

APALACHICOLA BAY SYSTEM INITIATIVE (ABSI)

<https://marinelab.fsu.edu/absi/>

ABSI COMMUNITY ADVISORY BOARD (CAB)

MEETING VI

JOIN ZOOM MEETING:

<https://fsu.zoom.us/j/93701621640>

MEETING ID: 937-0162-1640

PHONE NUMBER: +1 646-558-8656

THURSDAY, JULY 16, 2020

VIRTUAL MEETING VIA ZOOM WEBINAR

ABSI COMMUNITY ADVISORY BOARD MEETING VI OBJECTIVES

- ✓ To Approve Regular Procedural Topics (Meeting VI Agenda and Meeting V Summary Report)
- ✓ To Receive Project Briefings and Community Advisory Board Requested Presentations
- ✓ To Review ABSI Strategies Evaluation Worksheet
- ✓ To Identify Strategies to Achieve Goals, and Relevant Performance Measures and Information Needs
- ✓ To Identify Needed Next Steps, Information and Presentations, and Agenda Items for Next Meeting

ABSI COMMUNITY ADVISORY BOARD MEETING VI AGENDA—JULY 16, 2020

All Agenda Times—including Public Comment and Adjournment—are Approximate and Subject to Change

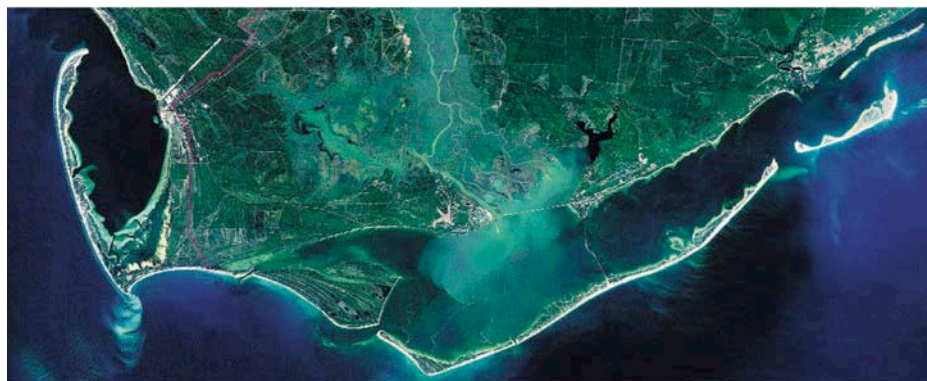
1.)	8:30 AM	WELCOME, REVIEW OF VIRTUAL MEETING PARTICIPATION GUIDELINES, AND ROLL CALL
2.)	8:35	AGENDA REVIEW AND MEETING OBJECTIVES
3.)	8:40	APPROVAL OF FACILITATORS' SUMMARY REPORT (MAY 22, 2020)
4.)	8:45	REVIEW OF PROJECT MEETING SCHEDULE AND UPDATED WORKPLAN
5.)	8:50	PROJECT BRIEFINGS AND REQUESTED PRESENTATIONS <ul style="list-style-type: none"> • <i>Decision Support Tools Status Update and Demonstration</i>. Ed Camp. (30 min.) • <i>Habitat Suitability Analysis Predictive Modeling</i>. Laura Geselbracht. (15 min.)
	~9:45	BREAK
6.)	10:00	A.) A HEALTHY AND PRODUCTIVE BAY ECOSYSTEM <ul style="list-style-type: none"> • Evaluation of Proposed Revisions to Goal Framework • Review of Revised Proposed Strategies to Achieve Goal A • Consideration of Relevant Performance Measures
7.)	10:30	B.) SUSTAINABLE MANAGEMENT OF OYSTER RESOURCES <ul style="list-style-type: none"> • Evaluation of Proposed Revisions to Goal Framework • Review of Revised Proposed Strategies to Achieve Goal B • Consideration of Relevant Performance Measures



