

Vermont Climate Council Steering Committee Meeting
March 1, 2021 Meeting – Minutes

Date/Time: March 1, 2021, 10:00 AM
Location: [Microsoft Teams](#) meeting - Meeting was recorded to be [posted publicly](#).
Members Present: Chris Company, Jared Duval, Julie Moore, Lauren Oates, Liz Miller, Susanne Young
Minutes By: Melissa Mazza-Paquette

- 10:01 AM Welcome/Overview of Agenda/Approval of [2/17/21 Minutes](#)
Secretary Susanne Young, Agency of Administration
- Minutes approved with one change noted for clarification under the topic of ‘Discuss February 22, 2021 Council Meeting Agenda’: removed ‘finalize charter’ and replaced with ‘discuss charges’.
- 10:05 AM Finalize Subcommittee Membership
Jane Lazorchak, Director Global Warming Solutions Act (GWSA)
- Documents shared:
 - [Finalize Subcommittee Membership/Subcommittee Administration/Major Milestones for Subcommittee](#)
 - [Final Subcommittee Membership Names](#)
 - The Steering Committee will act on behalf of the full Council in approving Subcommittee membership.
 - Names highlighted in yellow were approved by consensus for membership by the Steering Committee.
 - Names highlighted in red have been identified for more than one Subcommittee and are awaiting feedback from the nominee on which Subcommittee, if any, they’d like to participate with.
 - Names highlighted in green have yet to confirm their interest in subcommittee membership.
 - Subcommittees to continue discussing liaisons to connect with other Subcommittees and their own agency staffing needs.
 - Action items for next Steering Committee meeting include final approval of all Subcommittee members and the development of a map to illustrate the distribution of Subcommittee members.
- 10: 48 AM Administration of Vermont Climate Council and Subcommittees
Jane Lazorchak, Director GWSA
- A quick reference guide, agenda and minutes templates are being developed to be shared with Subcommittees to adhere to open meeting laws.

- High-level minutes should be consistent, noting action items and where consensus has been reached.
- Video recordings of each meeting are to be posted on the Vermont Climate Council website.
- Draft Process Roadmap should be finalized to be adopted on the March 22, 2021 full Council meeting.
- Names of those members of the public offering 'Public Comment' should be listed in the minutes; anyone interested in the full comment should be directed to the video recording.

10:55 AM Contracting Services Progress
Jane Lazorchak, Director GWSA

- In contract negotiation phase for facilitator.
- Facilitator will help determine which meeting platform will be used with consideration of equity and costs involved.

11:03 AM Public Comment and Future Meetings
Jane Lazorchak, Director GWSA

- No public comments were made.
- Future Steering Committee dates will be rescheduled to allow all members to participate.

11:05 AM Adjourn

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