

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Nominating Committee**
3 **DRAFT MINUTES**
4 **March 24, 2021**

5
6 Present: Julie Potter, Gerry D’Amico, Peter Carbee
7 Staff: Nancy Chartrand, Bonnie Waninger (joined meeting shortly before 5:00 pm)

8
9 Chair Julie Potter called the meeting to order at 4:02 pm.

10
11 **Adjustments to the Agenda**

12 None.

13
14 **Public Comment**

15 None.

16
17 **Minutes**

18 *G. D’Amico moved to accept the March 10, 2021 minutes; P. Carbee seconded. Motion carried.*

19
20 **Complete Draft Slate of Officers and At-Large Executive Committee Members**

21 The memo dated March 24th on page 3 was reviewed.

22
23 *J. Potter moved to formally approve the slate of officers and at-large Executive Committee*
24 *members as presented on the memo of March 24th. Seconded by G. D’Amico. Motion carried.*

25
26 **Complete Final Slate of Committees and Appointments**

27 The memo on page 4 was reviewed. Julie Potter advised that Clarice Cutler declined an
28 appointment to Brownfields Advisory Committee. Peter Carbee advised he would be happy to
29 serve on this committee. Committee concurred to add Carbee to the slate in place of Cutler.

30
31 Additional edits were discussed: In 1st full paragraph strike ‘the Executive’ and add an ‘s’ to
32 Committee to reflect ‘members of Committees for FY22’. Amend Brownfields Advisory
33 Committee slate to remove Clarice Cutler and add Peter Carbee. It was also concurred to date
34 the memo May 3rd for presentation at the May Board meeting.

35
36 *P. Carbee moved to approve nomination for officers and committee members as presented in*
37 *amended memorandum of May 3rd. Seconded by G. D’Amico. Motion carried.*

38
39 **Review Memo to Executive Committee**

40 The memo on page 6 was reviewed and discussed point by point. It was concurred it was a

1 good memorandum to send.

2

3 The following edits were discussed: Amend first sentence in point 1 to state 'It has been the
4 CVRPC's practice for Nominating Committee to have no overlap from year to year, so there is
5 no institutional memory'. In first sentence keep '4' as the number of times committee met.
6 Date with today's date.

7

8 *P. Carbee made a motion to approve sending the memorandum that starts on page 6 dated*
9 *today to the Executive Committee. Seconded by G. D'Amico. Motion carried.*

10

11 **Review Memo to FY23 Nominating Committee**

12 The memo on page 8 was reviewed. The following edits were discussed. Adding today's date;
13 Task 5 move sentence beginning with 'Contact proposed' to proceed sentence beginning with
14 'One of the Challenges'; Task 6 insert 'first' before 'identify "core" members'.

15

16 It was concurred that this memorandum should be sent.

17

18 *P. Carbee made a motion to issue the memorandum to FY23 Nominating Committee as written*
19 *with today's date. J. Potter requested motion be amended to state 'as edited'. Carbee agreed.*
20 *G. D'Amico seconded. Motion carried to issue the memorandum to FY23 Nominating*
21 *Committee as edited with today's date.*

22

23 **Next Steps**

24 Potter will make discussed edits to the memorandums and forward to staff for distribution. It
25 was concurred there were no additional steps necessary at this time. Carbee advised he
26 learned a lot through this process and was thankful for that. Potter thanked Peter and Jerry for
27 serving and for their work on the Committee. D'Amico and Carbee reiterated that Potter's
28 guidance made their jobs easier.

29

30 **Adjourn**

31 *P. Carbee moved to adjourn at 5:12 pm; G. D'Amico seconded. Motion carried.*