Preparing for Remote Meetings

☐ 1. Designate a meeting Host *(When the meeting is scheduled.)*

   The host is responsible for scheduling the meeting and ensuring the technical aspects of the meeting run smoothly.

☐ 2. Designate a meeting Facilitator *(When the meeting is scheduled or as soon as possible.)*

   This person will work in tandem with the host and the meeting leader/Chairman. While the host is focused on logistics, this person will be focused on meeting progress. They will track the meeting agenda, ensure all items are covered before the meeting is adjourned, help keep the meeting on track. This person will also be in contact with the host and be available to the host in case they need assistance.

☐ 3. Conduct practice meetings for ALL participants *(One week to 2 days before the meeting.)*

   Small, 3 to 4 people, practice meetings are helpful for everyone, especially meeting participants who do not have a lot of experience with the webinar format. These meetings don’t need to be long, however, they should include a brief overview of how the meeting will start and end, how participants will signal that they would like to speak, how voting will be accomplished (if applicable), a description of the platform, who will be on video or not, how presentations will be handled. This meeting provides an opportunity for technical troubleshooting for the meeting staff and participants. It also allows for participants to familiarize themselves with the experience.

   For MFC Business Meeting presenters, the powerpoint review acts as the practice meeting.

☐ 4. Develop an annotated agenda *(Begin when agenda is complete, finalize after practice meetings.)*

   An annotated agenda is a meeting agenda with notes added. The main users of this document are the host, the facilitator and the meeting leader/Chairman (if helpful).
Create a business plan:

The annotated agenda is the communication between these three people to ensure things run smoothly. An example is included here.

This document will vary depending on the level of detail you need, however, in its most basic format, it should include notes for the host about when to pass the ball, who is expected to speak for the different agenda items, and if there are powerpoints/documents that will be shared. This allows the host to track the agenda items and ensure smooth transitions between items.

☐ 5. Discuss the meeting plan with the Meeting Leader (When annotated agenda is complete, at least 1 day before the meeting.)

Ensuring the Meeting Leader is onboard with how the meeting will be conducted is essential. This is especially important to ensure the Meeting Leader understands the roles of the Host and the Facilitator, so they know who to call on if they need help. The Facilitator may need to interject during the meeting, and it’s important that the Meeting Leader is in agreement with how this is done.

If an outside Chairman will run the meeting, it’s important to discuss their preferences about calling on members to speak, how roll call will be done (recommend the Facilitator), how motions will be presented and voted on, etc. Getting the Chairman onboard with the meeting logistics is key to a smooth meeting. It also gives them the information they need to focus on and proceed with the meeting agenda instead of focusing on the meeting logistics. This should be done before every meeting, even if it’s been done for a previous meeting.

Best Practices

☐ 1. Use a computer with a wired internet connection.
   
   This ensures the best and most reliable band width for the meeting.

☐ 2. Participants should practice on Webex using the equipment they plan to use during the meeting.

☐ 3. Use the Call Me feature (in Webex), to have the meeting call a mobile phone.

☐ 4. Use Chat to communicate with the Host for meeting issues.

☐ 5. Participants should identify themselves when they speak.

   If any participants, including public attendees, are joining by phone only, all members should identify themselves when speaking. This is tedious and may not be
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necessary for the entire meeting, however, in the beginning, it’s very helpful when following the discussion.

☐ 6. Provide visuals for participants and attendees

Having something visual to focus on while listening to a presentation will help maintain meeting participant focus and will allow attendees to follow along.

This doesn’t have to be a detailed powerpoint, but should be appropriate to the subject matter. This can include documents under discussion, short powerpoints, video of the presenter, etc.

☐ 7. Keep video use to participants only

Keeping video use to a minimum will help with meeting quality. However, it is preferred, if possible, for participants to use video. Evaluate who will and who will not be on video before the meeting and let them know, so they can prepare.

