

CETF Agenda 9/13/21

1. Call to order
2. Attendance: (Margaret may not attend)
3. Approval of Minutes:
4. Adoption of Agenda:
5. Public Comment?
6. Regular Business
 - A. Quick Updates: (15min)
 - i. Jenn Wood email & [KLA Dashboard](#) (no decision necessary at this point, but good to know this technology exists & may want to use in the future)
 - ii. Contracting work: Super easy! We can hire whomever we like for under \$4,000 (then we need an RFP, but even at this point “professional services” are exempt). We simply tell Cornell their email and he’ll send a 1099 form, then we send him the bills to pay.
 - iii. Americorp VISTA update (Jen)
 - iv. Energy Benchmarking check-in (Brian)
 - B. Public Hearing of remote vs. in-person meeting policy (10min)
 - i. New Town Council policy can be found [here](#).
 - ii. We need to vote on our own policy, found [here](#). Any comments?
 - iii. Vote!
 - C. CAP work (60min)
 - i. Ania Wright notes on CAP; review her notes on comparisons to other CAPs (20min)
 - ii. Laura Berry consultation? (5min)
 - iii. Hire Cali for editing? (check on her availability w/Millard) (2min)
 1. Determine hours & pay to offer her
 - iv. Incorporating Dept Head feedback: summarize & mine for considerations that we should add to CAP or follow up on. (20min)
 - v. Polco update (5min)
7. Final Thoughts (5min)
 - A. Move Oct. 11 (Indigenous People’s Day) meeting to Tues. the 12th?
 - B. Review & assign “to do” list

To Do:

- Highlight items from the Continuing Improvement Plan (CIP) that we need to address & bring to next meeting.
- Identify community members to give feedback on CAP; should we send a draft to Dept. Heads?
- Contact Cali about editing work

- Contact Materials Research (Jill Webber) to find out if she has ideas of how to help us.

CAP Timeline:

- Sept 13th - Hire(?) an editor to help with formatting, compare to other CAPs & incorporate Dept. Head feedback
- Sept 20th - Check in w/editor's work & send to community members for review
- Oct 12th - Review feedback & incorporate poll results
- Oct 25th - Edits to CAP due - review
- Nov 8th - Final Review of CAP "Part 1:"
- Nov 16th - Present "Part 1" to Council
- Dec 13th - Plan out "Part 2" & Public Forum