

Process Committee Meeting With Work Group Chairs & Liaisons

Meeting Notes of January 29, 2007, 4:00 p.m. at the MVC Offices **DRAFT**

Present - Members: Jim Athearn (Process Committee), John Abrams (Process Committee Chair, Livelihood and Commerce Liaison), Richard Toole (Housing Liaison and Chair), Ned Orleans (Process Committee), Sharon Strimling Florio (Energy and Waste Working Group), Kate Warner (Energy and Waste Core), Tom Wallace (Natural Environment Chair), Tom Chase (Process Committee, Natural Environment Liaison)

Present – MVC Staff: Mark London, Jo-Ann Taylor, Christine Flynn, Bill Veno, Bill Wilcox

1. Template for Organizing Material

- John Abrams introduced a draft Template for Synthesis Documents (January 29, 2007) and a draft sample Livelihood and Commerce synthesis document (version 9, January 29, 2007) using the template. The aim is to provide a format that would be used by all Work Groups to compile the material it is working on, organizing it into goals, objectives, underlying obstacles, and strategies. The synthesis document is meant to be updated regularly work progresses.
- After discussion, it was agreed to use the proposed format with the following revisions.
 - The “General Discussion” section for each overall topic should include:
 - Where We Are Today – key elements of the existing situation.
 - Assumptions – forming the basis of goals, objectives, and strategies, with the understanding that data may be needed to validate the assumptions.
 - Trends – where we will end up if current trends continue.
 - A “Current Status” section should be added for each sub-topic, after the Goal statement. It could also include specific assumptions and trends for that sub-topic.
 - A “Previously Discussed Ideas” section should be added at the end – a repository to note ideas discussed but not being actively pursued (rejected or tabled) with links to explanations (e.g. notes, meeting minutes).
 - An “Emerging Concepts” should be added after the strategies – a repository for ideas being floated for consideration but need more work before being included in the proposals.
- The Work Groups will be asked to complete a first draft in the next month. If groups have comments or suggestions about the format, they should send them to Mark London who will forward them to the Process Committee for possible revisions to be settled by e-mail. In a

month or so, the Process Committee will meet with the Chairs and Liaisons again to see how it is going.

2. “Bold Ideas” and “Low-Hanging Fruit”

- John Abrams explained the idea of having each Work Group identify one or two “bold ideas” and one or two “low-hanging fruit” by the end of the spring, to hone in on what are potentially the most effective strategies. These items, along with the general orientations for each topic, will be a major focus for the outreach to the general public next summer (e.g. posters in ferry terminal, flyers to Vineyard homes).
- The “low-hanging fruit” should be actions that could happen quickly, without significant funding, infrastructure or regulatory challenges. Tom Chase gave the example of a meeting organized by conservation groups with about ten owners of critical lands leading to several agreeing to conserve them, after years of other unsuccessful efforts to reach out to them. John Abrams said the Livelihood and Commerce group might suggest a off-season eco-tourism program.
- The bold ideas should be bigger, longer-term changes, which we could start working on soon. They should be inspirational, somewhat audacious, based on what people want, not guaranteed of success though not clearly unrealistic, and may inspire significant, possibly boisterous discussion. Examples from the Island’s past should be included in a preamble, to highlight that the Vineyard has “broken the mold” before, and that the independent spirit of Vineyarders is well suited to thinking out of the box to overcome obstacles. Examples include: the Land Bank, the M.V. Regional High School, and establishment of the Tribe with separate nation status. Other examples mentioned include the VTA and the MVC.
- Each Work Group should make a preliminary identification of their “bold ideas” and “low-hanging fruit” by the end of February. They will then be discussed by the Process Committee and the Steering Committee. We should prepare a one or two-page summary of each proposal.

3. Status of Work Groups

- Housing: Richard reported that the Housing Core has been having lots of good discussions. He expects the template to help. Marge Harris has dropped off the Core group. The Housing Core discussed adding someone from the development, legal, or zoning sectors but does not have any proposed names. The group thought that it could use individuals with specialized expertise as resources or sounding boards, rather than committing them to meetings. Christine Flynn noted that attorney Marcia Cini has offered to provide input for the planning process, but would not be able to attend regular meetings.
- Energy & Waste: Kate, Sharon, and Bill Veno reported that Russell Smith, the Energy & Waste Liaison, has not been able to attend meetings, due to a conflict, and it would be desirable that the Steering Committee appoint a new liaison. The meetings have been productive, in spite of the lack of a Chair. They would like to add Sharon Strimling Florio and David Nash as members of the Core.