8.)	11:00	C.) A THRIVING ECONOMY CONNECTED TO A RESTORED APALACHICOLA BAY SYSTEM <ul style="list-style-type: none"> • Evaluation of Proposed Revisions to Goal Framework • Review of Initial Draft Strategies to Achieve Goal C • Consideration of Relevant Performance Measures
9.)	11:30	D.) AN ENGAGED STAKEHOLDER COMMUNITY AND INFORMED PUBLIC <ul style="list-style-type: none"> • As Time Allows: Evaluation of Revised Goal Framework and Strategies
10.)	11:50	E.) A FULLY FUNDED AND SCIENCE-INFORMED ECOSYSTEM-BASED MANAGEMENT AND RESTORATION PLAN SUPPORTED BY APALACHICOLA BAY SYSTEM STAKEHOLDERS <ul style="list-style-type: none"> • As Time Allows: Evaluation of Revised Goal Framework and Strategies
11.)	~12:15	PUBLIC COMMENT
12.)	12:25	NEXT STEPS AND AGENDA ITEMS FOR THE NEXT MEETING <ul style="list-style-type: none"> • Review of the CAB Schedule of Meetings • Review of action items and assignments • Identify agenda items and needed information and presentations for the September 9, 2020 CAB meeting • Meeting evaluation
~12:30 PM		ADJOURN

MEETING FACILITATION

The ABSI CAB meetings are facilitated by Jeff Blair and Robert Jones from the FCRC Consensus Center at Florida State University. Information at: <http://consensus.fsu.edu/>



COMMUNITY ADVISORY BOARD MEMBERSHIP AND REPRESENTATION

MEMBER	AFFILIATION
Agriculture/ACF Stakeholders/Riparian Counties	
1. Chad Taylor	Riparian Counties Stakeholder Group/ACF Stakeholders/Agriculture
Business/Real Estate/Economic Development/Tourism	
2. Chuck Marks	Acentria Insurance
3. Mike O’Connell	SGI Civic Club/SGI 2025 Vision
4. John Solomon	Apalachicola Chamber of Commerce
Environmental/Citizen	
5. Georgia Ackerman	Apalachicola Riverkeeper
6. Lee Edmiston	Retired DEP/ANERR
7. Chad Hanson	Pew Charitable Trusts
Local Government	
8. Anita Grove	Apalachicola City Commissioner
9. Ricky Jones	Franklin County Commissioner
Recreational Fishing	
10. Chip Bailey	Peregrine Charters
11. Frank Gidus	CCA Florida
Seafood Industry	
12. Shannon Hartsfield	Franklin County Seafood Workers Association and Oysterman
13. Roger Mathis	Oysterman and R.D.’s Seafood
14. Vance Millender	Millender & Sons Seafood
15. Steve Rash	Water Street Seafood
16. TJ Ward	Buddy Ward & Sons Seafood
17. Cary Williams	Apalachicola Oyster Company, Aquaculture
State Government	
18. Jim Estes	FWC Division of Marine Fisheries Management
19. Jenna Harper	ANERR/DEP
20. Alex Reed	FDEP Office of Resilience & Coastal Protection
21. Portia Sapp	FDACS Division of Aquaculture
22. Paul Thurman	NWFWMD
University/Researchers	
23. Tom Frazer	UF/DEP Governor’s Science Advisor
24. Erik Lovstrand	UF/IFAS/Florida Sea Grant Franklin County

PROJECT TEAM AND FACILITATORS

FLORIDA STATE UNIVERSITY	
Sandra Brooke	Marine Biologist
Felicia Coleman	Marine Biologist
Madelein Mahood	Outreach and Education
Gary Ostrander	Vice-President for Research
FCRC CONSENSUS CENTER, FLORIDA STATE UNIVERSITY	
Jeff Blair	Community Advisory Board Facilitator
Robert Jones	Community Advisory Board Facilitator



ABSI CAB PROJECT SCHEDULE AND WORKPLAN

UPDATED JUNE 2, 2020

PHASE I—STANDING UP AND ORGANIZATION OF THE ABSI CAB

ABSI Assessment Process	September 2019	Assessment report based on interviews of over 60 stakeholders and agency personnel (May – August 2019) summarized key challenges and issues that should be addressed in the Apalachicola Bay System Initiative (ABSI) and by its Community Advisory Board (CAB); facilitators recommend members for the CAB.
ABSI CAB Questionnaire	September, 2019	Questionnaire report on the CAB members’ views on successful short and long-term outcomes and on critical ABSI challenges and issues.
Meeting I. Eastpointe FL	Oct. 30, 2019	Scoping and organizational meeting, review and refinement of overall project purpose, vision and goal framework. Presentation on the ABSI project’s four main components: research, management, community engagement, and oyster reef and bay restoration. Public comment.
Meeting II. Eastpointe FL	Dec. 18, 2019	Member-requested presentations on Apalachicola River Slough Restoration project, Oyster Fishery and Harvest Statistics, ABSI Research Update, and FWC Apalachicola Bay Oyster Restoration, Phase II. Review and refinement of vision themes and goal framework, and identification of key topical issues to inform the drafting of objectives. Public comment
Meeting III. Eastpointe FL	Jan. 8, 2020	Member-requested presentations on Oyster Ecology, Hydrologic modeling and Oyster Population Models. Review, refinement and adoption of five vision themes, goals, outcomes and objectives, and initial review of draft performance measures. Public comment

