

## 5/14/2020 WN MVP Meeting Notes

- The Core Team decided on a revised Listening Session time and date of Thursday, 6/11/2020, 6:30 p.m. – 7:30 p.m., provided that the following milestones are met. This will be a recorded GoToMeeting or other teleconference meeting. At the Listening Session
  - Nancy Pau will manage GoToMeeting, etc logistics (Elisa Grammer will help)
  - Ellie Baker will present the abbreviated climate change overview (Elisa Grammer will step in if Ellie is unavailable)
  - Rick Parker will present the overall conclusions
  - Wendy Reed will manage Q&A comments (Elisa Grammer will help)
  - Chip Wallace will take notes & write summary
- Core Team will send any comments on the Thursday, 5/13/2020, version Final Report no later than close of business 5/15/2020 (NB: Elisa Grammer is sending the “compared” redline version with these notes)
- Elisa Grammer will draft powerpoint slides for WN summary/ conclusion portion of Listening Session presentation and send to co-writer Liz Callahan & presenter Rick Parker by COB on 5/16/2020. They will review and provide revised draft to the Core Team by COB Monday, 5/18/2020
- Ellie Baker will draft powerpoint slides giving a shortened overview (no more than 20 minutes) of the climate change facts presented at the Workshop and email them to the Core Team by COB Monday, 5/18/2020. If that deadline will not be met, Ellie Baker will send an email on or before 5/18/2020 so informing the Core Team. If H-W cannot complete timely, Elisa Grammer will do the draft and send it to the Core Team and Ellie Baker by Wednesday, 5/20/2020
- The Core Team will review the draft Listening Session presentations and provide comments to Core Team and Ellie Baker by Friday, 5/22/2020. If need be, Elisa Grammer will complete all revisions.
- After the Core Team approves final versions of all of the 1) Final Report, 2) climate change overview slides, and 3) Rick Parker WN conclusions slides—ideally no later than 5/27/2020 assuming comments need ironing out
  - GoToMeeting, Zoom, etc .dial in or link information is set by Nancy Pau—can use Grammer/Chanania GoToMeeting account—for use in invitation, website
  - Voicemail information set by Patricia Reeser, for use in invitation, website

- Ellie Baker will use evite to send to all Workshop invitees invitations to the Listening Session using Rick Parker's email, or as needed Nancy Paul will find an alternative
- Elisa Grammer will
  - Put the Final Report, the Workshop presentations, and a notice about the Listening Session on the MVP page of the Town website, including a notice on the Town Calendar—and simultaneously alert the Core Team of the posting. Within 2 days the Core Team will provide any edits/corrections to the website.
  - Immediately after receipt and reconciliation of any website edits, Elisa Grammer will 1) ask the Town to send out an email blast and make a front web page announcement, 2) post links to the Town website announcement on Facebook, and 3) contact *Newburyport Daily News* about including this in the paper
  - About 3-4 days before 6/11/2020, Elisa Grammer will repeat all publicity but newspaper article as a reminder about the Listening Session
- Trial run of the Listening Session conference mechanism, etc, conducted by Core Team on Thursday 6/4/2020
- Listening Session to take place Thursday, 6/11/2020—see first bullet
- As soon as both Chip's summary and the video of the Listening Session are available, Elisa Grammer will 1) put both on the website and seek to have this run on the town cable station. and 2) seek additional comments by publicizing as described above except for newspaper—with a 2-week comment period
- Elisa Grammer submits Quarterly Report to the state no later than Monday, 6/29/2020
- After comment period, Core Team will develop answers to voicemail & email questions and update Chip's summary
- Final summary of Listening Session will be an appendix to the Final Report
- Submission of Final Report to the State
- To be further discussed: what we do once WN receives certification