# Thurston Climate Mitigation Collaborative

**Staff Team Meeting Summary– June 28, 2023**

**AGENDA**

1. We did it!!!!
	1. Retreat debrief / notes for next year
* Staff Team feels this retreat was successful.
* Staff Team discussed how their methodology was received. They identified that they should make the methodology and reasoning for methodology available beforehand, include consideration for if initiatives are politically improved by regional coordination, if the initiative would result in immediate, enabling, or sustained GHG reductions, and when more data is available after a future wedge analysis if the actions are classified as high-impact initiatives.
* Staff team acknowledges that the retreat went over time, that all materials should have included initiatives in a numbered order to reduce confusion, and that because we were not on time not everyone got to speak when they wanted to.
* Next time, the Staff Team plans to give jurisdiction updates at an EC and CAW meeting prior to the retreat to allow more time for discussion. Alternatively, Staff Team could reduce updates to the top three highlights per jurisdiction.
* Staff team liked the way the facilitator took an initial vote to narrow down discussion to keep the meeting efficient. Staff Team also felt that going around the room allowing everyone to explain their reasoning for their votes was effective and gave everyone a chance to voice their opinions.
* Staff team recognizes that EC members relied on staff frequently throughout the retreat and that that lent the balance of power trending towards Staff having more power. Staff Team realizes this could be an issue in future years and wants to make sure that the CAW feels empowered.
1. Executive Committee Agenda Outline
	1. July 24 (Meeting Packet due July 14?)
* ILA and Guidance Document
* Budgets for Administrative tasks and GHG inventory
* New EC Standing item for State Forestry Advocacy
	1. August 28 Agenda outline
* Progress update on Regional Initiative
* EC Standing item for State Forestry Advocacy
	1. Quarterly meetings starting in October
1. ISC Proposal and Budget
* Staff team is still waiting on the budget proposal. Alyssa is expecting it by the end of this week.
1. ILA Revisions
	1. Regional Guidance Document
* Staff Team needs to focus on these revisions in their next meetings.
1. ICLEI proposal for GHGI
	1. GHGI schedule -- annual or less frequent?
* Each Staff Team member took turns sharing their opinions on if they felt annual or less frequent GHG inventories were preferable.
* The Staff Team decided to move forward with past inventory QA/QC, 2022 inventory, and Report for this next Inventory with ICLEI.
1. TRPC Closeout Meeting (documents/data/dashboard/energy efficiency white paper)
* The Staff Team needs to set up 1-2 meetings with TRPC to navigate closeout.
1. CAW Recruitment Process and Meeting Schedule (revisit the question of inclusion of agencies with the EC)
* Staff Team raised the question of whether to include agency representatives in the next CAW cycle or to have the CAW be strictly community-based.
* We will discuss CAW Recruitment as part of the regional guidance document discussion for the July 24 EC meeting.
* Staff Team’s goal is to reach out to the CAW in August about recruitment/reappointments.
1. Document Sharing Process
* Staff team will continue document sharing via email for now.
1. Next Meeting: Wednesday, July 5, 2-3pm
* The meeting needs to focus on the guidance document.
1. Following meeting Wednesday, July 12, 2-3
	1. Tom Crawford and Geoff Glass will attend to provide TCAT updates.

Staff Team Contact Information

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If you need additional context for any item included above, please reach out to the Staff Team’s designated note taker.