Presenters should also use their video, only when they are actively participating in the meeting.

Senate Bill 704: COVID-19 Recovery Act

☐ 1. Is your meeting subject to S.B. 704?

Generally, if your meetings are public facing normally, they will be subject to the provisions in this bill. If you are unsure you should check with your supervisor to ensure proper procedures are followed.

☐ 2. If your meeting is subject to S.B. 704, please read the requirements laid out in the bill:


When the document opens, hit Ctrl+F to open the “Find” box, then copy and paste the following: PUBLIC BODIES/REMOTE MEETINGS DURING DECLARED EMERGENCIES

This will take you to the appropriate Section of the bill. If you need help, please contact:

Lara Klibansky
Marine Fisheries Commission Liaison
Lara.Klibansky@ncdenr.gov
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Example of Annotated Agenda

Marine Fisheries Commission Business Meeting

ANNOTATED AGENDA
Teleconference via WebEx
May 14, 2020

HOST: Make a note of the time when each Commissioner signs on and when they log off, including if they leave the meeting for lunch or any other reason.

Thursday, May 14 HOST, HIT RECORD!!!!!!!

Before 9AM everyone should be muted unless we are speaking to them directly. The screen will be on the welcome page.

9:00 a.m. Meeting Overview – Lara Klibansky

"Good morning, everyone and welcome to the May Marine Fisheries Commission business meeting. Before Chairman Bizzell calls us to order I just wanted to go over a few items about the webinar meeting format. This is our first commission meeting by webinar. We have made some adjustments to accommodate this format. For example, all public comment was received via online form or by U.S. mail. All comments were sent to the commissioners for review before the meeting and they are available on our website with the other meeting materials. Another change is that PowerPoints will be presented for most of the staff presentations, including the reports that are usual only verbal. This was done to help the commissioners and meeting attendees follow along.

Since this is our first webinar meeting, we do ask for your patience. Issues may arise as we move through the meeting and we will handle those as efficiently as possible. If you are joining us online and find that the audio quality is not good, you can try switching your audio from your computer to your phone. If you are viewing the meeting online, then you'll see on the welcome screen in front of you instructions for switching the audio from your computer to your phone. And with that, I'll hand it over to Chairman Bizzell."

9:10 a.m. Call to Order* (Chairman Bizzell will call the meeting to order. At this point all of the commissioners should be unmuted. We will ask that they be aware of any noises in the background and to mute themselves if they do not want to be heard.)

Conflict of Interest Reminder

Roll Call (Lara Klibansky will do the roll call)

Approval of Agenda ** (Motion will be made to approve the agenda, then a roll call vote)

Approval of Meeting Minutes** (Motion will be made to approve the Feb. meeting minutes, then a roll call vote)
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Create a business plan:

9:30 a.m. **Chairman’s Report** *(Chairman Bizzell will continue verbally for his report.)*
- Letters
- Ethics Training and Statement of Economic Interest Reminder
- 2020 Meeting Schedule
- Commission Committee Assignments
- Committee Reports
  - Southern Regional Advisory Committee *(Meeting minutes are in briefing materials, the outcome of the meeting will be discussed during the Diamondback terrapin Management Area presentation.)*

Pass ball to Steve Poland and let him know to stand by for his presentation

10:00 a.m. **Director’s Report – Director Steve Murphey** *(Verbal only, Steve doesn’t need the ball. Steve will be speaking and will then verbally say something like, "Now I'll bring on Steve Poland to present the Recreational Hook and Line Modification Information Paper". So the ball will go to Steve Poland on Steve Murphey's direction. When Steve P finishes his portion, Steve M. will finish up. Then Chairman Bizzell will call on Catherine to give her FMP Status presentation.)*