PHASE II—SCOPING OF ABSI ISSUES, IDENTIFICATION OF PERFORMANCE MEASURES & STRATEGIES

Meeting IV. Eastpointe FL	Mar. 11, 2020	Member-requested presentations on current status of Apalachicola Bay, FDACS Aquaculture Leasing Program, Oyster Reef Management in Apalachicola Bay, and the Chesapeake Bay Oyster Futures Consensus Process. Review of Apalachicola Bay System Ecosystem-Based Management and Restoration Plan goals, outcomes, and objectives. Identification of initial draft strategies and related performance measures. Public comment.
Meeting V. Virtual Meeting Via Webinar and Teleconference	May 22, 2020	Member-requested presentations on FWC Overview of Oyster Management, FWRI Oyster Monitoring and Restoration Effects in Apalachicola Bay, MK Ranch Hydrologic Restoration, and TNC Lake Wimico project. Identification and evaluation of preliminary strategies and performance measures to achieve each of the five goals and objectives. Public comment.
CAB Strategies	June, 2020	CAB Worksheet to identify potential strategies for each of the five goals.
Meeting VI. Virtual	July 16, 2020	Member-requested presentations. Decision support tools update & demonstration. Review and evaluation of the preliminary strategies



Meeting Via Webinar and Teleconference		by CAB members and identification of performance measures to achieve each of the five goals and objectives. Public Comment.
Meeting VII. Virtual Meeting Via Webinar and Teleconference	Sept. 9, 2020	Member-requested presentations. Identification, evaluation and refinement of preliminary strategies, actions, and performance measures to achieve each of the five goals and objectives. Public Comment.
Meeting VIII.	Nov. 12, 2020	Review and agreement on draft Apalachicola Bay System Ecosystem-Based Management and Restoration Plan framework and outline (Vision Themes, Goals, Outcomes, Objectives, and range of possible strategies for evaluation by the CAB). Review and refine draft strategies and actions and approve Public Workshop Draft. Public Comment.
Public Workshop 1	~Dec. 2020 <i>Tentative Date</i>	Review and public comments on Vision, Goal Framework, Plan outline, and range of possible strategies for evaluation by CAB.
PHASE III—BUILDING CONSENSUS ON DRAFT ABS ECOSYSTEM-BASED MANAGEMENT AND RESTORATION PLAN STRATEGIES AND RECOMMENDATIONS—TO BE EVALUATED USING DECISION-SUPPORT TOOLS RELATIVE TO PERFORMANCE MEASURE GOALS IN PHASE IV		
Meeting IX.	Jan. 13, 2021	Review of public comments on Draft Plan Framework and Goals, review of decision-support tools scenario results and consensus rating of strategies and actions, and review of related draft performance measures. Public Comment.
Meeting X.	Feb. 2021	Review of scenarios and consensus rating of strategies and actions using decision-support tools relative to goals and objectives. Public Comment.
Meeting XI.	TBD	Review of scenarios and consensus rating of draft strategies and actions using decision-support tools relative to goals and objectives. Public Comment.
Meeting XII.	TBD	Review of scenarios and consensus rating of draft strategies and actions using decision-support tools relative to goals and objectives. Public Comment.
Meeting XIII.	TBD	Continue review and consensus testing of Draft ABS Ecosystem-Based Management and Implementation strategies and actions and agreement on Workshop Draft for public comment. Public Comment.
Public Workshop 2	TBD	Review and public comments on Revised Draft ABS Ecosystem-Based Management Plan and Implementation Plan Strategies.
Meeting XIV.	TBD	Review of public comment, agreement on the ABS Draft Ecosystem-Based Management and Restoration Plan strategies and actions. Public Comment.
PHASE IV—PLAN IMPLEMENTATION		
	TBD	

PROJECT WEBPAGE (URL): <https://marinelab.fsu.edu/the-apalachicola-bay-system-initiative/>

