

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 BOARD DEVELOPMENT COMMITTEE  
3 MEETING MINUTES  
4

5 Date: Monday, March 30, 2015  
6 Time: 5:00 p.m.  
7 Place: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404  
8 Present: Lou Mossey, Committee chair Catherine McMains  
9 Sandy Dooley Jeff Carr (Via phone)  
10 Bernadette Ferenc, Trans. Business Mgr.  
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12 The meeting was called to order by the Chair, Lou Mossey, at 5 p.m. after calling Jeff Carr so he could  
13 join us by phone.  
14

15 1. Changes to the Agenda, Member's Items. There were none.  
16

17 2. Prepare slate of officers for FY16. It was noted that Debra Kobus has served two years as Treasurer  
18 and Andrea Morgante has served 4 years as at-large rep small municipality, and both need to be  
19 replaced on Executive Committee. Charlie sent an email earlier today noting that we probably want to  
20 make sure EC members have close contact with their selectboards. He suggested rep for small  
21 municipality might be Dave Tilton, Barbara Elliott or Brian Bigelow. Members did voice concern that we  
22 were losing two women from the Exec. Comm. and that we should try to maintain a balance and not  
23 have an all-male EC. It was agreed that Lou will contact Barbara Elliott, Brian Bigelow and then Dave  
24 Tilton to see if any of them would be willing to represent small municipalities on the Exec. Comm. He  
25 will also check with Andy Montroll and Chris Roy to see if they will continue as Chair and Vice-chair; and  
26 John Zicconi to continue as large municipality rep. Jeff Carr will contact Mike O'Brien to see if he is  
27 willing to be Treasurer. Members noted that we ask a lot from our volunteers and sometimes we use  
28 them up. Lou will report back to the committee via email to let them know the results of his inquiries  
29 and whether or not we have a full slate of officers for FY 16.  
30

31 2. Discuss Future Board Training. Lou had asked this to be added as we have not had any board training  
32 sessions in a while. Catherine noted that members haven't received a Commissioners' Handbook since  
33 bylaws were amended last year. Staff was asked to provide handbooks to the Board Development  
34 Committee. It was suggested that we develop topics for training – it was noted that even seasoned  
35 board members need refresher courses now and then. We will ask Channel 17 to tape those training  
36 sessions so we can post them on the website. Jeff questioned how we work with communities to  
37 develop a farm team for new board members. He feels there is a long learning curve, especially with  
38 MPO business. Who should we target in each community to get new members ready to serve? It was  
39 agreed to try to get the previous training sessions uploaded for our current membership. Then the next  
40 step is to come up with combined training plan – “How to...” And show it to communities and boards to  
41 show importance of having people ready to serve. Is there a best practice for board members to train  
42 their alternates to take over for them? Jeff talks to his alternate on a regular basis so she's up to speed.  
43 We should get something in the handbook about board members training alternates/successor.  
44 Perhaps we need to go to our public involvement consultant to get ideas for outreach and try to develop  
45 a plan. Members asked if there was a board member's job description and if not, we should add it to  
46 the handbook. Although alternates get the board packet each month, even if they read it, they might  
47 not understand all of our jargon. Committee members agreed to meet at 5:30 on May 20<sup>th</sup> (before the

1 board meeting) for a quick overview; and maybe even a half hour prior to our annual meeting on June  
2 17<sup>th</sup>.

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4 4. Other business. There was no other business.

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6 5. Adjournment. SANDY DOOLEY MADE A MOTION TO ADJOURN AT 5:28 P.M. CATHERINE MCMAINS  
7 SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

8

9 Respectfully submitted,

10

11 Bernadette Ferenc