Session 5B: Security Track – AMSC GOVERNANCE: INFORMATION SHARING

8:30 – 8:45 AM
Introduction of Topic - Jim Walsh, Philadelphia Regional Port Authority
- **Objectives:** An open dialogue on AMSC processes, management and operations to facilitate the sharing of best practices
- **Ground Rules**: Each table to nominate a note taker and speaker (can be the same person) No official break time so excuse yourself as needed
- **Introduce Table Facilitators:** Will be visiting the tables to keep the groups on track
  - Bob Ward, U.S. Coast Guard, Sector Delaware Bay
  - Lisa Himber, Maritime Exchange for the Delaware River and Bay

8:45 – 9:30 AM
Groups have 45 minutes to discuss and address questions – be sure to record the answers and prepare your presenter for the report-out.

9:30 – 10:00 AM – Groups Report Outs and Final Thoughts

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Open Discussion on AMSC Processes
- What method do you use to determine who should be in the AMSC?
- How do people join?
- How do you vote?
- How do you share info?

Committee Structure
- How is your committee organized?
- Do you have an executive board (and if so, how are members selected?
- Do you have sub-committees and how are they formed; how often do you meet, etc.?
- How often do you change chairpersons and how are these selected? Do you have a nomination process and if so, what is it?

Staff support
- How do you handle administrative functions such as agenda preparation, development of minutes, follow up on action items, etc?

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Meeting Topics/Formats
- What types of agenda items are included in your meetings?
- Are there recurring topics, speakers? How is the agenda developed?
- How are the meetings structured?

Membership Sustainment
- We all know how tough it is to maintain a committee of volunteers. Do you note a drop off in active participation?
- If not, what have you done to keep members coming back?
- How do you reach out to people who are not participating if you think they should be?

Developing a Mechanism for AMSC Networking
- We think it would be a good idea for AMSCs to identify a mechanism for sharing info. Do you agree? If so, what suggestions do you have for a platform?
- Do you think it should be structured (e.g., monthly) or only as an AMSC has a question to pose to the group or info to share?
- What are your thoughts on what might be valuable to share?