

EXECUTIVE COMMITTEE SESSION NOTES

Tuesday, May 6, 2025

Chincoteague National Wildlife Refuge, Bateman Education Center, Chincoteague, Virginia
1400-1442

Executive Committee Session

- December Meeting Agenda Format & Location
 - Exploring locations
 - Scheduled for December (2nd-4th)
 - Day 1
 - Feedback from workgroup members for more time in each workgroup session.
 - Plan to start with a baseline of 45 minutes and workgroups can give up time if it is not needed.
 - Day 2
 - There was good feedback from USCG to have sector commanders present for one day. It is difficult to extend due to their schedules.
 - Agency report outs
 - Mike wants to make sure if these are of value.
 - Kelly thinks face time is the most valuable of the meetings.
 - Mike wants to ensure primary function is being met.
 - Kevin G suggests the annual report to be better distributed. This would allow information to be more available between meetings.
 - Keep report outs short, sweet and standardized.
 - Keep overall format as is, especially including the case study.
 - In need free facilities to host the meetings.
 - Develop a list of rotating locations to make it easier, possibly one in every state.
 - There may be a possible pause on December meeting, unsure of federal travel plans.
 - Possible locations in the panhandle of West Virginia coordination with Nate Meadows for accessibility.
 - Overall, hosting in a federal facility is easier. A point of contact is needed for university facilities.
- New Business
 - Kelly is drafting 2026 work plan and distributing to workgroup chairs.
 - Many workgroups met deliverables from the 2025 workplan.
 - Continue to include tabletop exercise element.
 - Training dashboard
 - CHER: Developed guidelines/tools. Check in with 2026 plans.
 - Information Management and Outreach: Website is in maintenance phase, make sure people use it.
 - Shift focus of this workgroup to data management.
 - Spill Response and Countermeasures: Development of guidance documents and updates on MOU.
 - With the shifts in workgroup initiatives, possibility of new instating new workgroup chairs/members to better meet goals.
 - Keeping workgroups small and focused helped with completion of goals.

<ul style="list-style-type: none"> ○ Business of needing a co-chair for Information Management and Outreach due to shift in focus. <ul style="list-style-type: none"> ▪ Beth volunteers Lauren Pillow. ○ Sabina will send out a survey for interest in joining different workgroups. <ul style="list-style-type: none"> ▪ Clear expectations, attending meetings, contributing, etc.
Concluded at 1442

Meeting Attendance Roster	
Attendee Name	Attendee Organization
Anderson, Ben	DNREC
Banda, JoAnn	DOI - FWS
Bartos, Myles	US EPA
Bastias, Sabina	US EPA
Boyd, Kevin	US EPA
Ciani, Lydia	START – Tetra Tech
Cook, Elisha	USCG D5
Csulak, Frank	DOC - NOAA
Gawarzewski, Joey	US EPA
Gaynor, Kevin	US EPA
Lohman, Elizabeth	VDEQ
Martin, William	US EPA
Meadows, Nathan	WV DEP
Moore, Brian	PADEP
Nelson, John	DOI
Pillow, Lauren	VDEQ
Pugh, David	USCG D5
Smith, Jessie	START – Tetra Tech
Thorkilson, Kelly	USCG D5
Towle, Micheal	US EPA