



MAD RIVER VALLEY

PLANNING DISTRICT

Fayston • Waitsfield • Warren

Mad River Valley Funding for Local Opportunities (FLO) Committee

Meeting Minutes

Tuesday, August 29, 3:00 PM

Waitsfield Town Office, 4144 Main St., Waitsfield

Present were:

Jared Cadwell, Fayston Selectboard; MRVPD Steering Committee
Don Simonini, Fayston Planning Commission; MRVPD Steering Committee
Bob Ackland, Warren Selectboard; MRVPD Steering Committee
Darryl Forest, Waitsfield Selectboard
Jasmine Bigelow, MRV Chamber of Commerce
Peter MacLaren, MRV Chamber of Commerce; MRVPD Steering Committee
Mariah Noth, MRVPD (Minute-Taker)

The meeting opened at 3:05 pm. Jared Cadwell, Formerly the Economic Vitality Team Chair, brought the meeting to order.

I. Introduction & Determination of Committee Leadership

1. Discussion of the journey of this group over time: Currently at a crucial juncture where the opportunity has arisen to become a formal, public body that can achieve community goals.
2. Jared volunteered to continue leading the new MRV Funding Local Opportunities (FLO) Committee as it is the evolution of the former Economic Vitality Team he led.
3. Jared moved for the group to approve or deny this request. The group approved by consensus; the motion passed.

II. Adjustments to the Agenda

1. None

III. Approve Past Notes/Minutes

1. Jared moved to approve all historic notes/ minutes together.
2. Not all members have been able to review historic notes; motion failed.
3. Jared moved to table this agenda item until the next meeting after Bob circulates the minutes to all members. Motion passed by consensus.

IV. Discuss and approve future meeting protocols and procedure

1. In accordance with Vermont Public Meeting Law, agendas will be posted in **three** places **48 hours in advance of a regular meeting** and **24 hours in advance of a special**

meeting in the following ways: (1) physically posted in or near the municipal office; (2) physically posted in at least two other public places in town that have been designated for posting; (3) posted electronically to a website, if one exists, that is maintained or has been designated as the official website (i.e. MRVPD's upcoming website). (*1 V.S.A. § 312(d)*).

2. **Five calendar days after the meeting**, minutes must be available for inspection and copying and must be posted to a website, if one exists, that is maintained or has been designated as the official website. (*1 V.S.A. § 312(b)(2)*). They may be in draft form.
3. Minutes must give a true indication of the business of the meeting - which may require supplementing the following statutorily-required elements:
 - i. Members present;
 - ii. Active participants;
 - iii. Motions, proposals, and resolutions made, offered, and considered, and what disposition is made of the same;
 - iv. The result of any votes taken; and
 - v. A record of individual votes if a roll call is taken. (*1 V.S.A. § 312(b)(1)*).
4. These requirements were explained to members and the group affirmed that this body will adhere to the statutory public meeting requirements (Found at: <http://gmcboard.vermont.gov/sites/gmcb/files/files/advisory-committee/Open%20Meeting%20Law%20Quick%20Guide.pdf>)
5. Jared moved to employ a simple form of Robert's Rules of Order wherein when discussion moves to actions that must be clarified, motions will be made to determine actions, which can then be approved or denied, provided a majority of members is present. Motion passed by consensus.
6. Peter moved that the Committee approve all decisions by consensus. Motion passed.
7. Peter moved that in terms of process for meeting minutes, the group should employ the process of the Chamber of Commerce and have the minute-taker send a draft to the Chair, which the Chair will review then send out to the Committee for approval at the next meeting. Motion passed.
8. The desired officer structure was discussed and questions about who will produce and circulate agendas and take minutes were posited.
 - i. Bob explained that Mariah could take the minutes for this first meeting, however, someone would have to be hired for future regular meetings. Group members agreed to seek out potential minute-takers at their organizations. Don offered to take minutes for the next meeting if someone else is not hired beforehand.
 - ii. Group determined there would be no formal secretary and no officer positions at this time.

V. Discuss and approve communications plan

1. Foundational work in progress with consultant, Michael Levine, of Flywheel communications, whose portfolio includes work with Vermont Council on Rural Development, Central Vermont Community Action Council, Vermont Folklife Center, USDA-Rural Development and many others.
2. Levine's work with MRV-FLO has included community analysis and development of a case statement and summary documents for the MRV FLO Committee/ Scope of Activities. This work will be presented to community members, municipalities, and the Chamber of Commerce for review, feedback, and revision.

3. Primary objectives included ensuring the work of this body is authentic to the unique MRV community, that it is comprehensive, and that it maintains a balanced focus on all of the needs identified by the community when determining program areas.
4. Next step for the group is to review Levine's comments on all documents and focus on uniting the thematic program areas under a cohesive and consistent vision.
5. Jasmine agreed to be the contact person for Levine and package the Committee's notes for him. He should complete a condensed document in the form of a 4-8 page easily-digestible handout by approximately September 12th/ 13th and share at a subsequent MRV-FLO meeting
6. Attention was called to the need to articulate the roles and successes of the Mad River Valley Planning District (MRVPD) in the community as it would be the administrator for MRV-FLO and many people are unaware of all that it does for the Valley
7. Group agreed that there needs to be a focus on outreach and education regarding the MRVPD
8. Group affirmed its focus on the community and enhancing wellbeing and quality of life. The focus is not on the organizations involved, though the group understands that achieving community goals requires that organizations come together to establish structures (e.g. MRV-FLO) to operationalize these goals.
9. Group affirmed the need to evolve with input from the public and engage in an iterative process of the draft case statement, which will result in a holistic final product that encompasses many diverse perspectives
10. Group acknowledged the need to craft a presentation from the documents Levine is helping to produce and will discuss the format of this presentation at future meetings.
11. Group also confirmed that they will reach out to the three town Selectboards, the Chamber of Commerce, and the MRVPD to schedule meetings to review the work thus far. October was suggested as a potential timeframe to hold these meetings, but dates were not determined.
12. Group recognized that the work of creating this organization is valuable for the Valley as a whole, and worthy of taking additional time as necessary to ensure proper groundwork is laid to achieve success
13. Group acknowledged that the work of MRV-FLO aims to lay the foundation for increased and enhanced local control regarding implementation of community development projects, such that the Valley is not perpetually acting at the whim of steadily shrinking state and federal funding

VI. Other Business

1. Meeting Schedule
 - i. Next meeting will be **Wednesday, September 5, 2018 at 3:00 PM in the Waitsfield Town Office conference room.**
 1. In preparation, the group will read the notes from former meetings and review/revise the draft documents compiled by Levine and Jasmine
 - ii. Subsequent meeting will take place on **Tuesday, September 11, 2018 at 3:00 PM** to meet the group's availability. Darryl will check to confirm that the conference room can be used. Don will call into that meeting due to travel out of state.

Jared moved to adjourn. Bob seconded. The meeting closed at 4:14 PM.