**SEVEDS Board Meeting Minutes**

**July 20, 2017, 3:00 – 5:00 pm at BDCC**

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Welcome & Gathering – Bob Stevens

Action Items

* Approve June 15, 2017 Board Meeting Minutes
* Motion: Meg, 2nd: Drew, no opposed. APPROVED.
* Elect Randy Capitani to SeVEDS board for 3 year term
* Motion: Luke, 2nd:  Meg, no opposed. APPROVED.
* Motion to approve Executive Committee recommended officers for FY 18 – Adam
* Bob (Chair)
* Meg (VC)
* Bill (secretary)
* Steven (treasurer)
  + Motion: Meg, 2nd: Luke. APPROVED
* Approval of the amended FY'18 Service Agreement
* Updated agreement- Motion: Mary Ann, 2nd: Meg , no opposed. APPROVED
* Approve YP Six month calendar – LS
* Motion: Meg, 2nd: Bill, no opposed. APPROVED

Updates

* Revised financial docs and IRS designation – Bobbi
* Group tax exempt has come through
* A prudent reserve in budget?
* Conflict of interest questionnaire, circulated via email (completed by mid-Sept)
* Ecovation Hub/Asset Map – Jen/Laura/Caleb
* Link to map in Ecovation section on SeVEDS website
* International connections to move it forward or build on?
* Is it really a cluster? Or is this just what is in our backyard? Still--- it’s ours, it’s what we have, lets promote it! 🡪 this is an asset map, not technically a cluster map, as it is defined
* ALSO, a crowdsourcing thing: what does the public want to add, what are we missing?
* Select board meetings scheduling – KTM
* Meeting with towns prior to requesting funding
* First one in Putney, gave updates on regional projects
* Letter (?) to go out in August

Substantive Discussions

* SeVEDS Budget and Service Agreement, Program Priorities discussion – Adam & Laura
* Needs some wordsmithing
* Laura encourages board to think about this as a draft, provide suggestions and edits
* Bob: Should we have discussion of priorities during September retreat?
* Bob: What is the limiting factor to all of this though?
* Steven: Offering support to cohort who is aging out, succession planning, keep the businesses we have currently, connect emerging entrepreneurs
* Drew: LOVES the SeVEDS initiatives list, a lot easier to digest, THIS IS WHAT WE DO
* Potentially giving Schirling presentation to SeVEDS Board ... focus on some to of this at the retreat?
* What could BDCC do if we could dream a little bit?... focus on some to of this at the retreat?
* SeVEDS board member exercise to get to know each other better
* Town Meeting funding discussion – Laura
* $2 vs $3? Go to all towns or focus on specific towns?
* Petitioning is the barrier
* Bill: what is the staff recommendation? Why lower it to $2 when we are struggling to keep funding up?
* Westminster: comparing to what they give WRC, which is less than $3
* It is really a value proposition, talking with select board, talking with voters
* A healthy process to go through to explain what value is being provided.
* Identifying ways to explain what we’ve done for your town
* Presenting to select boards sometimes delays process unnecessarily and allows them to control our timeline… maybe just move directly into petitioning.
* Emmett: have you thought about highlighting where the $$ is being matched?
* CONSENSUS BY BOARD: Start at $3, also start petitioning based on history with town.
* SeVEDS Annual Award discussion – Laura
* Martin Langeveld suggested by EC
* Open to other ideas, Mary Ann: no women on list…
* Drew: Jeff Lewis??
* APPROVED: Martin for award
* Regional Events Networking – Bob
* Is there a way to build a system to build a structural connection with Cheshire and/or Franklin County?
* Something similar to Stratton event to bring people together to talk strategy?
* Data dump?
* Interim step between here and an event?
* Social and educational
* Connect Event in Keene on Nov 8th, connect to this event for social hour? North by Northeast theme?
  + Join forces, have BDCC staff help provide some structure
* Quarterly learning event in tri state area…? Can we piggy back on events already happening since we’re so busy?
* Progress Partnership in Greenfield
* September Retreat – Priorities and Data discussion

Other Business / Announcements

* **Next SeVEDS Board Meeting, Thursday, August 17th from 3:00 – 5:00 pm at BDCC**
* **Retreat Thursday September 21st, 2017**
* **Annual Meeting Oct 25th 2017 4:00-6:00 pm**

