

Agenda

STEERING COMMITTEE

Tuesday, June 29th, 2021

4:30pm – 5:00pm

Waterbury State Office Building and Zoom

(email kate.larose@vermont.gov for Zoom meeting access)

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|--------------------------|---|
| 4:30 pm – 4:31 pm | Approval of Agenda (Chair) |
| 4:31 pm – 4:35 pm | Open for Public Comment |
| 4:35 pm – 5:00pm | Discussion: SRC Annual Retreat (Group) |
| 5:00 pm | Adjournment (Chair) |

Annual Retreat Planning Notes

The SRC Annual Retreat is scheduled for Thursday, October 7, 2021. The Steering Committee needs to determine the format of the retreat (i.e., virtual, hybrid, or in-person only) and, if applicable, the venue for the day. Our next planning meeting is scheduled for August 5th so we also need to name what tasks need to be done in preparation for that meeting such as contacting potential facilitators.

Annual Retreat Survey

We had 21 responses to the annual retreat survey which you can [view here](#).

Overall, it appears that people would like to offer a hybrid option that mixes in-person with virtual attendance. The majority of people said they would be likely to attend in-person, with the following themes noted:

- Assistance with transportation
- Requiring proof of vaccination
- Mask wearing using clear masks, social distancing, outdoors
- Accessible location

Venue Options:

- **Seyon**, available, Nick can submit a cost waiver for rental, can provide competitively priced food
- **Capitol Plaza**, \$400 room rental, \$5 per person coffee/snack, \$13 lunch
- **Trapp Family Lodge**, available, room rental is \$250, snack/coffee prices vary, lunch \$25 per person
- **Vermont State House**, might be available but not taking reservations until determination is made about HVAC upgrades, told to check back in a month, cafeteria on site or in room depending on room rented
- **Waterbury State Office Complex**, no cost room rental, can provide competitively priced coffee/lunch

A few things to consider:

- If offering a hybrid option we want to ensure that people participating virtually aren't at a disadvantage. This would likely mean that any venue we choose:
 - Has great internet service and microphones around the room so those on Zoom can hear others when they speak
 - Is indoors to reduce ambient noise
- The selected venue should take into consideration transportation and accessibility
- We cannot request vaccination status
- We could provide clear masks if desired