



Collaborative Board Meeting Minutes: August 26, 2022

Roll Call

The meeting of the Collaborative Board was called to order at approximately 10:03 am on Friday August 26, 2022 as a hybrid meeting.

Collaborative voting members in attendance were:

- Routt County: Scott Cowman
- Steamboat Springs: Gail Garey
- Hayden: Ryan Banks
- Yampa: Sheila Symons (remote)
- Community: Steve Johnson
- Community: Geoff Blakeslee
- Community: Tim Wohlgenant (remote)

Not present:

- Community: Sarah Jones
- Oak Creek: David Torgler/Nikki Knoebel (joined remotely at 11:08am)

Quorum is present

Michelle Stewart, Paul Bony (Virtual/Phone), Winn Cowman and Tim Sullivan were present supporting Program Management for the Collaborative Board.

Minutes:

The Board voted to approve the July 22 Minutes. Geoff B. motioned to approve. Ryan Banks seconded. Approved 7 to 0

Board Administration Updates/Discussion:

- Board Administration Updates/Discussion - Board discussed moving meetings around to the different municipalities that are members of the IGA. Gail proposed quarterly hybrid meetings that move around and there was Board approval. Town of Hayden volunteered to host the October 2022 hybrid meeting in Hayden.

Working Group Updates/Discussion

- YVSC provided the Board with updates on Working Group invitations and who had accepted their invitations to serve on the Land Use, Waste, Energy and Transportation Working Groups. YVSC will continue to recruit Working Group members as needed.
- The Board discussed what process would be used to add new/alternative individuals to Working Groups if additional names are brought up during Working Group meetings or elsewhere. The Board decided that it is the responsibility of the Board to approve members of the Working Groups; that YVSC would take note of recommended names during Working Group meetings and email the full Board the name and summary/justification for why they should be considered; and the Board can vote by email to approve or not approve the additional member via email. A motion was made to approve this decision by Geoff Blakeslee, seconded by Scott Cowman. Approved 7-0.
- The Board decided to approve the list of currently invited Working Group members. A motion to approve the list of members was made by Scott C. and seconded by Geoff. Decision was approved 7-0
- The Board discussed whether Board Members could be Chairs of the Working Groups. The Board gave direction that Board members can serve as Chair if no other Working Group members volunteer for the Chair position.
- The Board reviewed the tentative 6-month Working Group plan and anticipated outcomes.
- *Scott Cowman has been tracking County-level actions as they relate CAP Strategies, Actions and Tactics (SAT) and invited discussion around what process should be used if the SAT are identified to be lacking. The Board discussed that those items (SATs) should be brought back to the Board, recognizing that a role of the Working Groups is to identify what is being done and what SATs are missed/needed. Gail emphasizes that a lot of time and resources have been devoted to creating the CAP and highlighted the value of not losing sight of what has been done. The Board agreed that there is a lot to work with within the existing CAP SATs.
- The Board discussed how to prioritize actions and model outcomes from actions. Board discusses using the CAP's current ranking system, e.g. "high priority," as a guide for actions. The Board directed that the PM should add a status and outcome column to the CAP SAT when reporting progress. The Board directed the PM to bring the CAP spreadsheet to the September Collaborative Board meeting. *****Be sure to ask if Board members want to give the overview of the CAP** – agreed upon
- The Board discussed how to structure the Economy Working Group. YVSC gave an update on a July Economic Development Council meeting where the CAP was presented.
- The Board will create a subcommittee – Gail Garey, Ryan Banks, Scott Cowman – to talk to John Bristol, Christine Rambo, and others to identify opportunities and come

back to the Board with recommendations, keeping in mind what is in the CAP and finding ways to identify any gaps that are in the tactics.

Communications/Outreach

- Press release - YVSC will lead the writing of a press release that announces YVSC as PM and updates on process. The Board directed to wait until there was activity to report, e.g. after Working groups were created/convened, and after website was updated with Board/Working Group and other information needed to inform public of process. *Geoff and Scott were appointed to review the press release.
- The Board discussed the website and gave direction. The goal of the website is public posting of information for transparency of process. The Board directed that YVSC will procure images from around the County for the website, create a Info@email to forward to YVSC, and that agendas/minutes would be posted on relevant government public notice boards and the website. Navigation will include:
 - About Us - Bios
 - Process/Timeline
 - Resources
 - Working Group
 - Stay Informed
- The Board discussed potential public engagement opportunities, such as Farmers Market and Careers and Leadership in Sustainability Event. The Board decided to wait on public engagement.
- The Board discussed the Civic Spark (\$29,000) Fellow opportunity and decided to wait until 2023 to revisit.

Other

- The Board acknowledged that the November Collaborative Board Meeting is the day after Thanksgiving. This will be rescheduled at the next Board meeting.
- The October Board meeting can be held in Hayden.
- Next Meeting – September 23, 2022 10-12 AM

Adjournment

The meeting adjourned at 12:01pm.

MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY: Michelle Stewart Approved 23 Day of September, 2022 .