

## **Process Committee**

### Meeting Notes of April 24, 2007, MVC Offices

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*Present - Members: John Abrams (Chair), Jim Athearn, Ned Orleans, Susan Wasserman, Tom Chase*

*Present – MVC Staff: Mark London, Bill Veno, Christine Flynn*

#### **1. Work Group Synthesis Documents and Summaries of Possible Actions**

Mark had prepared and distributed a combined, condensed version of the synthesis documents and summaries of possible actions.

- For the synthesis documents, he included only the goals, objectives and possible strategies, omitting the narrative and the other items mostly related to the activities of the Work Group itself. He did some minor revisions to wording and formatting to achieve some level of consistency.
- The aim was to pull the material together in a form to allow members of the Steering Committee and Work Group Cores to have an overview of all the material; it is not intended for the general public.
- The Natural Environment section is missing because it had not been structured as systematically into goals, objectives, and possible strategies. The Housing section is missing because the synthesis document is still being prepared. The Housing, and Energy and Waste, groups haven't produced the 100-word summaries yet.

The committee was favorable to both the content and the format of the document.

It was agreed that the committee would recommend dropping the distinction between short-term, ready-to-implement actions and long-term bold initiatives.

- In reviewing the list, there was not such a great difference between the two. We would start working on all of them soon, without waiting for completion of the plan. This opens the possibility of including some promising actions whose time horizon is neither very short nor very long.
- We need a new term indicating that these are emerging as the most promising ideas.
- We should indicate in the text, what the time horizon and level of confidence of success are.

#### **2. Timetable of Steering Committee and Work Group Efforts**

The following is the recommended timetable to complete the materials for this summer.

- May 1 – Staff and Work Group Chairs will complete the draft synthesis and send it to the whole Steering Committee.
- May 3 – Steering Committee meeting to start to identify duplications, contradictions, and possible combinations as well as to prioritize the actions.
- Before May 12 – Each Work Group core to meet at least once to give feedback. Each group can look at the how the other groups have approached this to refine their own work, both in terms of content and format.

- May 12 – Steering Committee to meet to complete its review of emerging goals and objectives, possible strategies, and promising ideas.
- Between May 12 and May 24 – Each full Work Group should give feedback on that group’s proposals, preferably at a meeting of the full Work Group. It would also be useful to have the proposals vetted by friendly critics.
- May 24 – Steering Committee to finalize proposals.
- Late May and early June – Documents to be prepared for publication.

Other suggestions were made for the Work Groups and Steering Committee.

- The Steering Committee has coalesced enough that it can complete this work without professional facilitation. We would likely need facilitation for public meetings and possibly when we move back into brainstorming mode when we start a new phase.
- It would be useful that each of the emerging promising ideas have a one or two page document that spells out the idea in more detail including what objectives it relates to, what the steps are for completion, etc. This could be done by having one person prepare a draft and then refine it with other people’s contributions via e-mail and the website.
- Before we disband for the summer, we should start planning the formation of the other Work Groups.
- After the summer, the Work Groups would move into a less active phase as efforts would focus on the new Work Groups and topics.
- We should hold a final closure meeting in the fall with all the cores, the Steering Committee, and Robert Leaver.

### **3. Robert Leaver’s Comments**

The committee reviewed the comments that Robert had provided in March and concluded that virtually all the issues he raised had been dealt with. It would be useful to prepare a To Do list so everyone can keep track of ongoing work.

Notes prepared by Mark London.