PROJECT EMAIL: fsucml-absi@fsu.edu

PROJECT FACILITATION: Jeff Blair and Bob Jones from the FCRC Consensus Center at Florida State University. Information at: <http://consensus.fsu.edu/>



APALACHICOLA BAY SYSTEM INITIATIVE COMMUNITY ADVISORY BOARD VIRTUAL MEETING VIA WEBINAR-TELECONFERENCE PARTICIPATION PROCESS

GENERAL

- Please be aware that background noise from meeting participants is picked-up and amplified on the webinar system, especially when using a speaker-phone or your computer without a headset.
- CAB members, and any other meeting participants should offer their names each time they speak to ensure all participants know who is speaking.
- Members should offer their names when making and seconding motions.
- CAB members should announce if they have to sign-off before the virtual meeting is complete.
- Acceptability rating exercise results will be tallied by recording members' votes by name in turn.

ATTENDANCE

- Facilitator will conduct roll call of Community Advisory Board (CAB) members and Project Team.
- Once attendance is complete, the agenda will be reviewed and approved by the CAB.

PARTICIPANT ETIQUETTE

- Please keep your phones on mute if calling in, and mute the microphone icon in the Virtual Meeting Control Panel if you are connected by webinar. The default mode for your microphone is mute and is reflected by a red microphone icon next to your name, to unmute click the red microphone icon and it will turn green when you are unmuted.
- It works best if everyone mutes themselves except when speaking.
- Please don't put your phones on hold.
- Please wait until invited by the facilitator to speak to avoid confusion.
- Names will be stacked by the facilitator to ensure order.
- Participants will have ample time to speak on substantive agenda items.

DISCUSSION PROCESS

- Facilitator will introduce discussion item or presenter.
- Presenter will provide overview of issue and recommendation(s) for CAB action.
- Hold questions until presentation is complete.
- Once presentation is complete, Facilitator will ask if CAB members have clarifying questions on the issue, create a speaker's list, and call on members in-turn for clarification.
- Facilitator will ask if any CAB member wishes to discuss the issue or propose alternative options, create a speaker's list, and call on members in-turn for discussion.
- Once clarification and discussion is complete, Facilitator will conduct a rating exercise or test for consensus on the issue as appropriate.

PUBLIC COMMENT

- Facilitator will ask if anyone from the public wishes to comment during the Public Comment agenda item, create a speaker's list, and call on members of the public in-turn for comments.
- Comments will be limited to three minutes per person.
- Members of the public having questions or wanting to provide additional feedback are encouraged to send their questions and comments to: fsucml-absi@fsu.edu.



TEST THE ACCURACY OF YOUR PERCEPTIONS

- Be aware of your perceptions in a virtual meeting, test them by clarifying intent with the speaker, and recognize that technology can alter our ability to accurately interpret subtle verbal and non-verbal cues as to intent and meaning. There is dissonance between our minds and bodies causing people to have conflicting feelings resulting from processing communication through technology.
- Being on a video call requires more focus than a face-to-face meeting.
- Video conversations require us to work harder to process nonverbal cues like facial expressions, the tone and pitch of the voice, and body language; paying more attention to these consumes a lot of energy and can be stressful.
- Research conducted by academics in 2014 shows that delays on phone or webinars shaped our views of people negatively—even delays of 1.2 seconds made people perceive the responder as less friendly or focused.

GUIDELINES FOR VIRTUAL MEETING PARTICIPATION

COME PREPARED. Review the agenda, presentations and background documents ahead of time. Schedule at least 15 minutes to prepare for the meeting/webinar – if you don't need it you can have the time back. Do the pre-work. Make notes and be ready with questions.

TEST THE TECHNOLOGY AHEAD OF TIME. Log in the day before to ensure full access to whatever online technology is being used. Check your headset and/or telephone system.

PARTICIPATION—VIDEO AND AUDIO: If you participate using your computer for audio (using a headset to listen and/or speak) do not use the teleconference call in number (it creates interference). You can listen and/or speak using your headset through the VOIP function of your computer. If you use your computer only for the video/visual function (to view presentations) you will need to call in on the teleconference line to listen and/or speak. Participants who wish to view the presentations will need to use their computers to log-in using the meeting URL provided on the meeting agenda whether they participate with VOIP or the teleconference participation option for audio and video functions.

TURN UP EARLY. Put the web address and teleconference details in your calendar and bookmark the web URL. Set the reminder 15 minutes ahead of the call.

