with we need separate people responsible for running the meeting and uh and doing

the technology so we need to start with our own best practices right now and uh

we'll have to change that um so to those of you who are just joining us because we just turned on the recording I give

you my deepest apologies we have been meeting for about 45 minutes and

primarily we have been talking about the agenda for today along with um a welcome

activity which is what is something you've become better at um I will not repeat what we all have become better at

but let's just commit to becoming better at turning on the recording um in the future so I apologize um I don't think

we've talked about anything substantial in terms of policy uh decisions or

recommendations from our group um but we have talked about logistics of um how

we're going to run our next meetings and how we are going to create some subgroups so that we can efficiently

work through the tasks and responsibilities of this working group and um

I don't know is does anyone have anything else to add on what we have talked about that's my summation of what

we have primarily talked about okay hearing nothing significant um I

think we should plan on an in-person meeting on July 10th if at all possible

and if everyone could just mark that in their lives that would be great um and

that is when we are talking we're doing a wrapup of accessibility for um polling

and local meetings um and I would be interested um in hearing people's ideas

of um how else we could benefit from being all together that day um you know

Susan one of the things that I loved about our conversation last meeting was

um ways to hold public meetings um in person hybrid remotely um that are

2:13

creative that you talked about that a little bit um and I was wondering if we could maybe dive into that when we're

2:20

all in person a little bit more on the on the um 10th if we could add that to

2:26

the agenda definitely maybe I could work up a little activity that'd be great yeah

2:33

because I think we will want to um include some of that in our best

2:39

practices but um you are quite the expert and um it would be good for us to

2:47

talk about it in person I think

2:53

sue is your hand still up is it a lingering hand or is it a new hand i'm

2:58

sorry it's a lingering hand i will take it down it's okay i just don't want to unintentionally uh talk over you

3:06

okay um

3:24

fix that later um

3:46

okay so Frank I see your hand um what do you

3:52

want to add i'm thinking that um what we should do is allow for anybody attending the working group to if they come up

4:00

with anything to submit something in writing if they so choose to oh yeah absolutely yeah if any if anyone can

4:07

send anything to Jenny or and or myself and we'll keep all of that together great thank you yeah um

4:16

so if I may um can we move to universal design and what does that phrase meaning

4:23

to people um and how should should it be used how should it be used in annual

4:30

meeting and meetings for public bodies so first what is universal design

4:41

this is a new term for me so I don't know it um and I'd love for somebody else to talk about it first i mean I

4:48

Googled it i know i I know what Google told me but that's where I am

5:00

does anyone have strong opinions or knowledge base on universal design can

5:05

you brief us please yeah I haven't even Googled it this working group has an access

5:12

organization right and that person just isn't here this time is that right that's correct

5:17

it's disability rights yeah disability rights yeah um cuz

5:24

that would be the expert okay well um why don't we

5:32

hold or is that technical as well uh no it's

5:38

more how do you how do you make sure that um reach out is made reaching out

5:44

it's it's bigger than that it's um so that the meeting is universally

5:50

acceptable accessible mega inclusive mega inclusive

5:59

okay um

6:05

training for public bodies um you know that our working group is responsible

6:11

for making recommendations on trainings uh for public bodies around compliance

6:17

with the open meeting i will note that um there is a training requirement um

6:23

that the secretary of state provides training and that certain members of public bodies take that training um but

6:31

um I would be interested in the perspectives of those who are not in our office how is that training um and also

6:39

do you think that there needs to be more

6:52

is any has everybody attended one of the training sessions well there's there's the training

6:59

sessions that we're doing when we're asked but there also is a video that's available on our website which is how

7:05

the Secretary of State is providing the training um we have provided a video that anyone can watch at any time and

