

Land Access and Opportunity Board: Onboarding Committee
November 15th, 2023, 9:30 – 10:30p\ a.m.

Meeting Facilitator: Natanya Vanderlaan

Attendee	Present
Board	<ul style="list-style-type: none"> ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Samantha Langevin, Vermont RELEAF Collective ● Susan Aranoff, Vermont DDC
Guests & Public	

Agenda

Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:30 AM	
1. Introductions & Check-in	<ul style="list-style-type: none"> ● Name, Nominating Organization, Check-in
2. Hiring Process Updates/ Onboarding timeline	<ul style="list-style-type: none"> ● Updates and timeline <p>Welcome Letter Specifics:</p> <ul style="list-style-type: none"> ● Start date reminder ● Work hours ● What to bring (e.g., ID, social security card, paperwork) ● Arrival instructions (i.e., check in at reception) ● First-day schedule ● Welcome events (i.e., team lunch) ● Contact information <p>Samantha not working the 23rd - 24th</p> <p>Natanya - 11/29</p> <p>Susan and Dan no conflict</p>

4. Process Check-in & Next Steps	<ul style="list-style-type: none">● Next Steps<ul style="list-style-type: none">○ Send out updates○ Plan week 1 for Ornella● Next Meeting
Meeting Adjourned at 10:30 AM	

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