

Vermont Climate Council Subcommittees

Finalizing Membership

- Review final composition – SC members discuss considerations for respective groups
 - Consider duplicate nominees
 - Do we have significant geographic, BIPOC, age and income diversity?
- Consider subcommittee liaisons
- Discussion of Agency staff
- Set target date for finalization
- Submit any changes by next SC meeting (Date TBD)

Subcommittee Administration

- Development of a “Cheat Sheet”
 - Templates
 - Adherence to open meeting law
- Meeting Minutes Discussion
 - High level
 - Noting action items and where consensus reached
 - How to deal with public comment
- Administration of Teams vs. Zoom

Major Milestones for Subcommittees

Task	Timeline
Finalize subcommittee membership	February 26
Subcommittee workgroups formed	Mid-March
Final subcommittee charge and contractual needs presented to VCC	March VCC meeting
Evaluates potential pathways for presentation	April VCC Meeting
Draft framework and strategies	May VCC Meeting
Participate in public engagement process	June
Revise framework and strategies and prepare recommendations, including financing options	July VCC Meeting
Work with your team to knit together the work of the Subcommittees into the CAP	August
Council will review and revise the CAP	September
Public engagement process	October
Final Plan	November

Contractual Services	RFI	RFP	Contract
Facilitation		Closed	Early March
Engagement /Outreach		Open	End of March
Technical Services	January	Immediately following March Council Meeting	End of April