7:12

certain members of um groups are required to do that by law

sue thanks i was actually going to sort of ask the same uh question i know um the

video is available on your website but I feel like um

there may there may be people that don't understand that that video is the training

i thought there was a disclaimer that it wasn't no that's probably the league's video is

my guess the League of Cities and Towns also has their own set of open meeting law trainings that are not statutoily

mandated but that they offer their members on all kinds of topics including the open meeting law um and I know they

have their disclaimer on there saying "Hey this isn't this isn't the one that the statute requires same as they do for

their ethics training." Um but the one we have on our website is the one that act 133 required of our

office to provide which is an annual training for a subset of state and local

officials so this is self enforced self enforced by those who are required

so there's no tracking correct that's right under statute

i think probably some towns my guess would be that some towns are tracking and some towns are not

i just did the ethics training uh which is required every 3 years and I thought was excellent uh that video training and

and uh the frequency of the questions within it was great the uh summary at

the end was excellent okay a separate matter but also uh SOS

online training delivery uh well no we didn't do that um Oh sorry

that's all right no too that's It's the Vermont Ethics Commission that does that one that's right um Yeah yeah and they

have one for the state and they have one for municipalities

9:25

but if that's a great one that's a model you know yeah

9:34

as a suggestion if the legislature still wants to have enforcement is that they

9:40

would have provide to those who they are requiring it some

9:47

level of a log and for to to track

9:52

because there's no method of tracking right now enforcement would be under the

9:57

general enforcement provision of the open meeting law so someone could theoretically file an open meeting law violation complaint that had to do

10:07

with that how how that would play out I haven't thought through yeah just as

10:12

this but

10:20

I also wanted to let the group know that education law requires

10:25

schoolboard chairs and their superintendent to do um eight hours of training annually together and there are

10:33

several topics that need to be covered in that training and one of them is open meeting law

10:38

so we do provide that in several different um formats

10:44

and sometimes with us association sorry and some and sometimes with us yes

10:50

yes thank you very much and how is that how's that enforced

11:00

it is not enforced as far as but provided proactive but

11:06

provided proactively and very much encouraged yes so it's Yes it's the

11:12

carrot it's the carrot not the stick

11:17

yes Cynthia i could test uh one town's tracking by simply asking as a member of

11:24

the public if they have taken their training see what happens when they ask that

11:30

yeah yeah that's that's a good idea

11:36

what is the plan for tracking or is that being done

that's a per year training correct yes yes annually

and there was discussion during the legislative session about if there should be tracking or if there should be

logging and um I will tell this group very candidly like I did the legislature

there was no money given to the secretary of state's office to build this training or to build the um online

capabilities so I can tell you that we will not have a login um because that requires software uh and um we could

possibly have a certificate that people could print out at the end um but even that is has some technical things that

um we uh don't have a budget for and um would

need to build so if the concept is that we are responsible for providing proof

of um attendance and tracking and all of those things then we'll have to talk

about what that means in terms of logistics and budget and

uh Megan and then Frank and I I raised my hand i did not mean to

interrupt you no it's fine it's good the um I'm wondering if just if have you

heard anecdotally from folks that have watched it has it brought up any questions or clarifications

that you want to ask you know sometimes people just like anytime they attend our trainings will

come with the specific question about how this applies to their specific scenario

you know that I mean in terms of feedback I haven't heard anything negative i haven't heard any substantive

suggestions either that doesn't mean that that's it's not possible to improve upon and it hasn't been brought to my

attention specifically i've heard

I've heard anecdotally that the that the Secretary of State training is is uh great i think people have appreciated it

and um I I do think this is something um Andy and I can also ask the League of Cities and Towns staff because they talk

with I mean Secretary of State's office does as well um but both of them get phone calls and talk to municipalities

all the time uh so yes Cynthia can ask in that um but my guess is that there's

something maybe even more comprehensive that we that we can do if we want to get feedback and I would love to hear how

the league what the league is advising municipalities on in terms of compliance like are they recommending that um this

be centrally logged or um I would love to hear what their

recommendation is frank at CE courses

um for education which is needed for lenture in a lot of cases there's a

documentation process where even in the middle of the meeting of the presentation there's a popup where you

have to respond so you're not like leaving your computer running and going off and doing gardening while you're I

think I think we all have been part of that type of training and that's exactly what I was saying Um that's the gold

standard that is the gold standard and um our office made very clear to the

legislature last year that that gold standard was not accomplishable without funding because that requires that

requires more than what we h we don't we don't provide this in any other space

and um so we don't have a software application to build into it nor the technical capabilities to to do that um

so if that is the expectation that would just be a conversation it's not I'm not saying it's not possible um but that is

