

Wards 1 and 8 Steering Committee meeting Agenda Ideas
2020 April 3
11:30
Zoom

Attended by: Jonathan, Linda, Caryn, Carol, Hannah, Cindy
Facilitator: Linda Recorder: Carol

1) Approve / Change agenda - AGENDA APPROVED

2) Update on tasks from last meeting?

Jonathan - contacted Serrill; mics not purchased yet; did give Ch. 17 \$100, Serrill
\$200 gift card

Caryn & Jonathan - lawn signs working on order - 20 signs put out on weekend;
wording: meeting "this week" - size of campaign signs (include NPA logo)

Linda - \$100 to FPF - sent check in time for matching fund

Cindy - CEDO - gift cards can be used by June 30

Jonathan, Caryn, Linda - email list - see later in agenda

Hannah - mailchimp - see later

Carol - 3/12 presenters contacted

3) Emails

a) Hannah – Mailchimp walkthrough

Platform used to upload different email addresses & way to manage numerous
contacts; is free for first 2000 email addresses; can make well-designed format;
"campaign" always ready to go to tailor wording for given event; if wanted to
expand publication/communication to NPA members - mtg previews or mtg
wrap-up; easy to set up; opt in/opt out each message; never had security issue

b) Discuss the need for and use of opt-in mailing list; unified ward 1 & 8 policy or
not?

Need? : email if emergency meeting cancellation; way to increase outreach - FPF
very limiting

Next steps: Hannah will create a sample "campaign" to review & make a decision

4) Zoom meeting -- Report on Meghan O'Rourke/Channel 17 meeting - Jonathan &
Linda attended

Lightly attended; most wards represented; Meghan and Lauren Glenn - using Zoom
to do NPA meetings

They get on the call, livestream through youtube; so recorded live & stored (don't
get this currently in our meetings).

Possible to do with large groups up to 100; unwieldy - facilitator, someone watching
chatroom on side, people can raise hands; can mute all mics; people can come & go;
people can participate in discussion

Will probably take a lot of practice before done well;

Buying an account - Ch 17 were urging wards to contribute to monthly amount

People call in & can participate with monitored chat & livestream Youtube; people
can participate via Youtube, don't need to be on Zoom

Not as good as an in-person mtg, but may be better than no meeting at all.
Mayor is using this format.

Suggestion: rather than presentations, have a few information presenters, e.g. UVM
Next steps: Jonathan get in touch with Kirsten at CEDO & rest of wards to buy one subscription; if choose to do this for May mtg, need to start working on right now.

5) Some Minor Process issues

- a) Announcement: Browser Bookmarks, so google drive and task spreadsheet is just a click away -

Next step: Linda and Jonathan can help set this up with individuals

- b) Email subject heading with either FYA (for your action to look and take action) or FYI (for your information - can ignore for own use)

Next steps: members will use FYA & FYI format; when reply & forward be sure the FYA & FYI is still evident; try to keep given subject in one thread

Jonathan will send out a sample email

- c) Reimbursements: second signatures? Process?

Procedure: Phet has form to complete & second signature needed; also need to complete 1099 tax form;

Next steps: Jonathan will contact Kirsten about online process & forms

6) Future meeting(s)

Meetings: need to be warned & take minutes; can be any date we choose

- a) What is happening with the March agenda?
- b) Election, new steering committee -
- c) Vote, Budget
- d) Tom Derenthal's suggestions: Burlington city services update & what's available; VT lockdown impact on Burlington; Ask attendees if needs being met - gaps; If lockdown extended, what problems anticipated; Opportunities for helping neighbors
- e) Mandatory composting - July, 2020 - confusing about where this stands
Caryn will check on the status of this issue, as she can

Next steps: Meet again next Friday via Zoom at 11:30, April 10

Jonathan will send the link and Linda will send invitation to SC members

Agenda: Jonathan reporting in about a potential Zoom NPA meeting & discussion of that meeting's agenda & roles for planning.

7) ACTION STEPS:

Hannah: create sample "campaign" page for Mailchimp for committee to discuss

Jonathan: get in touch with Kirsten at CEDO & rest of wards to discuss Zoom subscription

Jonathan will send out a sample email to SC members, using FYI/FYA format

Jonathan will contact Kirsten about reimbursement online process & forms

Jonathan will send link for next Zoom meeting

Linda & Jonathan: will help SC member set up Browser Bookmarks; will send Zoom invite

Caryn: will check on the status of Mandatory Composting, as she can