REMOVE DISTRACTIONS. Schedule a quiet place to participate from. Clear your desk and computer desktop. Turn off email & instant messaging. Put your cell phone aside. Put a note on your office door. Create an environment that allows you to fully participate without distractions.

TAKE RESPONSIBILITY FOR YOUR OWN PARTICIPATION. Don't plan to do any “catch up” activities during the call. If you catch yourself multi-tasking, close your eyes and listen. Avoid side conversations whether in the room with colleagues or in an online chat space. Keep your phone on “Mute” unless speaking. Never place your phone on “Hold”. Be aware that when your phone is on speaker mode it transmits background noise and can interfere with the meeting.

BE AWARE OF AIR TIME. Fully participate while allowing others to do the same. Speak your name before making a comment.

FOLLOW CAB'S MEETING PARTICIPATION GUIDELINES. Do not speak without acknowledgement from the facilitator. Speaking out of turn is very disruptive to a virtual meeting.

SUPPORT THE FACILITATOR. Acknowledge questions and pay attention. Use the raise hand function to speak and wait for the facilitator to invite questions and/or comments. The facilitator will create a speakers list at all appropriate times during the meeting. Keep your phone on “Mute” (not “Hold”) whenever possible.



APALACHICOLA BAY SYSTEM INITIATIVE MISSION

The Apalachicola Bay System Initiative (ABSI) seeks to gain insight into the root causes of decline of the bay's ecosystem and the deterioration of oyster reefs. Ultimately, the ABSI will develop a management and restoration plan for the oyster reefs and the health of the bay.

COMMUNITY ADVISORY BOARD GOAL STATEMENT (ADOPTED AS REVISED JANUARY 8, 2020)

The overarching goal of the Apalachicola Bay System Initiative (ABSI) Community Advisory Board (CAB) is to develop a package of consensus recommendations informed by the best available science, data, and stakeholders' experiences for the management and restoration of the Apalachicola Bay System (ABS), and to ensure there is a reliable mechanism and process for the monitoring, funding, and implementation of the Apalachicola Bay System Ecosystem-Based Management and Restoration Plan.

A primary focus is on oyster reef restoration with full consideration of factors affecting the biology, ecology and sustainable management of the resource. Restoration related actions, as indicated above, should be informed by the best available science and shared stakeholder values, that in turn, result in an economically viable, healthy, and sustainable Apalachicola Bay System.

The process will be designed so that members can explore and evaluate oyster fishery practices and management options, and restoration policies in the Apalachicola Bay System. The Community Advisory Board's consensus recommendations, in the form of an Apalachicola Bay System Ecosystem-Based Management and Restoration Plan, will be directed to the Apalachicola Bay System Initiative project team, natural resource managers and environmental regulators, and other agencies/entities as appropriate.



TERMS AND DEFINITIONS

GUIDING PRINCIPLES: The Community Advisory Board’s Guiding Principles reflect the broad values and philosophy that guides the operation of the Community Advisory Board and the behavior of its members throughout its process and in all circumstances regardless of changes in its goals, strategies or membership.

VISION: An idealized view of where or what the stakeholders would like the oyster resource and ecosystem to be in the future.

VISION THEMES: The related key topical issue area strategies that characterize the desirable future for the oyster resource and ecosystem. The Vision Themes establish a framework for goals and objectives. They are not ordered by priority.

GOAL: A goal is a statement of the project’s purpose to move towards the vision expressed in fairly broad language.

OUTCOME: Outcomes describe the expected result at the end of the project period – what is hoped to be achieved when the goal is accomplished (*e.g., an ecologically, and economically viable, healthy and sustainable Apalachicola Bay System oyster fishery and ecosystem*).

Objective: Objectives describe in concrete terms how to accomplish the goal to achieve the vision within a specific timeframe and with available resources. (*e.g., by 2023, the State of Florida will have approved a stakeholder developed Ecosystem-Based Management and Restoration Plan for the Apalachicola Bay System.*)

PERFORMANCE MEASURES: The regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs and plans.

STAKEHOLDERS: All interest groups whether public, private or non-governmental organizations who have an interest or concern in the success of a project, and can affect or be affected by the outcome of any decision or activity of the project. For purposes of the Apalachicola Bay System Initiative, stakeholders include but are not limited to: agriculture, silviculture, business, real estate, economic development, tourism, environmental, citizen groups, recreational fishing, commercial seafood industry, regional groups (i.e., ACF Stakeholders, and Riparian Counties), local government, state government, federal government, universities, and research interests.