if that is the expectation of this group or of the legislature then we'll just have to talk uh explore and then talk

about how we would make that happen um and I can tell you it probably would be

we need some money so that we can hire a contractor to to help us build that um

and software to help us build that because that's a deviation from our standard practice

even the video I mean it was great but we hired a contractor we did not have

money allocated to that purpose and um we spent I don't know probably

I don't know how much we spent but we we definitely paid somebody else to help us build and record that that video and

edit that video you know in order for it to be good there needs to be some

editing and some um it needs to be professionalized which is what we paid

somebody to do um and we did that without an allocation from the legislature so if we're talking about um

Oh thank you Megan um if we're talking about you know um expanding the the role

which I think we should um or at least you know what that would look like um I

just want to be really clear that we would probably need some money just like we're going to have I think money is a

whole I mean it's a whole topic on our agenda because I think we're going to flag lots of places where there's lots

of good ideas but without money to support it it's not um fair to expect it

so of the three or anybody else wants to do the technical stuff I think that should

be on our agenda as a technical issue because money is often times related to

technical um so we can include that how's that sound Andy

megan um I Well go ahead i Please go ahead Susan well I was just going to say

in addition to that um I I agree that it's really good to understand what the technical options are i also think

we need to understand that just because we can do something technologically doesn't mean that it's the answer and

that oftenimes I mean in order to get people to attend and take in trainings um we need to make them

make it clear why they should want to um because you can attend and stare at it

and and resist everything that comes in technical isn't the only answer the answer has to be how do we create a

culture of interest in inclusion interest in accessibility interest in

open meetings um so again it's the it's the carrot and stick uh quality

the easier the interface the more people are liable to use it keep it simple

stupid is really the the part of it and and if people want to attend the meetings you can give out an award of a

free tour of the Secretary of State's office

good point Susan

um any other thoughts on training

i will tell you that um one of the secretaries of one of the secretary of

state's goals is to go to provide an in-person training a hybrid in-person

training in each county um but we um have not done that yet um so um but I do

want to let people know that is part of our goals um Cynthia

what about the idea of uh providing training for an aspiring uh board

members as well we have a or even like people who are going to be moderators or

something we have a new moderator who's never done it before and she would benefit from it if she knew how to

access training also anybody who's um wanting to apply for the job is up

against an uphill battle against an incumbent because they don't know how to do it but the person who's there already

will always win it because everybody knows them unless they blow it um

they're not likely to be replaced by a new person i guess I'll say the Secretary of

State's trainings are available to anyone just like we give um general information education to anyone on open

meeting topics and public records and municipal um any member of the public can take ours it's on our website

whether or not everybody knows that is a different question um but and then and also our inerson trainings that we have

done um in the past we have done ones that are just open to anyone yeah we

would yeah not make them closed sessions ever so maybe some

Oh sorry sorry just so maybe some uh in uh including some announcement that hey

if you want to you don't have to be a member of uh one of these boards in order to make use of them because I

don't think people really know that yeah

um Susan then Frank yeah I was just going to say as a model

um I remember when um Vermont's town reports the municipal town reports were just all over the map sometimes they

were just like crappy little mimographs sometimes they were you know color you know and did they include the things

that were required in in the statute in terms of the uh financial documentation and I think it was the extension system

that um and the town officer education training um uh created a an award system

21:50
um and where you got like you know this one was you know blue ribbon quality and you know and um so that town clerks

21:57
could put in their office you know we we achieved this quality and um that kind

22:03
of recognition is I think I mean we can talk to the clerks and treasures association but the um I think municipal

22:10
officials respond to the a reward system like that I mean who wouldn't we all do

22:16
um and name and so naming the the qualities of accessibility that that towns can uh can offer and making those

22:23
measurable and achievable um it might be one way to to help

22:33
going to put up here

22:38
um Frank yeah some of the smaller

22:44
undo hardship qualifying potentially groups also don't have the bandwidth

22:50
from a personnel perspective as far as redundancy is concerned with this with this type of thing when they have to

22:55
step in at a moment's notice and all of a sudden boom be live be on stage so um

23:02
that's a consideration there too is that not only one person have the training

