

## West Central Vermont CEDS – Strategy Committee

Friday, January 15 – 10 AM to 12 PM

**Please join the meeting by clicking:**

<https://us02web.zoom.us/j/82062316313>

For those who would prefer to join by phone or those without a microphone on your computer, please dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.)

Meeting ID: 820 6231 6313

One tap mobile: +16468769923,,82062316313#

Present:

Taylor Newton, CCRPC  
Charlie Baker, CCRPC  
Regina Mahony, CCRPC  
Sam Andersen, CCEDC  
Seth Bowden, CCEDC  
Adam Lougee, ACRPC  
Fred Kenney, ACEDC  
Amanda O'Connor, RRPC  
Zachary Maia, CVRPC  
Tyler Richardson, REDC  
Jamie Stewart, CVEDC  
Sara Pelkey, RRPC  
Elena Juodisius, CVRPC  
Ken Jones, State of Vermont, ACCD

Taylor kicked off the meeting by welcoming everyone at about 10:02 a.m.

**Changes/adjustment to agenda:**

Taylor asked for any changes to the agenda. Hearing none, he proceeded to the next item of business.

**Minutes – December 18, 2020:**

Sam Anderson moved acceptance of the previous meeting minutes. Fred Kenney seconded the motion, which passed by voice vote.

**Reporting Due Today:**

Taylor Newton reminded all that the reporting for the last quarter through December 2020 is due to be sent to him today with a cc to Forest Cohen.

**Sharepoint Report:**

Amanda O'Connor briefly noted that she had chosen SharePoint as the portal for the group to use to share documents. She briefly presented how SharePoint would work. She also noted that in addition to SharePoint she would share documents with all participants as an attachment to e-mails.

**Amanda Requested that all Partners send an E-mail to her so she can get all partners logged into SharePoint.**

### Task #1 Update – Stakeholder Engagement Plan

Adam supplied an outline of a Public Stakeholder Engagement Plan for all to review in the attachments to the meeting. Adam noted he reviewed existing CEDS plans and EDA for resources. The Draft before all is still a draft. It contains elements that will need to be edited out. Adam reviewed the draft with the Group.

The Group decided that it would serve as the Strategy Committee and not ask others.

The Stakeholder Engagement Plan (“SEP”) should mention the CEDS only, not the future creation of an Economic Development District.

**Adam asked all strategy committee members to create a preliminary list of parties and contact information for people, groups or, organizations in their region that should be contacted as part of the stakeholder list.** The list will be preliminary and can be added to throughout the process.

The Strategy Committee also discussed the consultant in the budget. (\$20,000). The Committee decided that the CEDS Region should engage one consultant to work to expand our stakeholder lists, with a special focus on hard to reach communities. The Consultant will focus on actual outreach and facilitation. **Adam will create an RFQ to hire a consultant and get it out to the Strategy Committee for the February meeting.**

**Regina will provide a sample RFQ CCRPC used in its engagement process.**

**Adam will polish the SEP and get it back to the Strategy Committee a week prior to the February Meeting**

### Task #2 Outline – CVRPC and RRPC

Zach Maia noted that CVRPC is starting to evaluate data-gathering. It will specifically look at Ken Jones and Addison data suggestions. It will take from now until March to identify and capture data.

Zach presented a list of preliminary data points that CVRPC had identified. He noted that CVRPC would need to think about county data given its configuration in two counties.

**All should review the data and get back to Zach by February 3rd.**

Amanda O’Connor from RRPC discussed the SWOT and SOAR analysis that we would be doing as part of this project. Amanda stated that we would start with an internal SWOT analysis. Amanda stated that she planned to develop the SWOT analysis on a regional level first and then aggregate the four Regions into a single SWOT Analysis for the CEDS Region. That SWOT will be the basis for the SOAR analysis with the broader stakeholder group.

**Amanda noted the draft SWOT should be Complete by March. She will reach out to each Strategy Committee member to create the SWOT for each region.**

**Amanda will also help Adam develop language to include the SOAR analysis in the SEP.**

**The Strategy Committee confirmed that Economic Resilience is the correct lens for committee members to be viewing the SWOT from.**

### February Agenda and Next Steps

Taylor scheduled the next meeting for February 19<sup>th</sup> from 10:00 – 12:00.

Agenda items will include:

Stakeholder engagement - Adam

Economic data profile - Zach

SWOT update - Amanda

Coronavirus economic impact presentation from Ken Jones with information taken from the Statewide CEDS.

**Seth Bowen moved to adjourn. By unanimous consent, Taylor adjourned the meeting at 11:40.**