ECOSYSTEM SERVICES: The direct and indirect contributions of ecosystems to human wellbeing. These services include **provisioning services** (food, raw materials, fresh water, medicinal resources), **regulating services** (climate, air quality, carbon sequestration & storage, moderation of extreme events, waste water treatment, erosion prevention & maintenance of soil fertility), **habitat or supporting services** (habitat for all species, maintenance of genetic diversity), and **cultural services** (recreation for mental & physical health; tourism; aesthetic appreciation and inspiration for culture, art & design; spiritual experience & sense of place).



APALACHICOLA BAY SYSTEM: Consists of six bays: Apalachicola Bay, East Bay, St Vincent Sound, East and West St George Sound, and Alligator Harbor comprising a total of 155,374 acres (62,879 Ha). Confined to Franklin County and ending to the north at river mile x. Important considerations include riverine and offshore inputs to the ABS as well as the reciprocal influences of outputs from the ABS to the Gulf of Mexico.

HEALTHY APALACHICOLA BAY SYSTEM:

A healthy ecosystem is one in which material and energy flows are balanced through interacting biological, physical, and chemical processes (involving microorganisms, plants, animals, sunlight, air, water) that conserve diversity, support fully functional evolutionary and ecological processes, and sustain a range of ecological and ecosystem services.

OYSTER RESOURCES: Sources of oysters that provide natural and cultural benefits to humans. These sources can come from the wild or from aquaculture (see ecosystem services). The responsible management of oyster resources for present-day needs and future generations requires integrated approaches that are place-based, embrace systems thinking, and incorporate the social, economic, and environmental considerations of sustainability.



APALACHICOLA BAY SYSTEM INITIATIVE PROJECT SUMMARY

PROJECT SUMMARY. In response to the rapidly declining health of the Apalachicola Bay System and the collapse of the oyster fishery and reefs therein, Florida State University sought and was awarded a grant from Triumph Gulf Coast Inc. to undertake a series of scientific approaches intended to aid in the development of an ecosystem-based oyster management and restoration plan for the Apalachicola Bay System. The plan will be informed by science while involving representative stakeholders and the public in its creation, development and implementation by state and federal management agencies. Developing such a plan will help the state agencies responsible for marine resources improve the overall health and the rich biological diversity of the bay, including that of other ecologically and economically important species. Because oyster populations are declining in estuaries across the Florida panhandle, ABSI project leads will work with scientific, non-profit and governmental entities working on similar issues throughout this region to develop a consistent oyster management framework.

The vitality of Apalachicola Bay is key to the socio-economic prosperity of Franklin County and the surrounding area. Specifically, as the bay's health has declined, so has the area's once-booming oyster industry, resulting in widespread job loss and increased economic insecurity for many Franklin County residents whose livelihoods are tied to the Bay.

Florida State University through its Coastal and Marine Laboratory will investigate what precipitated the dramatic decline of the Apalachicola Bay System, and working with the ABSI Community Advisory Board and Science Advisory Board determine a viable course of action for improving its condition.

COMMUNITY ADVISORY BOARD GUIDING PRINCIPLES (ADOPTED OCTOBER 30, 2019)

ABSI COMMUNITY ADVISORY BOARD APPROVED GUIDING PRINCIPLES

- 1.) Community Advisory Board members will strive to work together collaboratively, and seek to understand and respect differing perspectives.
- 2.) The Community Advisory Board will strive to achieve consensus on the evaluation and development of recommendations submitted to the FSU project team and appropriate management and regulatory agencies.
- 3.) The Community Advisory Board will operate under policies and procedures that are clear, concise, and consistently and equitably applied.
- 4.) Community Advisory Board members will serve as accessible liaisons between the stakeholder groups they have been appointed to represent and the ABSI Community Advisory Board, and should strive to both inform and seek input on issues the Community Advisory Board is addressing from those they represent.



**COMMUNITY ADVISORY BOARD OPERATING ASSUMPTIONS AND PRINCIPLES,
AND PARTICIPATION GUIDELINES
(ADOPTED OCTOBER 31, 2019)**

WE WILL BE SUCCESSFUL AND HAVE GOOD CONVERSATION WHEN:

- ✓ All voices are invited, respected and heard.
- ✓ All experiences are treated as valid.
- ✓ Notes are captured in writing, on flip charts or on computers.
- ✓ We listen to each other.
- ✓ We observe time frames.
- ✓ We seek common ground and action.
- ✓ Differences and problems are honored—not “worked”.
- ✓ There is full and active attendance.
- ✓ We make the time and space to connect with each other.