23:07
but have multiples in the group that require the training which is only right

23:13
now stipulating the chairperson and I think that's what my board is right it's a wider group it's a wider group

23:20
it is for the state chair of any non-advisory

23:26
public body for locals it's chair of the legislative body town manager and mayor

23:32
so in some towns that don't have a town manager or mayor it would just be the chair of the legislative body we've so

23:38
the um um they some people have clerks in their

23:44
select boards um and uh so maybe just

23:49

having a couple people that would be statuto you know change it would be

23:55

reasonable I think um and it wouldn't be overbearing

24:00

u to have two because it would aid them in having their meeting because technically if you can't run the meeting

24:05

legally according to the statute is the meeting going to be legal going forward

24:10

well I don't I don't read the statute as if the chair is not available it's an illegal meeting because the vice chair

24:17

didn't take the training but um I do think you have a valid question Frank of

24:22

should the list be expanded um to include more people

24:31

um uh this is a little bit separate from

24:37

open meeting but um I just was thinking along the lines of Cynthia's statement

24:43

um of is there um publicly available training

24:48

on Robert's rules and annual meeting um that the public can watch and that

24:54

someone who is interested in the process can watch um outside of um you know

25:01

someone who has that core responsibility for a town and if so where is that

25:10

does anyone know if that's available or if that's something that should be available

25:17

pretty sure it's not i think all all covered uh groups follow Robert's rules

25:23

that's my my sense is that's up to each one and they're organizing meetings to decide uh the format for the meeting

25:32

okay i'm not aware i think it would be great because there are a lot of people who don't know it um we had a

25:37

parliamentarian on on the Mont City Council we have no such person uh in

25:44

Middbury and they had to run a a meeting that required more formality

25:52

than usual at the local school board recently and they were all over the place understanding what a vote on an

amendment was and what happened after that happened and it was rather a mess

um Susan you were going to say something well I was going to say I'm pretty sure that that doesn't exist in terms of what

you were talking about in terms of an accessible sort of I mean there are there is literally a book called

Robert's Rules for Dummies um but it's way too thick um the League of Cities

and Tons does a town moderator training every year they call it the town meeting tuneup and it's super wonky but really

really fascinating um for somebody like me who likes town moderator stuff but um

uh they're revamping that now um and so

um I know it's not the league's charge to create um things for non-municipal

officials but it might be an interesting um uh partnership um if there was a sort

of a a simpler version i know the Vermont Institute for Government which is not super active now but um uh

there's a website that has a lot of materials that were created back when Paul Gillis uh had just left the

Secretary of State's office and there is a um a one-pager two-sided one-pager um

that goes on uh the seat at town meeting that explains the basics of Robert's

rules and so there there are some you know real basic materials that could be um adapted I think company our office

also has a handbook quite old still decent i mean the the rules are have

been the rules forever but we have we have a but we have a summary document that was you know and but we but I am

not aware of any trainings okay um Cynthia is your hand lingering or new

no new um wacky idea um so there could be professional

people who are experts in all of the rules and regulations and updates who

operate as circuit writers um who are supported by all of the

municipalities to be called in for when there's a new or sketchy um meeting that

needs to be uh overseen like that would have been helpful in our last town meeting when we fell apart um

I don't know it seems like if there were people like if somebody knows the rules to a board game really well then they

become the authority on what the rules are and you can turn to them when you're confused and keep the meeting on track

just I mean I think I think that there so just so you know Cynthia I think that

is how the LCT would see themselves um as advisors to towns in that scenario

but whether or not municipalities take come up on it is a whole other matter um

and do they come to me

wow okay they provide I mean I don't think I'm over my skis there Andy and Susan

right doesn't Doesn't the league provide advice to towns on how to run town meetings

they do a big training and they have staff they have an open a 1-800 line

that's open uh during town meeting uh they don't close up shop entirely um I

think that when a town has a specific problem I mean they respond to th to those um but you know I mean every

community every organization in the world um sometimes gets in over its head and realizes they should have some

figured something out before before the meeting so I'm I'm not sure that they uh I don't think they have a fast squad i

guess is that would be cool wouldn't that be cool

or just say "We have a new group meeting and we have no clue could you come in and tutor us through the first time