- Water Resources: Bill Wilcox reported that the Water Core is doing well after getting off to a slow start. They started with a very broad analysis, and are now focusing on four priority areas. They should be able to work with the template and with the “bold ideas” and “low-hanging fruit”. They might also want to organize their proposals on a watershed-by-watershed, as opposed to Island-wide, since each watershed has different needs. He presented a poster for the Sengekontacket watershed as an example of possible outreach.
- Natural Environment: Tom Wallace reported that the Natural Environment Core is doing well, with 4 sub-topics identified and under discussion, and should be able to work with the template, and with the “bold ideas” and “low-hanging fruit”. Members unable to attend have participated by conference call, using the inexpensive “Ready Conference”. The Core is prepared to call on Work Group members to participate in the Core meetings as needed for input on specific agenda items. Tom Chase added that the Core would need to work to get to the synthesis document, having identified only visions so far.
- Livelihood and Commerce: John said that the Livelihood and Commerce Core has been meeting every week or two, is a large, diverse, enthusiastic, and committed group. Phil Hale has dropped off the Core.
- There was a discussion of the relation with between the Core and the full Work Group. Mark noted that there is a lot of expertise in the broader group waiting to be tapped, and there is apparently some frustration among the members of the broader group that they are not more involved. This will be discussed at the Steering Committee meeting. He also noted that the on-line discussion boards are nearly ready for operation, and will help to include the Work Group members in the planning process.

4. Upcoming Meeting

Wednesday, March 7, 2007, 4:00 p.m., to assess the template for synthesis documents, and to review the “bold ideas” and “low-hanging fruit” prior to forwarding to the Steering Committee meeting on March 10. Cores were encouraged to seek input from the full Work Groups on the bold ideas and low-hanging fruit prior to the next meeting, with meetings and/or on-line.

Notes prepared by Jo-Ann Taylor and Mark London

Island Plan: Template for Synthesis Documents

January 31, 2007

In order to help each Work Group pull together the vast quantity of material that we have to deal with, it is proposed that we create a constantly evolving working document that has the latest version of all the materials.

The Chair and staff person should work together to maintain a document of a maximum of about a dozen pages. It would include a general section, followed by a page or two for each of the sub-topics (generally four to six per topic).

Sources of material include: minutes of Work Group and Core meetings, notes from forums, Synopsis of Past Plans, results of surveys, research into best practices, etc. The material would include both ideas that have yet to be discussed and, as we move on, an increasing number of ideas that have been agreed to.

The following is the proposed format.

Introductory Section:

1. Mission - *What the Work Group is Doing*
2. Overall Purpose - *What We Hope to Achieve for the Vineyard*
3. General Discussion – *Overview of the Topic Today (how it has evolved, current trends and where it seems to be going, and what the main challenges are)*

For Each Sub-Topic:

1. Goal - *What We Want to Achieve in the Long Term*
2. Current Status – *Where We are Now*
3. Objective – *The Issue and the Aspiration*
4. Underlying Obstacles – *What's in the Way*
5. Strategies¹ - *How to Do It*
6. Information - *What We Need to Know*
7. Interdependencies – *Primary Relationships with Other Topics*
8. Emerging Concepts – *Ideas Not Yet Ready for Prime Time*
9. Previously Discussed Ideas – *Proposals That Were Tabled or Rejected*

For each of the potential strategies, we should include a brief description, timeframe (whether it is immediate, mid-term, long term), what we need to know about the feasibility and potential effectiveness, and references for follow-up (e.g. contact person or website). We should highlight the strategies that would be prioritized (one or two “bold ideas” and one or two “low-hanging fruit” per topic) and should be fleshed out in separate one- or two-page documents.

Once each working document has been assembled and looked at by the core group (no need to wordsmith or adopt), the current version should be available to the whole Work Group, whose members should be invited to contribute. The aim is to regularly update the document as new information comes in or after each meeting.

¹ the means to achieve one or more objectives, such as policies, incentives, regulations, projects, programs, and other actions

Topic
Mission
Overall Purpose
General Discussion [if needed]

Sub-Topic 1
Goal
Current Status
Objective
Underlying Obstacles
1.1

- Strategy
- Strategy
- Strategy

1.2

- Strategy
- Strategy

Information
Interdependencies

Sub-Topic 2
Goal
Current Status
Objective
Underlying Obstacles
2.1

- Strategy
- Strategy

2.2

- Strategy
- Strategy
- Strategy

2.3

- Strategy

Information
Interdependencies
Emerging Concepts
Previously Discussed Ideas

Sub-Topic 3
Goal
Current Status
Objective
Underlying Obstacles
3.1

- Strategy
- Strategy
- Strategy

3.2

- Strategy
- Strategy
- Strategy

Information
Interdependencies
Emerging Concepts
Previously Discussed Ideas

Sub-Topic 4
Goal
Current Status
Objective
Underlying Obstacles
4.1

- Strategy
- Strategy

4.2

- Strategy
- Strategy
- Strategy

Information
Interdependencies
Emerging Concepts
Previously Discussed Ideas