THE FACILITATORS WILL SEEK TO:

- ✓ Structure and facilitate a process that will enable us to discover and build on our best moments and practices as stakeholders in the ABS.
- ✓ Keep us informed of established parameters for time and tasks.
- ✓ Support and facilitate Community Advisory Board discussions.
- ✓ Create the environment that helps people to be at their best.
- ✓ Keep purpose front and center.
- ✓ Suggest and encourage new ways of thinking and doing.
- ✓ Keep us focused and on track.
- ✓ Start and stop on time.

COMMUNITY ADVISORY BOARD MEMBERS WILL:

- ✓ Participate actively and share opinions in the conversation—engage fully in this process.
- ✓ Tell stories, provide information—make meaning.
- ✓ Experiment & take risks to share, while engaging in conversation with others.
- ✓ Actively contribute to the creation of a shared vision, and management and restoration strategies for a healthy and sustainable Oyster Fishery and ABS Ecosystem.
- ✓ Listen actively, attentively, respectfully.
- ✓ Demonstrate caring . . . about the ABS and our dialogue.
- ✓ Take responsibility . . . for the conversation and the ideas developed here.
- ✓ Be here for the entire CAB process, be on time, and be *here* while you’re here.
- ✓ Refrain from using electronic devices during the Community Advisory Board meetings—keep all electronic devices turned off or in a silent mode; your participation is valued.
- ✓ Be willing to reach consensus.

Four Personal Guiding Principles:

1. Be impeccable with your word.
2. Don't take things personally.
3. Don't make assumptions.
4. Always participate fully.



COMMUNITY ADVISORY BOARD MEMBERS' ROLE

- ✓ The Community Advisory Board process is an opportunity to explore possibilities. Offering or exploring an idea does not necessarily imply support for it.
- ✓ Listen to understand. Seek a shared understanding even if you don't agree.
- ✓ Be focused and concise—balance participation & minimize repetition. Share the airtime.
- ✓ Look to the Facilitator to be recognized. Please raise your name tent or hand to speak.
- ✓ Speak one person at a time. Please don't interrupt each other.
- ✓ Focus on issues, not personalities. *"Using insult instead of argument is the sign of a small mind."*
- ✓ Avoid stereotyping or personal attacks. *"Mud thrown is ground lost"*.
- ✓ To the extent possible, offer options to address other's concerns, as well as your own.
- ✓ Participate fully in discussions, and complete meeting assignments as requested.

ABSI PROJECT RESEARCH TEAM'S ROLE

- ✓ Provide science-based research and information as requested by Community Advisory Board members and facilitators.
- ✓ Consult with stakeholders and provide guidance in using tools and objective science to analyze proposed options.
- ✓ Use best available tools and science to analyze options in response to stakeholder input.
- ✓ Organize meeting logistics and provide relevant documents for use during meetings.
- ✓ Attend all CAB meetings.
- ✓ The ABSIs Project Team will deliver a project report that will include the results and products of the Community Advisory Board to managers, regulators, and other agencies as appropriate for consideration in its planning for management and restoration of the oyster fishery and ABS ecosystem.

FACILITATOR'S ROLE

- ✓ Design, facilitate and report on a collaborative Community Advisory Board process.
- ✓ Assist the Community Advisory Board members to build understanding and consensus on action recommendations.
- ✓ Provide process design and procedural guidance to members.
- ✓ Assist members to stay focused and on task.
- ✓ Assure that participants follow *Community Advisory Board Participation Guidelines*.
- ✓ Accurately and fairly capture summary of key discussion points during the Community Advisory Board meetings.

GUIDELINES FOR BRAINSTORMING

- ✓ Offer one idea per person without explanation.
- ✓ No comments, criticism, or discussion of other's ideas.
- ✓ Listen respectfully to other's ideas and opinions.
- ✓ Seek understanding and not agreement during this phase of identifying issues or options.

THE NAME STACKING PROCESS

- ✓ Determines the speaking order.
- ✓ Participant raises hand to speak during CAB meetings. Facilitator will call on participants in turn.
- ✓ Facilitator may interrupt the stack (change the speaking order) in order to promote discussion on a specific issue or, to balance participation and allow those who have not spoken on an issue an opportunity to do so before others on the list who have already spoken on the issue.