in real time as we're having the meeting rather than a training ahead of time

which is um uh theoretical

Yeah sorry i just got distracted by a legislative issue there are some brief

pieces out there i used them and I was in the leader positions in some

environmental organizations and and it was confusion as to how to operate and I

think you the a lot of towns have policies and operational procedure meetings for stuff for meetings and they

could easily be given guidance as to how to update that on a per town basis and how they want to mend it according to

their town that would be easy to do in writing

okay i don't feel like we have a clear answer on D at this moment um

but I do hear Cynthia's request to provide more

information to the public in a clear and concise spot um I would say that

probably the Secretary of State's office would be the place that if there was a training on Robert's rules we would put

it on our website because we are not an association um and so that's you know a lot of times

all the associations do really great work but it's only accessible to people who are part of it um and so but we

would be great if we if there is an interest in creating those trainings if we could do it with the league um and

then put it on our website and again you know the the concept of money and

funding for how to do that and all of that is still there but I think that's just implied i don't have to rewrite

that every time um I I do think um when it says should there be a training on Robert Schles it

should be for the public um the the minutes should say that because there is

a really comprehensive training on Robert's rules um for um municipal

officials and and perhaps something broader than just Robert's rules the procedure for

town meeting right because because it's a bit broader than rules so

I said um Robert's rules and town moderation should I expand that Jenny

well I think you know we have Oh you can't see my notes oh I'm sorry oh you can oh yeah oh yeah um I I would

say you know because there's some statutory language for town meetings that differs from Robert's rules that would override we have I mean I think

it's just the some of it's just the the traditional aspect of people not knowing where to sit or how to you know to feel

like how to speak you know there's some colloquial language i don't know there's all kinds of things that I think would help make people more comfortable in

that space that is outside of Robert's rules okay

i I definitely think that's true i just want to be clear that I do think that a lot of that training and we're just

we're we're talking about should there be a training for the a training for the public i think there is one that um um

for for municipal officials maybe it needs to be expanded so this says "Should there be training for the public

or interested municipal officials?" There is one for municipal officials um

right but that's after you've become one and I think what Cynthia's asking for is I'm interested in running for select

board what does that mean for me um and Susan I don't think that person would

have access to the LCTs is that right Cynthia

33:53

or um or aspiring municipal officials maybe

33:59

aspiring okay that would be great yeah that that makes sense

34:08

and when I suggested trying to get a couple of our towns around and we're me members so we should be able to get that

34:16

training and when I tried to ask for it everybody kind of poo pooed that idea

34:22

so maybe it's just a lack of interest

34:29

uh Frank I have a generic question how many towns do we know of that have

34:35

websites and how many don't is there any data on that i think Sean

34:41

do you know that by any chance because of the elections work

34:48

every town in Addison County has a website uh some of them are incredibly static and out of date but I know that

34:55

there is a a page for every town in Addison County yeah I think as far far as statewide I

35:01

could look at our CFR um that's one of the questions we have town clerk survey

35:07

let me let me follow up on that because what could be done as a

35:13

suggestion brainstorming is that if there's a web page that has hyperlinks

35:19

out to recommended training and advisory things whatever then then the public

35:26

would have access to that at any time and could be directed to it at each town's website

35:35

and that can be updated because the hyperlinks could be changed as time went along as opposed to having every town

35:40

change their websites which might be a problem yeah

35:46

and I don't think it's every if it's every town in Addison County i don't think it's every I think there's definitely towns in the Kingdom and

35:52

other parts of the state that don't Yeah don't have websites i did not survey every town in the state

36:01

that's come up with some of the things we've asked them to post that's definitely come up that some some don't

but we'll try to get a number

um okay

any other thoughts things that we should we have have more questions than we have

answers but that's okay um on training

susan uh and Sue do you guys see the And actually Sue can can you send a copy

of that Robert's rules re resource if it's publicly available to Jenny and I

that would be helpful for us to see we won't post it on our website obviously but it'd be great yeah I will I will

send it to you i think it has executive session information on one side and uh

Robert's rules on the other and we probably will be needing to amend it a little bit after this legislative

session there's I think there's going to be a few changes to uh requirements about executive session

cynthia the members of the 251 Club of Vermont

might be useful for collecting data about what all of the towns are doing

they're always looking for new ways to um we are under We know what the 251 club

is yes yes okay well I just Okay so uh

they are rabid about going to each of the different towns and maybe we could get them to volunteer to figure out

things like who has a website who has an active you know getting the data and

then providing it it could be tapped i could ask them

i think the league could help us with that too i think the league survey um

asks those questions

38:22

just a moment oh

38:37

Jenny are there any follow-up questions for you from this topic area that you could ask the group while I figure out

