”</li> <li>“Gulf of Maine Association Fiscal Agent Budget Preparation/Approval Process (May 20, 2013 Version)”</li> </ul>					
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note): Two Flow Charts: <ul style="list-style-type: none"> <li>“Gulf of Maine Council on the Marine Environment Budget Preparation and Approval Process (May 20, 2013 Version)”</li> <li>“Gulf of Maine Association Fiscal Agent Budget Preparation/Approval Process (May 20, 2013 Version)”</li> </ul>					

**Gulf of Maine Council on the Marine Environment Budget Preparation and Approval Process (May 20, 2013 Version)**





**Fiscal Agent (through Gulf of Maine Association) Budget Preparation and Approval Process (May 20, 2013 Version)**



<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>				
<b>Title of Agenda Item:</b> GOMC/GOMA Financial Presentation, and All Contractors Scopes of Services				
<b>Submitted by:</b> Cindy Krum, GOMA Executive Director, and Lori Hallett, GOMA Finance Manager				
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	<b>For Direction</b>	<b>For Information</b> (internal GOMC)	<b>For Information</b> (External)
<b>Background</b> (required):  GOMA Executive Director Cindy Krum and GOMA Finance Manager Lori Hallett have prepared the following documents in coordination with Committee Co-chairs and Management and Finance: <ul style="list-style-type: none"><li>Gulf of Maine Association Budget for Fiscal Year ending June 30, 2013 vs. Actual Report</li><li>Gulf of Maine Association Operating Budget for Fiscal Year ending June 30, 2014 with FY2015 Estimate</li><li>Gulf of Maine Association Operating Budget for Fiscal Year July 1, 2013 through June 30, 2014 by Program Category</li><li>Gulf of Maine Council through Gulf of Maine Association Membership Dues Summary</li><li>All Contractors Scopes of Services – July 1, 2013 – June 30, 2014</li></ul>				
<b>Possible activities and next steps</b>				
<b>Actions, Outcomes or Decisions Requested</b> (optional): Working Group is asked to review budget and financial reports for informational purposes, and to recommend contractor scopes of services for Council approval.				
<b>Supporting Documentation:</b> These internal financial reports and contractors scopes of services are not included in this Briefing Book, but were distributed to Working Group directly via email.				

<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>							
<b>Title of Agenda Item:</b> Fund Development Plan Update and Strategic Planning Session							
<b>Submitted by:</b> Joan LeBlanc, GOMC Council Coordinator in collaboration with Ad-Hoc Fund Development Group							
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>	X	<b>For Direction</b>	X	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <b>For Information</b> (internal GOMC)                             </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <b>For Information</b> (External)                             </td> </tr> </table>	<b>For Information</b> (internal GOMC)	<b>For Information</b> (External)
<b>For Information</b> (internal GOMC)	<b>For Information</b> (External)						
<b>Background (required):</b> At their meeting in Boston, Massachusetts in December 2012, the Gulf of Maine Council asked the Ad Hoc Fund Development Group to work with the Secretariat to hire a professional contractor/consultant to help develop a Fund Development Plan in the first half of 2013 to guide future fund development activities for the Council.  Council Member Don Hudson was asked to lead a sub-committee of Council Members and Working Group members to support the process of soliciting applications and hiring a consultant to complete the work. Working Group Chair, Prassede Vella provided a Request for Responses in mid-January that was vetted by the Working Group. The RFR was posted later in January, and five responses were received by mid-February. Don Hudson, Jack Wiggan, Rob Capozzi, Lee Sochasky and Susan Russell-Robinson reviewed the responses and recommended hiring Juli Beth Hinds – Birchline Planning LLC. Working Group approved the recommendation at the March 2013 meeting. From March 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.  During the June 2013 Working Group meeting, Juli Beth Hinds will present the draft GOMC Fund Development Plan for consideration. Her presentation will be followed by a Strategic Planning Session so that Working Group members can identify recommended next steps and an associated timeframe for implementing elements of the GOMC Fund Development plan.  During the June 2013 Council meeting, Juli Beth Hinds will present highlights of the draft Fund Development Plan, and GOMC Working Group Chair and Council Coordinator will summarize next steps recommended by the Working Group.							
<b>Possible activities and next steps</b> To be determined during strategic planning session at the Working Group meeting.							
<b>Actions, Outcomes or Decisions Requested (optional):</b> Working Group members will discuss fund development strategies in the Fund Development Plan and identify recommended next steps. Council will determine whether to move forward with Working Group recommendations.							
<b>Supporting Documentation:</b> The draft Fund Development Plan prepared by Juli Beth Hinds of Birchline Planning LLC is not included in this Briefing Book, but is being distributed to Working Group and Council members directly via email.							