COMMUNITY ADVISORY BOARD CONSENSUS-BUILDING PROCEDURES (ADOPTED OCTOBER 30, 2019)

COMMUNITY ADVISORY BOARD CONSENSUS-BUILDING PROCEDURES

The Apalachicola Bay System Initiative (ABSI) Community Advisory Board (CAB) will seek consensus on its recommendations for options to be evaluated using the best available science and decision-support tools for management and restoration of the ABS. General consensus is a participatory process whereby, on matters of substance, the members strive for agreements which all of the members can accept, support, live with or agree not to oppose. In instances where, after vigorously exploring possible ways to enhance the members' support for the final package of recommendations, and the Community Advisory Board finds that 100% acceptance or support is not achievable, final consensus recommendations will require at least 75% favorable vote of all members present and voting. This super majority decision rule underscores the importance of actively developing consensus throughout the process on substantive issues with the participation of all members and which all can live with. In instances where the Community Advisory Board finds that even 75% acceptance or support is not achievable, publication of recommendations will include documentation of the differences and the options that were considered for which there is more than 50% support from the Community Advisory Board. The report that will be a product of the Community Advisory Board process will clearly describe the level of agreement between Community Advisory Board members on each specific recommendation as well as on the suite of recommendations as a whole.

The Community Advisory Board will develop its recommendations using consensus-building techniques with the assistance of the facilitators. Techniques such as brainstorming, ranking and prioritizing approaches will be utilized. The Community Advisory Board's consensus process will be conducted as a facilitated consensus-building process. Community Advisory Board members, project staff, and facilitators will be the only participants seated at the table. Only Community Advisory Board members may participate in discussions and vote on proposals and recommendations. The facilitators, or a Community Advisory Board member through the facilitators, may request specific clarification from a member of the public in order to assist the Community Advisory Board in understanding an issue. Observers/members of the public are welcome to speak during the public comment period provided at each meeting, and all comments submitted on the public comment forms provided will be included in the facilitators' summary reports.

Facilitators will work with the ABSI project team and Community Advisory Board members to design agendas that will be both efficient and effective. The ABSI project team will help the Community Advisory Board with information and meeting logistics.

To enhance the possibility of constructive discussions as members educate themselves on the issues and engage in consensus-building, members agree to refrain from public statements that may prejudice the outcome of the Community Advisory Board's consensus process. In discussing the Community Advisory Board process with the media, members agree to be careful to present only their own views and not the views or statements of other participants. In addition, in order to



provide balance to the Community Advisory Board process, members agree to represent and consult with their stakeholder interest groups.

ACCEPTABILITY RATING SCALE FOR OPTIONS AND RECOMMENDATIONS

During the fourth meeting Apalachicola Bay System Initiative (ABSI) Community Advisory Board (CAB) members were asked to propose an initial suite of strategies for achieving the objectives of Goal B. During the May 22, 2020 and subsequent meeting CAB members will be asked to propose strategies for the remaining Goals. During subsequent meetings CAB members will be asked to review existing proposed strategies, to propose any additional strategies for CAB consideration, and to rate the strategies for acceptability. Following discussion and refinement of existing strategies, members may be asked to revisit proposed strategies if requested by a CAB member or project scientist. Members should be prepared to offer specific refinements to address their reservations.

Once rated for acceptability, strategies with a 75% or greater number of 4s and 3s in proportion to 2s and 1s (\geq a 3.0 average rating) will be considered preliminary consensus recommendations for inclusion in the final package of recommendations for the Apalachicola Bay System Ecosystem-Based Management and Restoration Plan.

At any point during the process, any strategy may be re-evaluated and rated at the request of any CAB member or project scientist. The status of a rated strategy will not be final until the final CAB meeting, when a vote will be taken on the entire package of consensus ranked recommendations for inclusion in the Plan. The following scale will be utilized for the rating exercises:

Acceptability Rating Scale	4 = <i>Acceptable</i>, I agree	3 = <i>Acceptable</i>, I agree with <i>minor reservations</i>	2 = <i>Not Acceptable</i>, I don't agree unless <i>major reservations</i> addressed	1 = <i>Not Acceptable</i>
-----------------------------------	---------------------------------------	--	--	----------------------------------

CAB members should be prepared to state their minor and major reservations when asked, and to offer proposed refinements to the strategy to address their concerns. If a CAB member is not able to offer refinements to make the strategy acceptable (4) or acceptable with minor reservations (3) they should rate the strategy with a 1 (not acceptable).