38:42

this legislative thing

39:00

i'm thinking about the universe of entities that

39:06

offer open meeting law trainings we know the league does we do vsba does

39:12

um are there other entities out there doing this work that um

39:20

might have models might have suggestions might might be doing it well and I I and I try I can't think of any other groups

39:26

that are doing it and that's unless I know sometimes like little boards have their own council come in and train and

39:33

I remember um Jim Barlo who used to be the um VCT ed that went out in private

39:41

practice was offering free ones to towns he would go around as part of his pro

39:46

proono work but I was trying to think if there's any other groups that are that are offering these kinds of trainings and maybe and even slightly broader than

39:53

open meeting law maybe you know transparency trainings or meeting procedure trainings

40:00

is anyone aware of any other groups that are doing it

40:17

i have my hand up for another question but I'm fine to wait also until I

40:23

I get that there's a

40:28

there's something going on um should I should I go ahead and say what I Yeah

40:33

yeah yeah sorry i'm just having I might I might need to step out of this meeting al together i apologize no worries no no

40:39

worries um the Secretary of State's office did um you know I think they

40:45

worked with us and the Vermont Language Justice Project um around some voter

40:50

training videos in multiple languages and I think something like that would be

40:58

useful i think it has two values one is it really forces you to think about

41:04

what's the most important information that you want to share with a broad audience and then how do you translate

41:10

it both into um literally translated into English and

41:15

then um of course in the in in for Vermont language justice it's

41:22

you know 16 to 18 different languages including ASL um so I would encourage maybe something

41:29

along those lines as Well Mhm um I don't know if it's specific to

41:35

Robert's rules but it could be could be um

41:43

you know what is this why are why is my town having a meeting

41:49

what are we meeting about what are we doing who is this guy named Robert knows so much about yeah I would love to be

41:57

able to do that

42:09

i think that's something that would be a piece of our you know as I'm thinking

42:14

about this it could be a piece of our civics budget um and civics program but

42:21

um I know that there was I don't remember

42:27

how much money was spent on that project but it was not inexpensive even though it was done uh with a lot of

42:35

collaboration and generosity i think there was some cost associated to it um that we supported and and wanted to do

42:42

and I would see this as probably also a priority for us um but

42:49

and then there's also the option of there's the option of identifying potential grant sources i know that's

42:57

sounds like a ridiculous thing to look at right now

but certainly the state um being able to write or apply for those grants and then

you know working with other folks to do the work is helpful

um we testified in support of the creation or it's not the creation of

it's a study group to think about whether there should be the creation of

an office of new Americans um which would be a phenomenal resource for our

office um to think about how what are the appropriate places where we should put our resources to um help new

Americans i mean off the top of my head this would be a great one um but it would be you know I am not a new

American and I uh don't know what the urgent things are but I I think this

would be a good one but even I mean this is just a great point like um when we

create resources that are accessible um with a particular purpose that improves accessibility for

all so I would imagine it's not just new Americans who do not understand how local government works it's quite quite

a few of us including me sometimes so um if folks are not familiar with the

Vermont Language Justice Project and their bevy of resources and they do now have an app that's out in both Android

and on the Apple Store you know just even watching some of those videos in English is helpful for me like how to

