**Vermont Climate Council (VCC) Subcommittee Logistical Procedures Reference Guide**

1. At least 72 hours in advance of a meeting (48 hours is required by law to post and the additional time will allow for posting to the VCC website and warning the meeting), send the agenda for your meeting in Microsoft Word to the respective Climate Action Office staff on your subcommittee. They will post to the [climatechange.vermont.gov](https://climatechange.vermont.gov/) website.
2. Minutes must be posted within five calendar days after the meeting. Please note calendar days include holidays, weekends, etc. (example, the meeting occurs on 2/24/21, the minutes must be posted on or before 3/1/21). Please send minutes to the respective Climate Action Office staff on your subcommittee to post.
	1. Cross-Sector Mitigation Subcommittee – Megan O’Toole, megan.otoole@vermont.gov
	2. Science & Data Subcommittee – Collin Smythe, collin.smythe@vermont.gov
	3. Rural Resilience & Adaptation Subcommittee – Marian Wolz, marian.wolz@vermont.gov
	4. Just Transitions Subcommittee – Sophi Veltrop, sophi.veltrop@vermont.gov
	5. Agriculture & Ecosystems Subcommittee – Jane Lazorchak, jane.lazrochak@vermont.gov
3. Minutes should be high-level, consistent, and noting action items and where consensus has been reached or voting has taken place. For the attendance log, only subcommittee members and staff support need to be listed. A regularly updated list of subcommittee members and staff can be found on the climatechange.vermont.gov website [here](https://outside.vermont.gov/agency/anr/climatecouncil/Shared%20Documents/VCC%20Subcommittee%20Membership%202-3-22.pdf). Members of the public do not need to be listed unless they provided public comment, in which case names of those members of the public offering ‘Public Comment’ should be listed under the public comment agenda item, along with a brief summary of statements given during public comment.
4. For both agendas and minutes:
	* 1. Font should be consistently ‘Times New Roman’ 12-point, regular font, except the title which should be 14 point bolded.
		2. Title should be centered, Times New Roman, 14-point, bold with the following two lines:
			1. [Name of Subcommittee] Subcommittee of the Vermont Climate Council
			2. [Month, Day, Year] Meeting – ‘Agenda’ or Minutes’
5. If the agenda or minutes are more than one page, a footer should be included, which contains the full Subcommittee name, meeting date, whether it’s an agenda or minutes and page # of total page # (example: Science and Data Subcommittee of the Vermont Climate Council, 2/24/21 Meeting Minutes, Page 1 of 3).
6. Spell out acronyms first time using with acronym in paratheses (example: Consensus Building Institute (CBI)).
7. Subcommittee should be spelled as all one word.
8. Capitalize each word in agenda and minute topics.
9. Topics should have time stamps and include AM or PM after a space (example: 10:00 AM or 4:30 PM).
10. After the time is recorded, you should tab over one stop to record the topic.
11. Be consistent with indentations and punctuation (for example, be sure to add a period after each sentence).
12. The agenda should include a link to the virtual meeting, and any relevant documents that can be found on the [Climate Change website calendar](https://climatechange.vermont.gov/getinvolved/calendar/month), and minutes should link the appropriate meeting recording which you can find on the [Agency of Natural Resource’s Vermont Climate Council YouTube channel](https://www.youtube.com/playlist?list=PLb5jIRj04Vi81tTL1UxydBH-C0xmaN5MO).
13. Agendas should include an item to review and approve the agenda and prior meeting minutes with a link to the minutes, found on the calendar event for the previous subcommittee meeting on the Climate Change website calendar.
14. Any other documents you would like linked in the agenda should be posted on the Climate Change website first (do this by emailing them to your respective Climate Action Office staff representative to post), and then using that document link for the agenda and/or minutes.
15. See below for Agenda and Minutes formatting examples:

**Rural Resilience Subcommittee of the Vermont Climate Council**

**October 29, 2021 Meeting – Agenda**

**Physical Location**: Agency of Natural Resources, One National Life Drive, Montpelier, VT 05602 in Catamount Room NL D215

