



Meeting Minutes – Special Meeting  
CVSWMD Program Oversight Committee (POC)  
Location: CV Chamber of Commerce Office, 33 Stewart Road, Berlin, VT  
Wednesday – November 7. 2018

**Convene meeting:** Vice Chair Ellen Cheney convened the meeting at 5:03 PM with committee members Gerhard Postpischil and Gabrielle Malina. Cassandra Hemenway, Charlotte Low, Bruce Westcott and Cathleen Gent (committee staff) also attended. Cathleen Gent took minutes.

1. **Approve Meeting Minutes –October 3:** *Motion made by Gabrielle Malina, seconded by Gerhard Postpischil, to approve the minutes. Voting in favor: Unanimous.*
2. **Changing ARCC Hours:** Operations Manager Charlotte Low presented a proposal to change the hours of operations at the ARCC for Mondays, Wednesdays, Fridays (no changes to Saturday hours at this time). Low pointed out that the total number of hours for the public will not change, but will simply move from *noon to 6 PM to 11:30 AM to 5:30 PM*. Staff would like the changes to go into effect on January 1<sup>st</sup>, when other ARCC changes are being implemented. Both Cheney and Malina said that people with staggered lunch hours would benefit from the change to an earlier opening. Gerhard Postpischil suggested that staff should do a survey of ARCC users to learn more about what hours are best, as a possibility for changing hours in the future. *Motion made by Gerhard Postpischil, seconded by Gabrielle Malina, to recommend the proposal for changes to ARCC hours to the full Board, and that staff conduct a user satisfaction survey at a future date. Voting in favor: Unanimous.*
3. **Outreach Event Kit Fee:** Outreach Manager Cassandra Hemenway reviewed her memo regarding a new events kit – a collection of reusable plates, glasses, flatware, linens, etc. available for loan to the public. Staff are proposing a sliding scale from \$15 to \$75 –based on the amount the person can pay. The POC also discussed a deposit fee (but decided not to pursue that), ways to encourage people to return the materials clean, and other details. Cathleen Gent referenced the CVSWMD Financial Policies and Procedures, which discusses the standard timeframe for the Board to adjust prices and also allows the POC to implement changes to pricing as determined by changes in costs or the needs of the District. The POC agreed that this situation warrants a price change by the POC to allow staff to offer the kit before the holiday season begins. *Motion made by Gerhard Postpischil, seconded by Gabrielle Malina, to approve the sliding scale of \$15 - \$75 for the Events Kit. Voting in favor: Unanimous.*
4. **FY20 Volunteer Coordination Program Plan:** Cathleen Gent and Charlotte Low reviewed the draft program plan: to increase the use of volunteers at the ARC; to continue the work from the earlier USDA grant for a Waste Warrior volunteer program at large events and to coordinate repair café events; and to coordinate groups of volunteers from service groups and corporations. POC members all agreed that expanding the use of volunteers is a goal and that doing so formally through a program is the best approach. *Motion made by Gabrielle Malina, seconded by Gerhard Postpischil, to recommend the FY20 Volunteer Coordination Program Plan to the full Board. Voting in favor: Unanimous.*
5. **Strategic Plan – preparation for retreat:** Cathleen Gent distributed a revised version of the Mission//Guiding Principles document as well as the Deliverables/ Activities document. After reviewing examples of strategic plans forwarded by Lee Cattaneo and others, Cathleen made the revisions to tighten up and better align the documents. The POC agreed with the changes thus far and asked Cathleen to bring final draft documents to the Executive Board for review ahead of the December Board meeting when the draft strategic plan will be presented. There was no POC action needed at this time.

Gabrielle Malina offered a couple suggested enhancements for the Board orientation packet. Cathleen will pass those on to Bruce Westcott and Barb Baird.

**Adjournment** –The POC adjourned at 6:23PM.

Respectfully submitted by Cathleen Gent