understand the new um you know program from the treasurer's

office around your your

brain is stopping sorry my brain is stopping but so anyway that um you're

underscoring what you're saying accessibility

That new Americans for everyone the new Americans thing might be

something that could be multi-state effort based on a group of secretary
states etc combining together to form a common thing thread uh with that type of
thing that's an excellent idea actually should be could actually be offered at consulates in the countries before they
even start to come here you have a advanced education
driver's licenses and everything else included in that maybe even a training
it could be gamified yes it could
in multi- languages that's the other thing
um local women voters does some um that might have some relationship to this in
ter because I I I know that there they are always registering uh voters at the new American when there are um people
being sworn in as new citizens um a connection to that you know Cynthia's work uh creating not just an
operator's manual but a welcome manual for her town I think uh is you know the
the the message there is yes new Americans but sometimes it's just new Vermonters or just people who are
emerging into their public selves uh you know they've been they've had their private selves whatever they were they
were they were 18 they were or they were raising their kids or whatever and suddenly they've awakened to the idea
that they actually do have a public self that's when they that's when they need to be welcomed um so lots of uh lots of
moments um when people sort of enter into that sense of citizenship
yeah that's something that would be um an interesting thing for the Secretary of State's office to explore
because we could create you know there are some really great models out there

47:19

of this operator's guide and for that has different words different towns have it um Cynthia's been working on one um

47:28

you know is there a template that we could provide that then towns could plug in the specific information related to

47:34

them that would provide that could have hyperlinks to all of these trainings and

47:40

things so that someone a town could just say welcome to town or and here you go

47:46

and that could give a lot of resources um in a variety of

47:52

what I learned actually when I did the setford one was I thought I was just going to steal Middle Sex and Bethl's

47:58

information and plug in a couple of names and numbers and it really wasn't that way at all because Thatford is so

48:05

different from all the other towns that it was like a graduate program in Thatford to get this thing done i did

48:12

steal some stuff from sex and Bethl for sure but um but it actually I I had to

48:19

make a DIY how to make your own welcome manual thing which I sent a link to you

48:25

guys but um because so many people were asking me like "Oh we'll just they had

48:31

the same assumption I did just plug in the other put in Theford for Bethl it'll be fine." Nope

48:38

right we had the same experience Cynthia i mean Middle Sex created ours and then Bethl contacted us and uh you know can

48:45

can we just get your your word document and we were like "Yeah but you're going to have to change it." But um the

48:52

template could be what are the questions that you should be asking um and which

48:57

create which means that creating the operator's manual for your town actually like you said it becomes a training in

49:03

and of itself um which is a really really great civic exercise um and it

49:08

and it also needs to be updated periodically so it's actually I I love the idea of the Secretary of State create it's like what here's some

questions you need to answer about your town in order to create your own operator's manual

right sort of a guidance for towns on being able to think about that

or it could be included in schools with a mandatory civics class well

I I'm not going to put Betty with if you want to see my phone really expl

Um

okay i do need to go up to the state house um so I think we're at a decision

point um

on what we want to do um as a group i can turn this meeting over to Jenny and

you guys can talk about um the remaining topics or we can um close i think the

best practices for running I'll just say the best practices for running an OML

and all formats what I was thinking we would do I put these topics here um and

I was thinking that the secretary of state's office um would start working on creating a word document on these topics

and circulate it uh to folks um so that then as we have time um and we want to

uh these are not particularly grouped in any way they're not um built out um and

I think we I'm thinking between the three of us Kelly uh Jenny and myself

could start working on a document and thinking about a format for best practices what is it going to look like how does it look um you know is it all

FAQs is it um paragraphs is it you know all of those things um we could start to

work on that as a group and then bring it back um but I did put all of the

things that we had talked about in our last meeting here just for reference so maybe that in and of itself like how how

51:33

you want to work on that makes sense to talk about um but that

51:39

that was where where I was thinking to take the um conversation

51:46

i was going to skip recordings because I think it sounds like with the technical group you guys are going to start to

51:51

talk about that and we can um it falls a little bit more solidly in our next

51:57

topic

52:05

thoughts i'm going to leave you my computer Jenny okay will you just close it out when short when you over your

52:12

head it goes away bye everyone nice to see you sorry but I have to go and swing over here

52:23

all right so I'm going to review these um

52:29

I guess c can you can you all see this document right now you can the the list that that um Lauren put together does

52:37

this look like a comprehensive place to start i realize it's not comprehensive

52:42

in any way but is there anything on here or that is not on here that you think we should be dropping on right now before

