



Remote Participation Study Committee

Date: **September 13, 2022**

Time: **7:30 – 9:30 pm**

Location: Virtual, via Zoom.

Minutes

Attendance: Mustafa Varoglu, Chair, Jennifer Susse, Co-Chair, Alexander Bagnall, Janice Cagan-Teuber, Stacie Nicole Smith, Eric Helmuth, Rachel Zsembery, Bill Hayner, Jim Feeney

Members of the Public:

None

Agenda:

1. Review and accept meeting minutes from August 31, 2022 meeting
2. Hybrid demo current and next steps
3. Future business

Decisions Reached and Action Items:

- **Approved minutes from last meeting.**
- **See action items below.**

Summary of Discussions:

- Minutes from August 31, 2022 meeting approved 7-0.
- Status of Decision Points document following submission to Town Attorney Doug Heim
 - Jennifer has sent to Doug Heim, but not received a response. She will follow-up at the end of the week.
- Which committees will initially use which rooms and technology in the hybrid pilot
 - Discussed initial room assignments and related technology
 - Alex to add technology notes to suggested room types
- Confirm information and timing of sharing information with each pilot hybrid meeting participant. Information includes: Decision Point document, Survey,

Recommended room/ technology, and Instructions on how to use their technology

- Discussed need or quick how-to for technology - Jim to take a first pass
- Discussed open house/dry-run idea, now leaning away from idea
- Reviewed survey for attendees and chairs
- Discussed ways to distribute/publicize links to surveys, web site, QR codes, agendas
- Share information with Jeff Munro on new equipment purchases, (Jim); Follow up with Jeff Munro on instructional video for serving on a committee and how to make meetings more transparent
 - Jim to follow-up with Jeff on technology
 - Jennifer has started communication with ACMi about training videos
- Scheduling and planning of Open house for hybrid meeting pilot committees, boards, and commissions.
 - Open house evolving into feedback session in winter, possibly to introduce rooms to committees not in the pilot or solicit feedback from pilot committees
- Future business
 - Mustafa suggested that as people have completed their documents, send to him so they can be posted to the web site. Applicable to Decision Points and Instructions.

Meeting adjourned at 8:50 pm by a vote of 8-0.