

Minutes
SRC STEERING COMMITTEE
Tuesday, August 25, 2020
8:30am – 9:30am
Via Zoom

Retreat Planning Meeting

Goal

- *To initiate planning for the SRC Retreat on October 1 with consultant Sharon Behar*

Introductions

Participants introduced themselves and shared the [role of the council](#), [membership](#), and our different [committees](#). Sharon shared her background in working with VocRehab and other clients around the country.

Retreat Meeting Design

What would success look like by the end of the retreat?
What are critical items to include in the agenda?

Brian

- This is an opportunity to have a real exchange about everything we do and a way to get solid information.

Sherrie

- Based on past retreats, the intent is to create a plan for the coming year, name the strategies we want to be working on, and a way to bring people together and think about where we are going in the coming year.

Sam

- This year the retreat will inevitably touch upon the extraordinary circumstances of the pandemic and how specifically the employment of people with disabilities is connected to that. And perhaps it is also time to review the structure of the SRC to reinvigorate the whys, including why we have this structure.

James

- Kate has had periodic check in calls with SRC members and one piece of feedback she's gotten is that some members are struggling to participate and there is quite a significant knowledge and power differential given former and current clients, advocates, and state level staff and some members are struggling with how to fully participate. And we should look at this in the SRC design.

- I was also really hoping to bring some of the key needs assessment data findings to the retreat for reaction from SRC members. This would enable me to integrate SRC feedback into the draft needs assessment.

Nick

- In addition to needs assessment and structure, it's always good to have some component that makes people feel good such as having VR counselor presentations to remind us of why we do this beyond the normal business of meetings.

What don't you want to do?

Nick

- Don't want to do it over Zoom and I want to be able to enjoy lunch together.

Sam

- A few retreats ago we had bullets zooming over heads so we don't want that again.

Sherrie

- I don't want to have various committee chairs just reading off reports to people as I think it needs to be as interactive as possible. Having a way for people to connect even given the limitations of Zoom which will require creativity to get to know one another better and maintain engagement for a positive experience for everyone who is participating.

Kate

- I look forward to this being an opportunity to showcase how we are listening to the voices of SRC members and honoring their requests.

James

- We will have a number of new members, so we want to make sure we are able to use this time to bring them in and use it as an orientation of sorts.

Diane

- Everything that has been said so far is important and I don't have anything else to add.

Scheduling

Sharon shared that generally a day long virtual retreat means a total of four hours of engagement (as there will need to be frequent screen breaks). This will include three hours of working time after we do introductions and settle into the retreat agenda. We will want to design to ensure that the cadence and modality fit reasonable accommodations requests.

Diane

- We will want to be sure to honor both introverts and extroverts in the options for participation.

Brian

- It's a big challenge to hold everyone's interests in a remote setting so I applaud everyone's efforts.

How many people will be participating?

James shared that it might be 15-18 people.

Shared shared that virtual retreats generally take on the following structure:

- Introductions
- And then a three part meeting
 - Looking back/accomplishments
 - Why are we doing this and reminder about positive stories and themes that are emerging, and
 - Where are we going (and this is most important to address given the current reality)

This will include breaking out into topical/thematic small groups which will report back to the large group.

Diane

- I also want to throw out that we are getting the results from our first youth survey on Friday, which will include data from both youth and school personnel which feels significant and will inform the way we operate programs. We may not have time on the agenda but it feels important for the SRC, and is something they need to talk about at some point.

Sherrie

- Are we asking any Youth Advisory Council members to participate? Diane shared that she will check with Tara to see if there are any potential YAC members who are interested in SRC membership. Sarah shared that there were only two members at the last meeting and that one has graduated already.

Ideas for engagement

James

- I was thinking of only pulling out seven key data points which we can share ahead of time, and then have people in pairs or trios to reflect and react to the data for the surprising data points.

Sam

- I've attended events in the past where large presentation is presented by talking heads and it feels monotonous even though it is interesting content, so I would like to avoid that by having more opportunity for engagement.

Sharon asked Diane and James if there is a regional manager or another VR staff member to present a success story.