52:50

we begin to work on a actual language and format for

52:55

circulation we have rules of the road for public

53:00

comment we have how the chair is connecting to the people in the room and

53:07

remotely and um making sure that there's a seamless experience going on we have a

53:12

dedicated tech person having someone dedicated to the recording piece um

53:18

improving access without diminishing democracy right um guidance on how to use the chat on external tech during the

53:25

meeting um minutes um and then we have looking at other external tools so we're going to try to collect that what what

53:32

other resources folks have put together on this to make sure that we're reviewing those for incorporation in here potentially um yeah Jenny did you

want me to send those to you as well i sent them to uh Robin and um uh Lauren

um if you can it's either yes or I can just ask them to forward it along we have um we have a SharePoint site where

we're dropping all this stuff so everything will get in there eventually and then we'll all have all of us at SOS will have in-house access to it um I can

send them to the full group too i think I I think I said I was going to do that and I neglected to sure um and then

let's see think about what could be done in the meeting how we engage people in a conversation looking at the agenda um

trying for some consistency um and getting folks familiar with the meeting location is there anything else on this

that's missing from this list that come that's popping out of people correct where where Robert's rules basically

already has policies out there they've expanded Robert's rules I believe to go into the digital meeting areas uh I

think that that needs to be looked at to see what redundancy we have already that

already is addressed in Robert's rules and then we just add to the Robert's rules accordingly

i will stick that in there robert's rules meeting procedure

and specifically over overlapped right and then I I missed it that the last one

on here that Lauren had just added was the accessibility pract practices we were just talking about like dealing with language access and translations

and um acronyms down drilling down to that level of are we are we going to speak a speak that everyone can really

understand um I don't have anything else myself to

add to this right i'm sure when we start writing we're going to see gaps we're going to be adding things in but I think sometimes it helps to start having

actual language we're looking at and structure and then we can work on filling in those gaps as a group but if anybody has anything else they want to

add right now we can if you think of anything go ahead well I was just going to say I mean

um the meeting itself is what we're talking about but in order to have a successful

meeting you have to have great um outreach ahead of it and you have to have great follow-up afterwards and so

maybe before during and after uh meeting um best practice uh in terms of in terms

of outreach evaluation followup outreach

Got it i think that is absolutely true

and I think in you know into that is all the public advanced notice pieces but

beyond the obligatory what what other options are out there yeah and again the

minutes as well and that's the fault they don't that's the bare minimum but what else

okay well if you if anybody thinks of anything for this list

in the interim certainly just drop me a line and or Lauren um and we will

inhouse start working on just structuring this and then bring that back to the group um I'm not sure when

when that would be but probably sooner rather than later on our um on our meeting schedule here um and I I

think that's I mean we could I think we could wrap now unless anyone else has anything else they want to bring to the

group right now

thank you i I just I want to be I want to uh communicate to VCT staff um about

I know that they're interested in in some of the things that we talked about in terms of this subgroup and so I just

57:30

want a little bit more clarity about how the subgroup is going to happen

57:38

how is that how is that gonna how's that going to convene itself i believe I'm sending an email to you and to Frank and

57:45

to Andy but I still have Frank's I still need Frank's contact information i'll

57:53

email you a uh email i have your Megan i have your email address oh great perfect there we go so I'll send something to

58:00

you i am ready i will I will email you all to try to do the

58:07

work of finding a date we can all meet thank you okay all right well thank you

58:14

all for coming our next meeting uh let's see where are we at on here our next

58:19

meeting is June 6 10:00 in person here also on

58:26

Teams um and we'll be discussing the the tech aspect of things um and probably

58:33

more of everything else um thank you

58:38

frank did you have one more thing uh no but I find this a good place to get

58:44

coffee in Pittsfield if you are on this on route 100 on your way up this

58:50

espresso is good i get double never too much coffee all right well

58:56

thank you all and see you next time and feel free to communicate with me or Lauren or Kelly or any of us um or all

59:03

of us in the meantime if you have questions thoughts anything you want to share anything in writing is also

59:09

helpful um just for board along to us and we're we're working on compiling it all thanks a lot everyone

59:17

byebye check

59:23

the saving

59:49

i am going to figure out how to turn off this meeting