



## Remote Participation Study Committee

Date: **September 27, 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, Bill Hayner, Jim Feeney

### Employee of the Town of Arlington:

Teresa Marzilli

### Agenda:

1. Review and accept meeting minutes from Sept 13 meeting – 10 minutes
2. Discussion with Teresa Marzilli, Community Outreach and Engagement Coordinator, Diversity, Equity & Inclusion Division, Arlington Health, and Human Services – 30 minutes
3. Hybrid demo current and next steps
  - Update on action items from Sept 13 meeting and main issue to resolve ahead of launching pilot program – 60 minutes
  - Status of Decision Points document following submission to Town Attorney Doug Heim (Jennifer)
  - Short list of committees committed to pilot program and document indicating which committees will initially use which rooms and technology in the hybrid pilot (Jim and Alex)
  - 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 (Jennifer, Alex, Jim, Mustafa + others)
  - 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 (Jennifer)
2. 4. Future business – 5 minutes

### Decisions Reached and Action Items:

- **Minutes from September 13 meeting were approved**

## Summary of Discussions:

### Minutes from September 13 meeting were approved

#### Discussion with Teresa Marzilli

- Teresa told the committee about some of the work she is doing with the Diversity, Equity, and Inclusion Division, and asked some questions about how the committee is thinking about community engagement and parity for remote and in-person members. The group agreed to stay in touch to see how other Boards and Committees are doing in this area as well.

#### Hybrid demo current and next steps

Decision Points Document: we got feedback from Doug Heim and from Jillian Harvey, and Jennifer made the changes. The Town will likely review quarterly to delete old zoom recordings. The group agreed to put a date on the document as the Version, so changes could be made as committees give feedback.

Jenn sent a message out to committees with the draft decision-points document and draft feedback surveys, and to find dates to talk with them. They wanted to know about how the training will happen. The group discussed dates to attend meetings of each of the pilot committees to explain the pilot in more detail and also give them a sense of how the training is going to look. Once this happens, the committees will need to officially vote to be part of the pilot.

For all the committees with staff support, Jim can work with the staff to make sure they are prepared to support the Chair. Alex and Jim will connect with the committee staff liaisons to get them up to speed.

The group discussed technology “how to” needs. There is a 1-pager for the Neat Boards and the Owls, and instructions on how to sign in to Zoom. There are also videos from the companies. The group noted that the NeatBoard in the Lyons room was not super easy – there are audio settings that need to be manipulated or else there was feedback (Jim and Alex were participating from the Lyon’s room). They agreed that we would all learn more about how best practices for the different technologies and rooms during the pilot – that is why we are doing a pilot.

Janice noted that we would need to provide support for the Disability Commission Chair and some members who are blind.

The group also noted that it would be important for the committees to make the key decisions identified in the decision points document before holding their first hybrid meeting. So a week before each meeting, we should connect with the Chair to suggest they have a proposal for their committee on the important decisions.

No updates on follow-up with Jeff Munro.

Future topics: discussions with the Chair and analysis of the data from the pilot

Next meeting October 25, 2022.

Meeting adjourned at 9:16 pm by a vote of 8-0.