

Draft Minutes
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)

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 4:34pm.

Members Present:

- Diane Dalmasse, ex-officio, non-voting
- Sherrie Brunelle
- Sarah Launderville

Members Absent:

- Asher Edelson
- Nick Caputo
- Amanda Arnold

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 2-0-0

Conclusions:

Motion passes: today's agenda accepted

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Sarah Launderville)

Discussion:

None

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

3) Discussion: SRC Annual Retreat (Group)**Discussion:**

Kate presented the following:

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

Committee members shared that Seyon might be too remote for people, and that the statehouse is not yet possible to confirm.

Trapp Family Lodge's Mozart Room feels large enough for social distancing and provides a nice and comfortable place to meet as a way to say thank you. Double check with Trapp's to ensure that they have good Wifi and we can check to see if there is a screen we can use to spotlight attendees participating by Zoom. Would be good to do a dry run with technology beforehand and ensure solid WiFi and microphone options.

Would likely need to be in-room lunch options. Check to see if outside lunch options are available. Check with accessibility options between parking, meeting room, and wherever lunch would be.

Check with Stoweflake (first choice) and, if needed, Commodores Inn (third choice). We can provide overnight lodging for those traveling more than a few hours.

Conclusions:

Present options above to James for final decision and to sign contract.

Action Items, Person Responsible, Deadline:

- Request pricing and availability from Stoweflake, **Kate Larose**, 7/5/2021
- Check with Trapps on accessibility, outdoor lunch option, and technology for hybrid meeting, **Kate Larose**, 7/5/2021

14) Adjournment (Sarah Lauderville)

Conclusions:

Sarah called the meeting adjourned at 4:51pm

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 7/4/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 7/5/2021
- Minutes approved, **Committee**, 10/7/2021
- Approved minutes uploaded to website, **Kate Larose**, 10/12/2021