

West Central Vermont CEDS – Strategy Committee

Friday, May 21 – 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

Sam Andersen, GBIC

Adam Lougee, ACRPC

John Van Hoesen, ACRPC

Fred Kenney, ACEDC

Amanda O'Connor, RRPC

Tyler Richardson, REDC

Sarah Pelkey, RRPC

Bonnie Waninger, CVRPC

Elena Juodisius, CVRPC

Jamie Stewart, CVEDC

Ken Jones, State of Vermont, ACCD

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

1. Changes/adjustment to agenda:

Taylor asked for any changes to the agenda. Hearing no additions, Taylor proceeded to the next item of business.

2. Minutes – April 16, 2021:

Taylor requested a motion to adopt the previous meeting minutes. **Bonnie Waninger moved acceptance of the previous meeting minutes, with corrections to the spelling of names. Jamie Stewart seconded the motion, which passed by voice vote.**

3. Task #1 Update – Stakeholder Engagement Plan and Consultant RFQ

Adam noted the Public Participation Plan is largely complete and available for review on the SharePoint site. It will remain a work in progress.

Taylor raised a question about the Consultant RFQ. Adam noted the RFQ was distributed to a broad group of consultants on April 2nd. Responses were due on April 23rd. Adam noted that ACRPC did not receive any responses to the RFQ. The feedback we received was that consultants of the type we were seeking were very busy and chose not to respond. The Sub-committee met and decided that we should go forward with the meetings without a consultant and reevaluate how we did reaching all populations

in July after the meetings. **Therefore, all of us should make sure that we have strong lists of Network Advisors.**

John requested that those that had not already done so should update their list of Network Advisors to include email addresses so they are complete and available for the June meetings.

Taylor noted that we could hire Sara Audet using EDA funding to help us administer the technical aspects of the June meeting. Addison and Chittenden confirmed that they wanted to use Sara's services. **Rutland and Centra Vermont will let Fred Kenney know whether they want to contract for Sara's service.**

Fred will coordinate with Sara to get her on board for meetings.

Taylor will create the contract for Sara.

The group discussed recording the meetings. Both the main meeting and the breakout rooms should be recorded. The facilitator for each breakout room will need to record the breakout meeting. We will decide what to present to the public on the website after the meetings.

4. Task #2 Regional Economic Profile – CVRPC Elena Juodisius

Elena reminded the Strategy Committee that CVRPC is in charge developing the regional economic profile. This profile will serve as the metrics against which the plan measures its accomplishments. Elena presented the list of data points that CVRPC had identified and the look and feel of the presentation. All liked the graphics. **Taylor noted that we had created a type/font guideline for our marketing and asked that the graphics follow the guidelines.**

Elena noted that data by sub-region will be available at the end of May for each region to inform the June Meetings. She expects to have all other regional data on the website by June.

If anyone wants to make comments to Elena regarding regional economic profiles they should speak with Elena ASAP. **Elena will distribute the profiles next week.**

5. Task #3 SWOT SOAR Analysis June Meetings – Sarah Pelkey and Amanda O'Connor

Sarah Pelkey noted that Rutland RPC had sent out a Facilitators guide for the June meetings and sample invitations. (The Facilitator guide contains Scripts for facilitators for each breakout group). Sara noted Rutland had created SOARs for 6 topics for each presentation. Sara walked the group through the Introductory presentation slides to get the meeting going. **Each sub-region will need 6 facilitators for each region. RPCs are the leads. RDCs to help.**

Taylor recommended keeping the slides simple and putting details in notes for facilitators to present.

Sarah has created slides for Regional Econ Profiles. **Taylor suggested we should also have a slide on COVID impacts from Ken Jones.**

First invite just included info about the workshop. Second email may include links to Regional Econ Profile. Rutland has not required registration.

Sara Audet will need to know if registrations are required.

SOARs are already pre-populated based on SWOT for Strengths Opportunities. Regions may choose to use these SOARs.

Taylor noted that if Regions need facilitators, they should reach out to other people on the Strategy Committee.

If people want to comment on slides, they should send comments to Sarah at Rutland by May 28th.

After the breakout group, people will go back to the main group to report out and adjourn.

Each public meeting should last between 1 hour and 2 hours for each public meeting.

All should get their facilitator notes together by two weeks after their workshop and send them to Amanda and Sarah at RRPC.

6. Task #3 Website - Amanda O'Connor

Amanda O'Connor briefly discussed the website: www.westcentralvt.org It is live. Contact Amanda if you need help viewing it.

Amanda is still looking for high-resolution pictures from each region to populate the website.

If a region wants more data about them on the website, they should write it and send it to Amanda.

June Agenda and Next Steps

Taylor scheduled the next meeting for Friday, June 18th from 10:00 – 12:00.

Agenda items will include:

Meeting results and lessons, outreach timeline, gathering data, aggregating it, and responding back as appropriate.

Bonnie Waninger moved to adjourn, Jamie Stewart seconded the motion. By unanimous consent, Taylor adjourned the meeting at 11:20.