



Bylaw Committee Meeting Notes

April 7, 2022

Present: Stephanie Kaplan, Scott Hess, Carl Etnier, Jed Davis, Steven Farnham, Stephani Kononan, Kari Bradley (notes)

Carl called the meeting to order at 12:30pm. He shared that we have identified Paul Gillies to moderate our special meeting. Carl and Kari will meet with Paul next week to begin planning.

We reviewed status of all key documents. Everything is on track to be posted to a live new web page by Monday.

Kari provided a report on plan for voting. We will use Mentimeter so that members can vote securely during the meeting. Members will receive voting instructions and a unique log in code ahead of time. There will be time at the beginning of the meeting for voting instructions and a practice vote.

We reviewed the agenda and slide deck and made adjustments.

We discussed the presentations that committee members will pre-record. Presentations should be 2-3 minutes, provide a summary of proposal and for items that the committee is not unanimously recommending, provide some explanation of arguments for and against. Presenters will draft their scripts and share them prior to next meeting. Deadline to complete is May 1.

Actions:

- Carl and Kari meet with Paul Gillies
- Stephani will email group overview and FAQ documents, Everyone will review and provide feedback
- Kari will email Carl agenda for final review
- Kari will email Joel final voting item language
- Carl will email voting tables
- Kari will plan for a work around for those can't vote with Mentimeter (online voting platform) during the meeting
- Staff will prepare registration email, voting instruction email and include voting link/instructions in the meeting reminder emails
- Staff will make plans to use Mentimeter to establish quorum
- Kari will send each presenter their slides along with instructions for recording their presentation on Powerpoint (Steven will create two presentations for each scenario)
- Presenters will draft their presentations and share by next meeting
- Presenters will send staff their presentations by May 1

Next meeting: April 19 noon

Dress rehearsal: May 10 at 6pm