

Draft Minutes
STEERING COMMITTEE
Thursday, August 5th, 2021
11:00am-12:30pm
Waterbury State Office Building Cherry A and Zoom

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 11:03am.

Members Present:

- Diane Dalmasse, ex-officio, non-voting
- Sherrie Brunelle
- Sarah Launderville
- Asher Edelson
- Nick Caputo
- Amanda Arnold

Members Absent:

- n/a

SRC Liaison:

- James Smith

SRC Coordinator:

Kate Larose

Interpreters:

None.

2) Approval of Agenda (Sarah Launderville)

Discussion:

Sarah asked for any proposed additions or changes to the agenda. Sherrie moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 4-0-0

Conclusions:

Motion passes: today's agenda accepted

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Sarah Launderville)

Discussion:

No members of the public were present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

3) Update: Retreat Venue (Group)**Discussion:**

Kate presented the following:

The SRC Annual Retreat is scheduled for Thursday, October 7, 2021. At the June meeting members requested that I also receive pricing from Stoweflake.

Despite two phone calls, an email, and completing the online form over the past month, there was no response. I reached out to Trapp Family Lodge to get answers to previous questions. They shared that hosting a hybrid meeting with in-person and Zoom functioning could work and they recommend doing a test run ahead of time. They said that weather dependent, they could accommodate an outdoor lunch.

James thought that we might need to prepare a state contract and will work on this. Kate will forward current Trapp contract to James and check with Trapps on their cancellation policy.

Sherrie if we could require attendees to wear masks and disclose their vaccination status. Diane said that VR has clear masks that we can use. Kate will check with Victoria Biondolillo to see if we can require that SRC members wear masks.

The group decided that we will use Zoom for the online aspect of the meeting. Diane noted that it would be nice to be able to send virtual participants a gift card so that they could buy lunch. She suggested that maybe VABIR can assist.

Sarah asked that we build the agenda in with ASL interpreter breaks in mind. Kate will check with ASL interpreters about needed frequency of breaks.

Sherrie asked that Kate check with Sec of State's office regarding meeting accessibility requirements, and if we need to have a professional captioning service as standard at all meetings, or if Zoom's automatic captioning will suffice.

It was requested that Kate send out a short follow-up survey to see if people are still planning on attending in-person.

Conclusions:

James will work on finalizing contract and Kate will seek clarity on remaining questions.

Action Items, Person Responsible, Deadline:

- Get contract(s) signed and emailed to Trapp Family Lodge, **James Smith**, 8/15/2021
- Ask Trapps follow-up questions about cancellation and valet parking, **Kate Larose**, 8/10/2021
- Check with Tori Biondolillo about masks and vaccination status for gubernatorial appointees, **Kate Larose**, 8/10/2021
- Check with Secretary of State about closed captioning requirements, **Kate Larose**, 8/10/2021
- Check with ASL interpreters about frequency of needed breaks for agenda building, **Kate Larose**, 8/15/2021
- Conduct a second member survey about in-person participation, **Kate Larose**, 8/15/2021

4) Discussion: SRC Annual Retreat (Group)

Discussion:

We reviewed the goals from last year's retreat below as a starting place.

GOALS

To plan and focus our work this coming year we will:

- *Welcome /build engagement and input from all*
- *Review current SRC structure and celebrate accomplishments*
- *Assess other trends that will impact the coming year*
- *Choose priorities for this coming year*
- *Enjoy each other*

It was agreed that having an engaging and interactive retreat design is key. This should include a mix of paired conversations, breakout groups, time for committees to meet, and brief presentations. Suggestions were made to frame the retreat into two parts: Where we've been/what's happening now, and where we're going. Suggested topics under each are listed below:

What's happening now

- LLC
- Summer Career Exploration Program
- DEI work
- Five lead indicators

What's happening in the year ahead

- Work 2.0
- Marketing campaign

- School-based services
- Tech coach
- Our Time is Now initiative

We want to ensure that anything presented ties back to reflection and integration into how it can inform the work and priorities of the SRC and committees in the coming year.

It was decided that a sub-committee should be formed to draft the agenda before our next meeting in September. The committee will consist of James, Amanda, Sarah, and Kate.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Schedule sub-committee meeting, **Kate Larose**, 8/15/2021

14) Adjournment (Sarah Launderville)

Conclusions:

Sarah called the meeting adjourned at 12:03pm

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 8/10/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 8/10/2021
- Minutes approved, **Committee**, 9/2/2021
- Approved minutes uploaded to website, **Kate Larose**, 9/7/2021