

Zones +  
responsibilities

Board  
Governance  
+ Self Eval-  
uation

make norms  
+  
SDPs public

Parking Lot doc.  
for public access

Make public parking lot  
doc + connect public comment  
to FMP to close all loops

Public Knowledge of our  
Processes, Values, etc.

Annual workplan + vision  
for future of VT Education

Agenda Planning

Agenda  
Planning  
incl. parking lot

Communication  
• transparency  
• accountability  
• accessibility

Transparency

- Process

\* → Agendas to reflect Statutory responsibilities ; annual planning

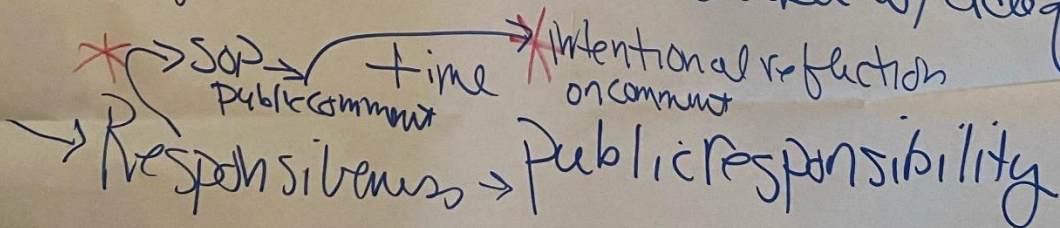
→ Follow up → Consistent ; clear next steps

→ People first → grounding the work →  
What do we bring to work today  
↳ Supportive

→ Values → add to the distinct norms ;

→ Student first

\* → Agenda needs to be available w/ colleagues



2

Respectful / Responsive to public

- \* Clear/direct
- \* transparency

\* Need for SOPs

Related to Correspondence

\* Section for Correspondence

\* Job Description  
 for chain  
 ↳ Delegation of  
 Duty

# PREP

↳ Information  
ed. ~~discuss~~ <sup>discuss</sup> internally

→ ~~Plan~~ \* Request for agenda

↳ Shared Items

→ Resp. framework building → Resp/Roles

reflective → in our prep. ; transparent

↳ specific ques in advance to extent possible

→ contribute to productive contribution

→ Address concerns after questions

Communication → public comment = listening

\* → Public comment ≠ dialogue

\* → Other means of soliciting input

\* Concise is aspirational  
\* transparent communication is aspirational

\* → Future meeting planning linked to Public Comm

→ Conduct work in public space → invites others to be explicit about issue

↳ Responsive; followup

→ we want public to feel that they have been heard

\* Document tracking topics for future meeting planning

↳ look for strategies in SOPs to formalize "how" we do this

→ Presume positive intent ≠ for public comment

↳ objectivity; openness

\* make norms; SOPs public

→ Delete Soc. Media

Being mindful of how/whether we represent

on behalf of the Board → only have authority

when we are as a group

~~Back ground~~

→ Rules aren't changed for virtual

lot of other people speak

→ If you're already spoken

→ Don't interrupting

Virtual Mtg. Norms

④

→ Public Comment = 1st thing

1st thing  
is a chance  
to speak  
in is

Public Comment

→ Public Communication

↳ Newsletter

↳ Meeting Election

↳ Big Takeaway

How do we build into our work → growth

→ self-evaluation

→ general powers/duties → 2021

→ invested; How developed?

→ capacity?

→ more than one thing Per meeting

→ statutory requirements

→ regular / anticipated reporting

Annual workshop

→ what are the annual things we need to do?

What we have?  
Public communication strategy  
SOPs/ guides

## ② Mtg. recording

### Policies vs. Procedures

↳ vs. norms  
(informal/best practice)  
↳ Statute →

↳ to what we are directed to do  
in statute  
↳ How

Expectations for how we engage w/ public

#### Agendas

- ↳ Who develops
- ↳ What is on it
- ↳ How is it communicated
- ↳ when
- ↳ where

#### Parking lot

- ↳ centralised repository
- ↳ agenda
- ↳ in meeting packs
- ↳ tied to minutes
- ↳ future mtg planning
- ↳ Public comment
- ↳ comply w/ open mtg la

Yearly Work Standard

Annual  
Workplan  
based on  
Statutory  
Requirements

Create plan for com  
respond to all public com

Include Statutory  
Requirements in  
workplan