

**Land Access and Opportunity Board Sub-committee: FY25 Budget**

**November 7th, 2023, 8:00 – 9am / Meeting Facilitator: Jessica Laporte, CROs**

Attendee	Present	
<b>Board</b>	<ul style="list-style-type: none"> <li>Ana Mejia, Vermont Every Town Project</li> <li>Samantha Langevin, VT RELEAF Collective</li> </ul>	<ul style="list-style-type: none"> <li>Kirsten Murphy, Vermont DDC</li> <li>Brian Cina, National Association of Social Workers</li> </ul>
<b>Public &amp; Guests</b>	Phoebes Potter	

**Agenda & Notes**

<ul style="list-style-type: none"> <li><b>Meeting Convened</b> by Facilitator, Jess Laporte @ 8:00am</li> </ul>	
<p><b>1. Welcome &amp; Overview of Agenda</b></p>	<ul style="list-style-type: none"> <li><u>Build Agenda:</u> <ul style="list-style-type: none"> <li>Review 3 new categories and board input</li> <li>Update budget draft</li> <li>Prepare for 11/13 meeting</li> <li>Public Comment</li> </ul> </li> </ul>
<p><b>3. Update on Questions for the Board &amp; Follow-up</b></p>	<ul style="list-style-type: none"> <li><u>Community Engagement</u> <ul style="list-style-type: none"> <li>Previous draft didn't include any Communications materials or visuals to establish LAOB web presence and organizational identity, should that be addressed and what materials?</li> <li><b>Samantha</b> - Outside of events might need transportation stipend or stipends for                             <ul style="list-style-type: none"> <li><b>Ana</b> - We had thought about stipends in the event cost of \$4,000, but should we pull that out all together? If so do we want to reduce the \$4,000 per event.</li> <li><b>Jess</b> - I would suggest you leave stipends in the general event budget but then add additional stipends and</li> <li><b>Samantha</b> - If we hope that each event there are 20 people accessing stipends = 1000 per event. Maybe 15 other folks</li> </ul> </li> <li><b>Samantha</b> - What was missing or not clear in the 1st community engagement event?                             <ul style="list-style-type: none"> <li><b>Jess</b> - Actually, printing and basic office supplies or materials like post its. I'm not seeing "Supplies &amp; Materials" in general in the budget</li> <li><b>Samantha</b> - Should that be a new category or just under Community Engagement                                     <ul style="list-style-type: none"> <li><b>Ana</b> - I think a new category makes sense because it may be for more than just Community Engagement</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Ana</b> - I'll add in numbers to the outreach partnerships and sponsorships for other events,</li> <li>○ <b>Jess</b> - What do we want to add in for</li> <li>● <u>Strategic Planning</u> <ul style="list-style-type: none"> <li>○ Should we add an amount for a strategic planning consultant?</li> <li>○ <b>Samatha</b> - Do we think this would require additional board time? Or within our existing commitments? <ul style="list-style-type: none"> <li>■ <b>Ana</b> - Encourage it to be within our current capacity/expectation. If we're doing this, then pull back on other sub-committees.</li> </ul> </li> </ul> </li> <li>● <u>Board Management</u> <ul style="list-style-type: none"> <li>○ Costs associated with New Board Member On-boarding and transition of board seats after 3 year term <ul style="list-style-type: none"> <li>■ <b>Jess</b> - Natanya and I have been doing this in 1hr on-boarding meetings. Present information about board and then field questions about involvement. That could be done by staff.</li> <li>■ <b>Jess</b> - unlikely to be one major shift over as we're already shifting people in and out, so unlikely to have one cohort</li> <li>■ <b>Samantha</b> - does the term mean the nominating org or the individual? <ul style="list-style-type: none"> <li>● <b>Jess</b> - we need to ask a governance question and see how it's done on other boards</li> <li>● <b>Ana</b> - I think it's the individual not the organizations nominating changing.</li> </ul> </li> </ul> </li> <li>○ Facilitation and Admin support for Public Meetings <ul style="list-style-type: none"> <li>■ <b>Samantha</b> - We will have staff but could be helpful to have an outside person to hold the conversations.</li> <li>■ <b>Ana</b> - Will it set us more back if to have an RFP and on-board someone. I fear that planning to have external facilitation may slow us down. Inclined to have staff share responsibilities as they will be in the lead and in the know</li> <li>■ <b>Jess</b> - Conflict arising is one</li> <li>■ <b>Samantha</b> - Taking notes at meetings, scheduling that go into the sub-committees, etc. In the future we may wonder if it's the best use of time for our Co-Directors. Follow-up emails, reminders, etc. May need to work with an admin. <ul style="list-style-type: none"> <li>● <b>Jess</b> - Yes we didn't put in space for additional staff</li> </ul> </li> <li>■ How do you feel about the \$12,000 amount&gt; <ul style="list-style-type: none"> <li>● <b>Ana</b> - Good to leave in and don't want more in case it's unused.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<p><b>4. Update on Questions for VHCB &amp; Follow-up</b></p>	<p>No response from VHCB yet Jess to follow-up via email</p>

