

Minutes (DRAFT)
CCRPC Equity Advisory Committee Meeting
Monday, June 6, 2:00-3:00pm | Via Zoom

Attendees: Mike O'Brien, Elaine Haney (Members); Emma Vaughn, Bryan Davis, Charlie Baker (CCRPC Staff); Sue McCormick, Nadia DuBose (The Creative Discourse Group)

1. Establish context for the work

Sue gave an update and recap to re-establish the group and noted that the original task included having an Equity and Engagement Manager onboarded, which has been postponed. Charlie noted that we need to get clarity about the Equity Advisory Committee (EAC) before we sign on another staff person.

2. Review and refine process for inviting members

Sue and Nadia walked through the suggested process for inviting members (covered in agenda item 3), including some updates to the task as noted on the agenda. Sue noted that part of the second phase is to support CCRPC [staff] in serving as a convener.

3. Identify timeline and next steps

Nadia and Sue shared updates, including the commitment to 4 1-hour meetings with the existing EAC to support the group as it goes through the solicitation process and to help recruit new members. They noted the second part of that task would be to convene the expanded EAC up to 6 times (1 hour each). TCDG suggests 4 of those working hours could be a half-day summit focused on relationship building and helping to set the foundation for the work ahead. Charlie asked what's coming out of the 4-hour session, and Sue explained: The group norms, relationship building, shared understanding, review of recommendations, general conversation about roles. TCDG will participate and help the group get to know each other, learn, and leave with some shared agreements. There is room to clarify the direction of the EAC once the expanded group convenes. Charlie asked about where a formal statement would fit in, and Sue noted that it would follow that initial work. The following 2 1-hour meetings would be focused on the action plan. The group agreed with this approach.

The group discussed inviting people to join. Elaine noted that we have an existing list of partner organizations, focus groups, and other people who are interested – Bryan and Emma will review and refine. Sue and Nadia walked through the process: There will be a general invitation, and then individual custom invitations to folks who may be interested who we already have relationships with (through the summit, focus groups, or other means). The intention is to invite people to participate but make it fully reciprocal – “what would make it really valuable for you to participate?” It's important to get clear about how we are inviting people to the table because their lived experiences and expertise would add tremendous value to the conversation. At the time we invite them, we are hoping they say yes – and we need to

ask them what we can do for them in order for them to participate. Partner organizations might include AALV, Old Spokes Home, CVOEO. The group discussed CCRPC's existing volunteer stipend policy and Emma shared the form with the group via chat (available here: https://www.ccrpevt.org/wp-content/uploads/2016/01/CCRPC_PPP_Stipend_Policy_and_AC_Enrollment_Form.pdf), noting that it is due for a review and update. The group agreed that Emma would draft the initial invitation language and aim to get it to TCDG for review by Friday, 6/10.

The group discussed the process for officially bringing on new members once they agree to participate. Charlie explained that with other CCRPC committees, the Board generally relies on the expertise of the committee to make recommendations. Elaine agreed with this approach. Mike agreed and noted that the process of bringing names to the Executive Committee, then the Board, is what is used for other committees. The group discussed and agreed with this approach.

4. Next meeting

The next EAC meeting is scheduled for Tuesday, June 28 from 11:00am-12:00pm. The meeting ended at 3:02pm.