CEDS and FY ‘17 Board Priority Area Updates

* **Cross - Regional Programs**
  + SVEP Update
  + SVEP has a new partner located in Bellows Falls! Robert McBride with Rockingham Arts and Museum Project had agreed to join the project as a grant partner and become part of the project's steering committee.
  + BDCC is applying to the next round of USDA Rural Community Development Initiative grant, due July 25th. This funding will be used to support a modified Southern Vermont Economy Project, based off of what we've learned so far from the first year.
  + The "Knowledge Bites" webinar series starts this month on July 11th at noon! Visit www.brattleborodevelopment.com/knowledge-bites/ for instructions on how to join the session. Kevin Stapleton will be giving a presentation on understanding Labor Market Information data and resources.
  + Ecovation Hub
  + A ceremonial MOU signing and networking event by the leadership of Antioch University New England, Greenfield Community College, Keene State College, and the School for International Training will launch the Ecovation Hub Education and Training Consortium, which is dedicated to bringing broader green economy knowledge and opportunities to the tri-state area of Vermont, New Hampshire, and Massachusetts. The signing and networking event with the leaders of the four institutions, will take place from 4 p.m.- 5:30 p.m. on Thursday, July 20th in the Community Room of Antioch University New England, 40 Avon St. Keene, NH 03431. Media are invited to attend to cover the event.
  + BDCC will release a new asset map highlighting businesses and non-profits in the Ecovation Hub - a tri-state green building and services cluster. This map is the evolution of multiple assets identification sessions in the tri-state region which is centered in Bennington and Windham counties in Southern Vermont, Cheshire county in New Hampshire and Franklin County in Massachusetts
* **Entrepreneurial Programs:** 
  + WCEDP:

**The annual** [**Request for Proposal**](http://brattleborodevelopment.us13.list-manage1.com/track/click?u=24908e89d2558e99e0beef2fe&id=1030fc689d&e=a763cd997f)**(RFP) has been released.**  This year's RFP is once again focused on the workforce needs of our region. Please contact R.T. Brown, [rbrown@brattleborodevelopment.com](mailto:rbrown@brattleborodevelopment.com), if you have any questions. Assisting Vernon in process of hiring an attorney and preparing to provide testimony in the Northstar CPG hearing.

* + INSTIG8 - Entrepreneurship and Innovation

Start-Up lab with Hannah Grimes at end of August, Wilmington/Dover Idea Jam for early fall

* **Workforce Programs:**
* Internship Program:
  + New Internship Postings: Duo Restaurant and Vermont Elderberry Farm
  + Placed Summer Interns (as of 7/5/2017): 8 (Vermont Road Works, BDCC, Wilmington Works, Aflac and Jamaica Cottage Shop)
  + Placed Fall Interns (as of 7/5/2017): 1
  + Working with Career Counselors and Administration at each one of the 6 Colleges and Keene State College to plan for the fall semester internship recruitment. Examples: Attending new student orientation, parents weekend event, faculty meetings and fall campus event3
  + Planning site visits and check-ins with summer interns
  + Internship Program Stats (since beginning in 2014): 77 placed interns, 15 led to full time employment, 61 Windham County businesses have hosted an intern
  + <https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif>
* Sophomore Summit/Fast Tracks to Success:

The Fast Tracks to Success program pilot year has officially ended, having seen 0ver 120 students engage in Fast Tracks site visits and in-class activities. The BDCC, as part of the Fast Tracks program, also sponsored the first annual Sophomore Summit, which had over 250 sophomores from all 4 Windham County high schools in attendance, engaging with panels representing over 18 different industry sectors. All four Windham County high schools are currently enrolled in the Fast Tracks program for next year. The first site visits will likely begin in October to commemorate Manufacturing Week. The BDCC has also invested in career-aptitude materials to better identify and engage students interested in local high wage, high growth industry sectors. These materials will be integrated into the program in the fall of 2017.

* Young Professionals:

The Southern Vermont Young Professionals facilitated a hike up hogback mountain, which culminated in a visit to Bare Naked Brewery and Pizzapalooza. This event was a great mixture of outdoor activities and learning about a new, exciting business coming to the Windham Region.

* Talent Pipeline Management:

The Vermont Talent Pipeline Management process continues with the Construction and Healthcare Collaboratives, as well as a Food Systems pilot. Workforce and Education Program Manager has been continuing to meet with workforce partners to best serve as a liaison for these activities.

* Targeted Expertise Recruitment program (TER):

The third meeting of the New Chapter pilot of the Targeted Expertise Recruitment program (TER) took place Wednesday, June 7. This meeting focused on ways BDCC can support employers' internal "on-boarding" particularly with people considering a long-distance relocation to accept a position here. Southern Vermont Young Professionals is directly engaged in community on-boarding and in May we extended that with a "White Glove Network" for potential (or committed) recruits to form direct, personal connections to help with everything from selecting a community in which to settle, to helping a spouse find employment. The meeting focused on ways to formalize a request from employer to BDCC so that we can offer community on-boarding, including these social networks but also around interim housing needs and home-buying. Meeting four is on July 24, and will focus on conditions that create recruitment challenges including housing, childcare and diversity.

* **Fundraising:** 
  + The fundraising committee updated the SeVEDS Board last month on the broad strokes and rationale for a fundraising program. SeVEDS already raises funds from municipalities, and for support of the YP Gala. The ability to have less volatility and fewer constraints than we get from grants is a major advantage. The staff reached a major milestone in communicating a range of complex programs with a presentation to Secretary Schirling (ACCD) and Deputy Commissioner Harrington (DOL) on June 29th. This presentation included every staff member, and provided an overview of the BDCC and SeVEDS, the objectives that guide this work, including major highlights from the past year in funding, projects and awards. This month our first annual report will go from concept to draft, continuing our efforts to ensure more people understand the scope of this organization's work. Fundraising success will require continuing to tell better stories and demonstrate impact.