Kate:

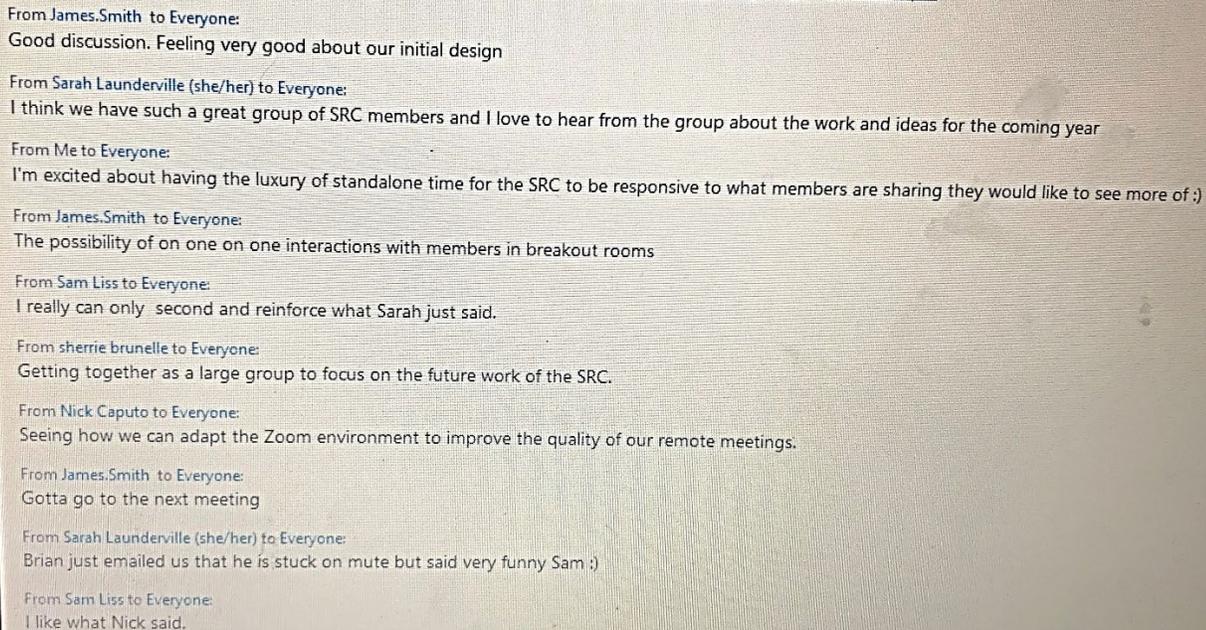
- One of the things members have shared is that they love the work of VR, and like being part of the SRC, but often find themselves wondering about how their engagement in the SRC actually results in success at the program/operations level. I wonder if might cross walk the work and efforts of the SRC and committees with the success stories shared so members can better understand how thier behind the scenes SRC participation correlates/supports/helps make the client success stories possible)?

Zoom

Sherrie asked if we need to do anything to help participants use the Zoom process if they are not familiar with it. Sharon said this could be accomplished by sending out an email to see if people want a one on one with Heather in advance or inviting people to log-in early to the retreat to provide day-of support. Diane said it might be nice for people to learn how to blur or change their background. Nick shared that getting familiar with the chat and encouraging them to use it as it is a means for more inclusion would be useful, especially for people who prefer not to speak in large group settings. Sarah shared that having time to review the chat or have people highlight or read out comments in chat would also be useful. Sam suggested having one or two people be designated in this role for the person who is facilitating. (Sharon shared that Heather will be available to support us in this role.) Sherrie asked about using polls as a strategy. Sharon said they will look at integrating ideas for chat, polls, and reactions into the design and bring it back for the group's feedback.

What are you excited about?

Attendees shared the following in the chat box:



From James.Smith to Everyone:
Good discussion. Feeling very good about our initial design

From Sarah Launderville (she/her) to Everyone:
I think we have such a great group of SRC members and I love to hear from the group about the work and ideas for the coming year

From Me to Everyone:
I'm excited about having the luxury of standalone time for the SRC to be responsive to what members are sharing they would like to see more of :)

From James.Smith to Everyone:
The possibility of on one on one interactions with members in breakout rooms

From Sam Liss to Everyone:
I really can only second and reinforce what Sarah just said.

From sherrie brunelle to Everyone:
Getting together as a large group to focus on the future work of the SRC.

From Nick Caputo to Everyone:
Seeing how we can adapt the Zoom environment to improve the quality of our remote meetings.

From James.Smith to Everyone:
Gotta go to the next meeting

From Sarah Launderville (she/her) to Everyone:
Brian just emailed us that he is stuck on mute but said very funny Sam :)

From Sam Liss to Everyone:
I like what Nick said.

Next Steps and Summary

- Kate will email out minutes along with report and follow-ups from SRC members conversations.
- Sharon will draft an agenda.
- Kate will draft a registration form and share with Sharon and Heather.