

Land Access and Opportunity Board: Onboarding Committee
January 5th, 2023, 9:30 – 10:30p.m.

Meeting Facilitator: Natanya Vanderlaan

Attendee	Present
Board <ul style="list-style-type: none"> ● Susan Aranoff, Vermont DDC 	<ul style="list-style-type: none"> ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Samantha Langevin, Vermont 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 <p>Goals Samantha - Ornella's 1st Day - Do we feel Solid, make sure O feels good Dan - Getting oriented Francis -</p> <p>Per Dlem Update - Ana is a go, Susan needs follow up. Dan open to sharing at board Samantha - Lunch details - (LAOB cost?)</p> <p>Francis - Monday Communication to send out</p> <p>Orientation for Ornella -</p> <p>Monday - VHCB Tuesday - LAOB Meeting prep / Meeting with Jess and Natanya Wednesday - LAOB - Meeting Thursday/ Friday Reference Checklist</p> <p>Jan 17 Meeting - Planning for Jean - _____</p>
2. Hiring Process Updates	<ul style="list-style-type: none"> ● Updates on outreach to candidates

	<ul style="list-style-type: none"> ● Check in - Outreach for Support & Supervision role with the actual description <ul style="list-style-type: none"> ○ Susan - Brian ○ Samantha - Arnold - no response ○ Dan - Ana - Reply back - more than happy to take on support role ● Note, VHCB support availability: Pollaidh, Cara, Trey, and Gus Calendar prep ● Ornella start date - <ul style="list-style-type: none"> ○ 1st day for Ornella at VHCB w/ Francis. ○ 1/8 Procuring equipment - check in with Francis ○ Dan can join them for lunch ○ Samantha to send email ○ Welcome letter sent to Ornella in prep ○ Inviting LAOB to Lunch ○ Facilitation overview 1/9 with Jess and I ○ Samantha - Ask Ana if she had availability. ○ Request to Francis to also send same messaging to Jean ● Per Share file <ul style="list-style-type: none"> ○ Dan - very disappointed with Dropbox - Weirdly specific quota process. Not user friendly. Overly complicated. Likes Google Drive. ○ Samantha - Releaf fiscal sponsor uses sharepoint. It is helpful that it can be accessed as a desk icon and web browser, Microsoft ○ January February dates continued (Natanya) ●
<p>3. Onboarding Tasks and Timeline</p>	<ul style="list-style-type: none"> ● Tasks ● Onboarding plan https://docs.google.com/document/d/1wxnY4CckNaDOKkvMDQ8obmM2tzYOFwUQfrHsINtsBUw/edit <ul style="list-style-type: none"> ○ Focus on Calendar of Activities ○ Review information from Francis → provide dates & times for VHCB activities (separate) ○ Goal - Send updated timeline to Ornella & Jean with next steps as follow up from welcome letter
<p>4. Process Check-in & Next Steps</p>	<ul style="list-style-type: none"> ● Next Steps Outside work or hold for 1/10/23 <ul style="list-style-type: none"> ○ Press Release drafting ○ Content - gather documents to read ● Next Meeting Wed 1/10/23
<p>Meeting Adjourned at 10:30 AM</p>	

