

Land Access and Opportunity Board: Onboarding Committee
November 9th, 2023, 2:00 – 3:00p.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 (Releaf Collective)
Guests & Public	

Agenda

Meeting Convened by Facilitator, Natanya Vanderlaan @ 2:00 PM	
1. Introductions & Check-in	<ul style="list-style-type: none"> ● Name, Nominating Organization, Check-in ● Possible times for ongoing meetings: <ul style="list-style-type: none"> ○ Thursday 11/16, 2-3 ○ Wednesday 11/15, 9:30 -10:30 ○ We will meet Wednesdays 9:30 -10:30 - December 13, or End of December
2. Hiring Process Updates/ Onboarding timeline	<ul style="list-style-type: none"> ● Updates and timeline <ul style="list-style-type: none"> - Onboarding schedule - Checklist/check in , weekly check in - At this point we don't have enough information Decision about onboarding once we've started ● Once we have offer letters out <ul style="list-style-type: none"> - Logistical elements - Establish communications - Email boxes - What is VHCB's onboarding process? - Computer hardware transfer, phone, equipment, - Make sure we can check all the boxes ● First Day/ VS general onboarding <ul style="list-style-type: none"> - Paperwork packet - First day - meet in a physical place (of our fiscal sponsors) - Orientation to space/to VHCB/ access etc

	<ul style="list-style-type: none"> - Hand offs of equipment (printers, overview) - Great day to talk to Seeding Power etc. All the logistic details <p>Objective: If they show up the second day like idk what to do they know who to ask</p> <ul style="list-style-type: none"> - In person would be nice if able - Opportunity to know VHCB will be important - Knowing your fiscal sponsor is important <ul style="list-style-type: none"> ● Priority objectives <ul style="list-style-type: none"> - List of board members contact info - Calendar dates - Any upcoming meetings - Facilitator hand off <p>Samantha - to share a copy of Jennifer's onboarding as process To consider</p> <ul style="list-style-type: none"> ● Will we onboard both people together or separately? <ul style="list-style-type: none"> - At the beginning , first week or two they are doing things together and then begin to specialize vs roles ● Day 2 and onwards - <ul style="list-style-type: none"> - Who and the what - recommendation to bring to the board - Staggering timing with those meetings - Connecting meetings w board/lunch etc. <p>Next Step: Figuring out timeline in context of staff coming on.</p>
<p>4. Process Check-in & Next Steps</p>	<ul style="list-style-type: none"> ● Next Meeting Wednesday 11/15, 9:30 -10:30
<p>Meeting Adjourned at 3:00 PM</p>	