

Structural Change Impact Group

MEETING MINUTES

Thursday, January 6, 2022

Location – Remote Meeting on Zoom

DATE: January 13, 2022

TIME: 10:01 AM

Members present: Travis Franck, Joe Bernard, Vicki Amalfitano, Matt Gasbarro, Paul Rickter, Brian Antonellis

Members absent: Anne Helgen, Aaron Pikilingis, Norma Massarotti, Mark Paolillo, Meg Moriarty

Other attendees: none

[Meeting called to order at 8:05am by Chair Travis Franck]

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from December 2, 2021 *(Vote 4-0 in favor, with 2 abstentions)*
 - Moved by Brian Antonellis, seconded by Vicki Amalfitano
 - In favor: Joe Bernard, Vicki Amalfitano, Matt Gasbarro, Brian Antonellis
 - Opposed: none
 - Abstain: Travis Franck, Paul Rickter
- **Motion** to approve the meeting minutes from December 9, 2021 *(Vote 6-0 in favor)*
 - Moved by Travis Franck, seconded by Brian Antonellis
 - In favor: Travis Franck, Joe Bernard, Vicki Amalfitano, Matt Gasbarro, Paul Rickter, Brian Antonellis
 - Opposed: none

Discussion of Draft Progress Report

- Travis Franck shared 'SCIG Interim Report v2.docx' and live edits were made during discussion
- Discussion ensued about the draft version of the interim progress report to be delivered to the Select Board, including the following points:
 - To include a paragraph clarifying that we have been working in subcommittees so that we can work efficiently and develop areas of expertise for evaluation of ideas
 - To include a sentence about frequency and number of meetings
 - To conclude the report with a paragraph about next steps
 - To include a paragraph quantifying progress in terms of the number of high-impact ideas and the number of idea write-ups that have been completed to date
 - To include a paragraph about the matrix with the standard rubric for evaluating ideas
 - To include a sentence clarifying that some of the 400 ideas collected were duplicates

Discussion of Next Steps

- Discussion ensued about milestones for deliverables from the Working Groups, as follows:
 - Vicki Amalfitano proposed that all idea write-ups should be submitted to Travis Franck by the end of January, the full committee should work on reviewing them in February, and the

full committee should work on the final report in March. Other members were in agreement.

[Vote to adjourn was unanimous; the meeting was adjourned at 8:31am]

Meeting minutes recorded by Joe Bernard