



Convene meeting: Chair Lee Cattaneo convened the meeting at 4:30 PM with committee members Ellen Cheney, Gerhard Postpischil, and Gabrielle Malina. Bruce Westcott, Brenna Toman, and Cathleen Gent (Planning Analyst) also attended. Cathleen Gent took minutes.

1. **Approve Meeting Minutes –July 18:** *Motion made by Ellen Cheney, seconded by Gerhard Postpischil, to approve the minutes. Voting in favor: Unanimous.*

2. **FY20 Grants Program Plan**

Cathleen Gent introduced the plan, noting that the format is revised for all new FY20 plans, with the goal to clarify and streamline the documents. She said that the only substantive change is that the Grants Committee is recommending an additional \$5,000 to the budget for the SZWP and OWRR grant programs. Lee Cattaneo suggested that the SZWG and the OWRR programs should be separated from each other – i.e., have different expense categories and different budget amounts, as shown in the table in Section VIII.A. Discussion about that took place.

Brenna Toman explained why the Grants Committee did not separate those funds. There was further discussion about unspent money carrying over from prior years. Bruce Westcott pointed out that the proposed financial policy – to be taken up by the Board later in the evening – includes a provision titled “Grant Commitments” which carries forward unspent funds from the prior year without further Board action. Cathleen Gent requested a change in Section III.B.1.a – changing the term “CVSWMD Board Secretary” to “Office Manager”. *Motion made by Ellen Cheney, seconded by Gabrielle Malina, to approve the FY20 Grants Program Plan with the caveat that the Grants Committee break out budget for the SZWP grant program and the OWRR grant program. Voting in favor: Unanimous.*

3. **FY19 School Zero Waste Program Plan Addendum** – Brenna Toman explained that CVSWMD has received a \$25,000 grant from the EPA, “Food Waste Reduction for Greener Schools in Central Vermont”, which focuses on reducing the amount of wasted edible food and developing new “best practice” systems in cafeterias and schools. Brenna explained that some regularly planned programming will be reduced during FY19 in light of the grant. POC members asked questions to understand the scope of those changes. *Motion made by Ellen Cheney, seconded by Gabriella Malina, to approve the FY19 School Zero Waste Program Plan Addendum. Voting in favor: Unanimous.*
4. **Strategic Planning** – Cathleen Gent said that the primary changes to the document are in the Deliverables section, with all of the high priorities identified by the Board earlier this year added to this section. She also brought up whether the term “Deliverables” adequately. The POC recommended that all the terms be defined, so that there is a shared understanding. POC members agreed with Lee Cattaneo’s suggestion that the section be called “Activities/Deliverables” since some of the items are more process oriented. The POC also asked that a different type of numbering be done for the Guiding Principles references. Bruce Westcott suggested that the next Board retreat could focus on the draft strategic plan. The POC agreed that the next step is for the Executive Board to review the strategic planning document.
5. **Volunteer Program** – The POC reviewed Cathleen Gent’s memo and discussed different ways that volunteers can be utilized within the organization. The POC agreed that the Volunteer Program should be brought forth as a proposed FY2020 program plan.
6. **Adjournment** – Due to time constraints, the POC did not discuss the topic of changing ARCC hours, which will be discussed at the next meeting. *The POC adjourned at 5:36 PM.*

Cathleen Gent

Respectfully submitted by Cathleen Gent