<p><b>5. Drafting the Budget</b></p>	<ul style="list-style-type: none"> <li>● <i>Updates made while discussing above</i></li> <li>● <u>Revenue</u> <ul style="list-style-type: none"> <li>○ Ways of generating income for activities - Eg. Bill Co-Director's salaries for consultations</li> <li>○ <b>Jess</b> - This is a great idea to explore, but ideally we focus on the ASK for expenditures vs. down the line</li> <li>○ <b>Samantha</b> - Interesting and should <ul style="list-style-type: none"> <li>i. Tool we could use in the future is a 'compensation menu' or Fee for Service - what are amounts we want to list if we want to generate income.</li> </ul> </li> </ul> </li> </ul>
<p><b>6. Public Comment</b></p>	<p><b>Pheobs</b></p> <ul style="list-style-type: none"> <li>● came because Xusana knows folks are convening around state per diem activities</li> <li>● Excited to hear we're consistent around the \$250 per diem <ul style="list-style-type: none"> <li>○ Looking for way to pull together advocates to work on this</li> </ul> </li> <li>● Agency has not gotten this as a governor level proposal</li> <li>● Jan - want letter signatories, letters of support and a bill introduced. <ul style="list-style-type: none"> <li>○ Letter/request will come from ANR (Julie Moore will sign-on) so will need follow-up support to ensure it's engagement</li> <li>○ Mentioned to Carrie Dolan - had a bill a few years ago and it got on the back burner.</li> </ul> </li> <li>● Want to connect with Kirsten want to connect this with the Developmental Disability Council</li> <li>● How would LAOB want to stay in the loop and in the advocacy effort down the road? <ul style="list-style-type: none"> <li>○ Meeting Monday 11/13 11am</li> </ul> </li> <li>● <b>Sam</b> - discussed this at our last meeting after some board comment. What we're basing our budget on is a \$50/hr amount with daily cap pn \$250/day. Some board members expressing \$250 felt high for 1.5-2hr meetings.</li> <li>● <b>Jess</b> - \$50/hr did look at the \$30/hr approach <ul style="list-style-type: none"> <li>○ <b>Pheobs</b> - flexibility makes sense to not pay \$250 for an hour meeting but also capping around 5hr meeting with prep on a more full day commitment. <ul style="list-style-type: none"> <li>■ Should we make sure that outside work is also compensated and addressed in the legislation</li> <li>■ <b>Jess</b> -</li> <li>■ <b>Pheobs</b> - having volunteers/board members track outside hours is reasonable and can be simple</li> </ul> </li> </ul> </li> <li>● <u>Involvement</u></li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Ana</b> - Board is interested in these conversations - pers Xusana's last email for Friday event. Share updates and pass along emails.</li> <li>○ <b>Samantha</b> - agreed</li> <li>○ <i>Samantha and Ana not planning to attend Monday meeting</i></li> </ul>
<b>7. Prepare for 11/13 Meeting</b>	<ul style="list-style-type: none"> <li>● Use Question doc to highlight consensus [Samantha] <ul style="list-style-type: none"> <li>○ Screen share document board members were given to provide feedback</li> <li>○ Highlight changes - based on notes in the doc</li> </ul> </li> <li>● Recommendation - present Summary Budget [Ana] <ul style="list-style-type: none"> <li>○ add slide to presentation</li> <li>○ Do not present line item details</li> </ul> </li> <li>● Ask for vote [Jess]</li> </ul>
<b>8. Next Steps</b>	<ul style="list-style-type: none"> <li>● Present Budget Recommendation at 11/13 meeting</li> <li>● Board governance question - Is the term for 3 years of the nominating org (as in the organizations appointing to the board changes) vs. individuals appointed (same nominating orgs can appoint someone new)?</li> <li>● Meet on 11/14 to finalize budget based on board vote and prepare for circulation</li> </ul>
<b>Meeting Adjourned at 9:10am</b>	

Documents

- Questions for the Board - <https://docs.google.com/document/d/1gEbAY4pWoP4s9oxP6sAHceiX6EPpVvORSSaBDqGmlyY/edit?userstoinvite=coutu@snowy-owl.com&sharingaction=manageaccess&role=writer>
- Draft Budget - <https://docs.google.com/spreadsheets/d/1Dou75IW3FdUnopIUI7LsSNrBfKkMXle5sF1e1-ycDLw/edit#gid=1031747519>