**Reports and updates on recent Division of Marine Fisheries activities**
- ✔️ Division of Marine Fisheries Quarterly Update
- ✔️ Recreational Hook and Line Modifications – Steve Poland** *(Ball passed to Steve P, he has a PowerPoint presentation. It's relatively long and will be followed by discussion. Possible motion and vote.)*
- Informational Materials: All of the materials listed below are memos or reports and will not be presented. The commissioners are welcome to ask questions if the Chairman allows.
  - Atlantic States Marine Fisheries Commission – Chris Batsavage
  - Mid-Atlantic Fishery Management Council Update – Chris Batsavage
  - South Atlantic Fishery Management Council Update – Steve Poland
  - Highly Migratory Species
  - Protected Resources Update
    - Observer Program
    - Incidental Take Permit Updates
  - Landings Update
    - Red Drum
    - Southern Flounder
  - Tarpon Rule Exemption for Piers -

As Steve M is finishing his director's report, Pass ball to Catherine and let her know to stand by for his presentation

11:15 a.m. Fishery Management Plans
- ✔️ Status of Ongoing Plans – Catherine Blum *(Catherine has a PowerPoint presentation. When Catherine finishes, pass the ball to Joe F.)*
- ✔️ Pass ball to Joe and let him know to stand by.
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- **Blue Crab Fishery Management Plan Amendment 3 – Corrin Flora, Joe Facendola**
  (Lara: Remind the commissioners that the blue crab DTMA information was a supplemental item. Pause for them to open the document.)
  - Presentation on proposed Diamondback Terrapin Management Areas
  - Overview of Southern Regional Advisory Committee Recommendations
  - **Vote on final approval of Diamondback Terrapin Management Areas** *(Commissioners will need to make a motion concerning the DTMA's, Patricia will need to type the motion up and then share her screen for editing. Then roll call vote.)*

Host - Pause Recording

12:15 p.m. **Lunch Break** *(The lunch break is dependent on how quickly we are moving through items. It's possible we will move this significantly or lose it altogether if we move quickly enough.)*

When Chairman Bizzell is reconvening us after lunch or maybe a little before, Pass ball to Shannon and send him a message.

Host - Restart Recording

1:15 p.m. **Repacking of Foreign Crab Meat in North Carolina – Shannon Jenkins and Shawn Nelson** *(Shannon is the presenter. Possible discussion and possible motions and vote.)*

After discussion/vote maybe; Pass ball to Catherine and alert her to stand by

2:30 p.m. **Rulemaking Update – Catherine Blum** *(Catherine's second PowerPoint presentation which should lead to a vote listed below.)*

- 2019/2020 rulemaking cycle
- 2020/2021 rulemaking cycle
- **Vote on Notice of Text for readoption of the seven MFC rules in 15A NCAC 18A .3400 (Coastal Recreational Waters Monitoring, Evaluation, and Notification), per G.S. 150B-21.3A** *(After vote is complete, pass the ball to Kathy Rawls and let her know to stand by.)*

3:00 p.m. **Rule Suspensions – Kathy Rawls** *(Kat is the presenter, This should lead to a vote to approve the rule suspensions described below.)*

- **Vote on approval of the continued suspension of NCMFC Rule 15A NCAC 03M .0511 Bluefish.**
- **Vote on approval of the continued suspension of NCMFC Rule 15A NCAC 03J .0103 (h) Gill Nets, Seines, Identification, Restrictions.**
• Vote on approval of the continued suspension of NCMFC Rule 15A
NCAC 03R .0110 (4)(5) Crab Spawning Sanctuaries; 03L .0201 (a)(b) Crab Harvest Restrictions; 03L .0203 (a) Crab Dredging; 03J .0301 (g)(h) Pots.

☐ 3:30 p.m. Issues from Commissioners
☐ 3:45 p.m. Meeting Assignments and Preview of Agenda Items for August Meeting – Lara Klibansky (Verbal only, don't need the ball)
★ 4:00 p.m. Adjourn HOST - Record when Commissioners leave the meeting. Save Chat, Stop Recording, We did it!!)