**Virtual Option via Zoom:**

<https://zoom.us/j/96059982858?pwd=KzhpYi9xaVZaL0E2aDBZOFhKRDh0dz09>

Meeting ID: 960 5998 2858

Passcode: 379618

One tap mobile

+16465588656,,96104918344#,,,,\*019127# US (New York)

+13017158592,,96104918344#,,,,\*019127# US (Washington DC)

Find your local number: <https://zoom.us/u/ahEgY9Ez>

1:00 PM Greeting, Review and Approval of Agenda and 10/22/21 Minutes [LINK]

*Co-Chairs*

1:05 PM Update from 10/26 Climate Council Meeting

 *Jane Lazorchak*

1:15 PM Review Draft Sections of the CAP

 *Co-Chairs and Section Authors*

2:00 PM Presentation of High Priority Actions to VCC on 11/9

 *Co-Chairs*

2:40 PM Next Steps

 *Co-Chairs*

2:50 PM Public Comment

3:30 PM Adjourn

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**Cross-Sector Mitigation Subcommittee of the Vermont Climate Council**

**12:00 PM August 18, 2022**

**Minutes**

Location: Meeting was recorded and posted online [here](https://www.youtube.com/watch?v=Xi0WyAUOJN0)

Subcommittee Members Present: TJ Poor, Bram Kleppner, Johanna Miller, Jared Duval, Liz Miller, Christine Donovan, Adam Sherman, Gina Campoli, Kelly Klein, Chris Campany, Dave Farnsworth

State Agency Staff Present: Marian Wolz, Collin Smythe, Brian Woods, Diane Bothfeld, Andrew Wright

Minutes by: Marian Wolz

12:00 PM Welcome / Opening Remarks

* Review of agenda
* [June 16 Minutes](https://outside.vermont.gov/agency/anr/climatecouncil/Shared%20Documents/6-16-22%20Minutes%20-%20Cross-Sector%20Mitigation%20Subcommittee%20of%20the%20Vermont%20Climate%20Council.pdf) approved as drafted

12:05 PM Subcommittee Composition – Youth Nominee

* Co-chairs have not had a chance to connect with the youth nominee to the CSM subcommittee so will have to hold recommendation of addition of a youth member to the subcommittee to the next meeting.

12:10 PM Transportation Task Group

* Task Group members presented the recommendations included in the Transportation Task Group [recommendations](https://outside.vermont.gov/agency/anr/climatecouncil/Shared%20Documents/Transportation%20Task%20Group%20Memo%208-15-22.pdf) memo.

12:55 PM Public Comment

* George Gross and Annette Smith Commented. Comments included:
* Hoping to see more concrete recommendations included in the memo. Would also like to see the study include recommendations on how to work with neighboring states on a regional approach.

1:00 PM Preparation for September Council Meeting

* Comments should be sent to Joey and Gina preferably before next Monday so the task group can edit the memo prior to sharing ahead of the September Council meeting.

1:05 PM Buildings/Thermal Sector RFP

* The RFP for this work will be issued next week. The task group will meet to review bids for the work. Questions were raised about the process for task group work.
	+ Suggestion to schedule another subcommittee meeting on Wednesday September 7th at 12pm so the full subcommittee and public have a chance to review the finalized RFP.

1:22 PM Update on Biomass Task Group

* Subcommittee members participating in the task group provided an overview of conversations and meetings to date.
* The Task Group is aiming to have recommendations ready for Council review at the October meeting.

1:27 PM Public Comment

* Annette Smith provided public comment.
* Sentiment shared that the learning presentations have not been very helpful; not sharing what the issues are with biomass use for electricity.
* Recommendation to create a list of the data needs to inform the biomass conversation and to reference when setting budget priorities.

1:38 PM Budget Priorities and September Council Meeting

* Co-chair provided an overview of the Council’s role in engaging in the Administration’s budget creation process.
* Suggestion to determine who is tracking CAP recommendations to inform future budget prioritization.
* Recommendations that task groups (Transportation, and Buildings & Thermal) come back to the next CSM meeting with recommendations for the subcommittee to consider before the September Council meeting.

1:50 PM Public Comment

* No public comment provided.

1:55 PM Next Steps and Adjourn

* Subcommittee will meet next on September 7th at 12pm.

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