

Vermont Creative Network
3CVT Steering Committee Meeting Minutes
August 19th; 6-7:30 pm
TRORC Office – 128 King Farm Rd. in Woodstock

Present: Sarah Danly, Karen Dillon, Paige Greenfield, Peter Gregory, Anni Mackay, Bob Haynes, Kim Gilbert, Seth Butler (by phone)

Steering Committee “Rules of Engagement” Discussion

Election of Committee Chair and Vice-Chair

- Bob Haynes – Chair
 - Responsibility: meeting facilitation
- Sarah Danly – Vice-Chair
 - Responsibility: Chair in Bob’s absence; timekeeper

Role of Zone Agent

- Admin, website, minutes, agendas, meeting scheduling, act as point of contact for communications, liaison with Arts Council

Other Rules of Engagement (agreed upon expectations for committee members)

- Provide advanced notice for all 3CVT documents
- Method of decision making: aim for Steering Committee consensus
- Identify if the conversation is supposed to be brainstorming vs decision-making
- Table discussions for topics that need more education/context to make an informed choice; prepare and distribute education materials in advance when relevant
- Subcommittees (if created) will report out to the Steering Committee regularly on project progress
- Provide notice if you are unable to attend a meeting

Scheduling Future Meetings

- Frequency: once every other month.
- Try to always have the next 2 meetings planned out in advance
- Aim for last Tuesday of the month when convenient (no more reliance on doodle polls)
- Explore Zoom online meetings for inclement weather/call-ins

Next meeting 10/29 at the Chandler Center for the Arts (71 North Main St. in Randolph); 6-7:30 pm
12/4 meeting, location TBD

Updates from Zone Agent

USDA Grant completed

Update from Arts Council on statement Creative Economy Study

VermontVacation.com Arts Promotion Project

Banner photo opportunity to Vermont Vacation- 3CVT to select and send in 1 photo/description for creative feature

- Putting this opportunity out to the entire 3CVT email list
- People will submit their proposals

- A subcommittee will draft the email requesting submissions, then choose the best submission to be featured.
 - Anni (subcommittee chair) and Karen are on this subcommittee. Contact Anni if you'd like to join on.

Future Zone Agent Discussion

- Kim will draft a Zone Agent "job description"
- After we discuss a work plan at our 10/29 meeting, will combine job description with work plan so future Zone Agent understands what they're signing on to
- A subcommittee will form to recruit the new Zone Agent
 - Who wants to be on this?
- Try to have potential zone agents on Steering Committee for at least 6 months- aim to have them start attending by 2020 meetings so there's overlap before they take over the position

Miscellaneous

- Karen suggested we think about how to create/distribute educational materials about the Creative Economy to Town Officials so anyone can take our PowerPoint/flyers and present to their town why the CE matters
- Sarah will share a Work Plan Template she's used with another group

Action Items to have completed for 10/29 meeting

1. Kim to write up zone agent responsibilities for Steering Committee review, to serve as recruitment materials for potential zone agents
2. Anni/Karen draft photo feature Request for Submissions, share with Steering Committee for review
3. Sarah will send workplan template for group
4. Steering Committee should review all 3CVT documents for workplan discussion, think about top priorities
5. Kim will reach out to Jodi to see if NEK has a workplan document

Next Meeting's Focus

- Create workplan based on RBA notes, Creative Economy Survey, etc.
- Discuss next steps for CE Newsletter: to include workplan, zone agent RFP, etc.