

Minutes – November 1, 2012

SRC Executive Committee - Steering

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Thursday, November 1, 2012	12:00 pm – 1:30	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Jennifer Whitmore, Vice-Chair via phone at 12:15p.m.	
Members Present	Ellie Marshall, Sam Liss, Diane Dalmasse	
Members Absent	P. Neal Meier, Chair	
SRC Liaison	Not present	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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Discussion	Discussion on scheduling of AT Council meetings needs to be added to agenda.	
Conclusions	Today's agenda approved with addition of discussion on scheduling of AT Council meetings added as agenda item #5.	
2. Approval of Minutes – September 6, 2012 Committee Meeting		
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Discussion	Sam Liss made motion to approve minutes. Ellie Marshall 2nded. Sam Liss thanked Rebekah Stephens for increasing font on minutes. No other discussion.	
Conclusions	September 6, 2012 minutes approved.	
Action Items		Person Responsible
Approved minutes uploaded to website www.VTSRC.org		Rebekah Stephens
		11/9/2012
3. Review of Upcoming Annual SRC Retreat		
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Discussion	Committee members agreed to the following agenda: 1. CWS 2. Review of DVR Successes and a Look at Areas for Improvement (Total Quality Management approach) and 3. Overview of SRC Mission and Structure. Sam Liss suggested a flow chart be done to show SRC structure. Agenda item #3 is to be scheduled for 1 hour. A 45 minute lunch and a 15 minute break period to be scheduled. Committee members agreed to use Terri O'Shea as facilitator if she is available. The Committee members all agreed that Terri did an amazing job at last year's Retreat. Diane Dalmasse added that VR will pay her fee for facilitating.	
Conclusions	Rebekah Stephens will contact Terri O'Shea to find out if she is available to facilitate. Rebekah will contact James Smith on CWS topic. Rebekah will contact Diane Dalmasse on topic #2. Rebekah will prepare flow chart for item #3.	
Action Items		Person Responsible
Contact Terri O'Shea to set up Retreat facilitation		Rebekah Stephens
Contact James Smith on agenda item #1 – CWS		Rebekah Stephens
Contact Diane Dalmasse on agenda item #2 – Review of DVR Successes and a Look at Areas for Improvement		Rebekah Stephens
Prepare draft agenda for 5 th Annual SRC Retreat and distribute to Steering Committee for approval		Rebekah Stephens
Distribute draft agenda to Full SRC, facilitator and interpreters		Rebekah Stephens
Prepare flow chart for agenda item #3 – Overview of SRC Mission and Structure and get it to Sam Liss for review		Rebekah Stephens
		11/21/2012

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4. Discussion on 2013 Meeting Locations		
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Discussion	Committee discussed idea of holding SRC meetings at the local VR offices around Vermont. The intent is to include local VR staff at SRC meetings. Local staff would be given time on agenda to share what is going on locally with SRC. Committee likes idea. Committee also likes VABVI location for Committee meetings. Suggestion to hold Full SRC/AT Council meeting at VABVI was discussed. Committee agrees VABVI a good location for Full SRC/AT Council meeting.	
Conclusions	P&P, Steering, and AOE Committee meetings to remain at VABVI in 2013. Full SRC meetings to be scheduled at local VR offices or nearest comparable space in 2013. Bennington, Newport or St. Johnsbury and St. Albans need to be on the 2013 location list. Joint meeting with Full SRC and AT Council to be held at VABVI, as it is a central location.	
Action Items	Person Responsible	Deadline
Contact Amber Fulcher to determine if April or October 2013 is best for joint SRC/AT Council meeting	Rebekah Stephens	11/23/2012
Contact local VR managers to reserve conference rooms for Full SRC meetings	Rebekah Stephens	11/23/2012
Contact VABVI to reserve conference room for Committee meetings and joint SRC/AT Council meeting	Rebekah Stephens	11/23/2012
5. AT Council Meetings		
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Discussion	Committee discussed best options for joint SRC/AT Council meeting. Committee also discussed which PR Committee meeting will be exchanged for an AT Council meeting. Committee also discussed membership on AT Council and which SRC members may sit on AT Council. Sam Liss will be representing the SILC on the AT Council. The AT Council has an annual review/report due each October. The Committee will leave it up to Amber Fulcher to decide if the joint SRC/AT Council meeting will be held in April or October 2013. If joint SRC/AT Council meeting is held in April then October PR Committee meeting is to be exchanged for AT Council meeting. If joint SRC/AT Council meeting is held in October then April PR Committee meeting is to be exchanged for AT Council meeting.	
Conclusions	Amber Fulcher is to be contacted in regards to determining schedule of meetings.	
Action Items	Person Responsible	Deadline
Contact Amber Fulcher in regards to scheduling joint SRC/AT Council meetings	Rebekah Stephens	11/23/2012
6. Discussion on Honoring Exiting Members		
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Discussion	Christine McCarthy's term ended September 30, 2012. The Committee discussed how best to honor her service on the SRC.	
Conclusions	Christine will be honored with a framed certificate at the December 6, 2012 5 th Annual SRC Retreat.	
Action Items	Person Responsible	Deadline
Invite Christine McCarthy to December 6, 2012 Annual Retreat	Rebekah Stephens	11/9/2012
Contact Jan Sherman for certificate	Rebekah Stephens	11/9/2012
7. Discussion on Upcoming Election of New SRC Chair		
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Discussion	Committee discussed using ballots for upcoming election. The election is to take	

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place in February 2013. The election will be for SRC Chair and Vice-Chair.		
Conclusions	Ballots will be used only if more than one nomination for each position. Request for Nominations and interest will go out in November 2012.	
Action Items	Person Responsible	Deadline
Email for nominations and interest in SRC Chair and Vice-Chair positions to be sent to Full SRC	Rebekah Stephens	11/20/2012
8. Other Business		
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Discussion	Diane Dalmasse has been preparing for RSA audit. Janette Shell and David Wachter, of RSA, will be arriving on November 5, 2012. There will be 5 sessions per day for the 2 ½ days of the audit. Diane feels that the RSA audit may look at VR's organizational placement as a weakness. Sam Liss feels that SRC membership participation is weak at this time. Ellie Marshall agrees. The Committee discussed enforcement of the bylaws regarding membership requirements. Rebekah Stephens reminded the Committee that attendance records are kept for all meetings. Current policy for attendance issues is a gentle email or phone call reminder from the SRC Chair. Jennifer Whitmore reminded the Committee members that this is a volunteer Council. Sam conceded that it is a delicate balancing act.	
Conclusions	Put discussion of membership involvement on January 2013 Steering Committee agenda.	
Action Items	Person Responsible	Deadline
Discussion of membership involvement put on January 2013 agenda	Rebekah Stephens	12/21/2012
9. Adjournment		
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Discussion	Sam Liss made motion to adjourn. Ellie 2nded.	
Conclusions	Meeting adjourned at 1:31 pm.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	11/30/2012
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	11/30/2012
Minutes approved by Committee	Committee Members	1/3/2013
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	3/1/2013