Date: Monday, March 30, 2015
Time: 5:00 p.m.
Place: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404

Present: Lou Mossey, Committee chair Catherine McMains
Sandy Dooley Jeff Carr (Via phone)

The meeting was called to order by the Chair, Lou Mossey, at 5 p.m. after calling Jeff Carr so he could join us by phone.

1. Changes to the Agenda, Member’s Items. There were none.

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

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

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

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

Respectfully submitted,

Bernadette Ferenc