

**Agenda**  
**Vermont 250<sup>th</sup> Anniversary Commission**  
***Research and Historical Committee***  
**Sept. 16, 2024**  
**3:00 p.m. to 4:00 p.m.**  
**Virtual Meeting Only via:**  
**Microsoft Teams Meeting**  
**Meeting ID: 297 713 126 649**  
**Passcode: UKrPLH**  
**Or call in (audio only)**  
**+1 802-828-7667,,616108308# United States, Montpelier**  
**Phone Conference ID: 616 108 308#**

- I. Welcome, approve minutes from previous meeting
  - a. Welcome Megan!!
  - b. In attendance/introductions
  - c. Approve minutes by consensus
  
- II. Public comment
  
- III. 250<sup>th</sup> Webinars/Meetings:
  - a. Committee will hosting multiple virtual sessions targeting specific interest groups and working in coordination with other committees; to launch after the website is live
  - b. Format of the Webinar:
    - i. Our committee presents historical perspective (our presentation)
    - ii. Commission rep presents about the role of the commission & their resources for groups
    - iii. Open floor discussion (maybe a brainstorm form sent out ahead of time that ppl can fill out to prep them for this discussion)
    - iv. Follow-up email to registered attendees with contact info of presenters (& possibly all registered participants... if they give permission to share this during registration)
  - c. 4 webinars targeting specific audiences:
    - i. History, Art, & Culture: Historical societies & museums (plus genealogical groups and reenactors), arts & culture groups.
    - ii. Educators (K-12, in school and out of school)
    - iii. Municipalities
    - iv. Higher ed
  - d. Discussion:
    - i. **Scheduling:** Plan is to wait for the website to exist- Paul to confirm with Laura on when website will exist.

1. Target date for webinars is early fall. (Finalize dates, language at next meeting, promote late August/early Sept, mid-September).
    2. Finalize dates for webinars
  - ii. **Finalize event description:**  
[https://docs.google.com/document/d/1cxE2ENnKvzJET\\_R9LK--7YQ1HjsKSVm5onSyeEQXohk/edit?usp=sharing](https://docs.google.com/document/d/1cxE2ENnKvzJET_R9LK--7YQ1HjsKSVm5onSyeEQXohk/edit?usp=sharing) committee will edit and finalize by August meeting
  - iii. Event Production: Talk through with Megan- Megan will manage event production, including
    1. Set up teams links (and RSVP system)
    2. Respond to accessibility requests
    3. Design email invitation using logo/branding system
    4. Send out invitations
  - iv. Promotion/invitations – talk through promotion lists and best way to connect lists with Megan
    1. **Educators:** Share with education committee, VHS (ensure that education committee is there) – evening meeting
    2. **Municipalities:** Susan to share with VCLT (ensure that marketing committee is there) – daytime meeting
    3. **Higher Ed:** Alexi and Paul - daytime meeting
    4. **History, Arts, and Culture:** Historical Societies, Museums, Genealogical, Reenactors, Arts and Culture: Angie to ask Eileen to share with LLHS; Matt, Chris, Angie, Barbe to add to this list- evening meeting (ensure that Christopher K-I/Arts & Culture committee can be there)
- IV. [As time allows] Projects/Updates: Committee members share short updates on their work
- V. Confirm next meeting date: October 21