

# Staff Team Meeting

## Meeting Summary

Wednesday, July 3, 2024, 8 – 9:30 A.M.

Staff Team Members Present: Rebecca Harvey, Pamela Braff, Alyssa Jones Wood, Linsey Fields, and Dominic Jones.

Staff Team Members Absent:

Agenda Item	Notes
1. Executive Committee (EC) and Community Advisory Workgroup (CAW) Meeting Debrief	The Staff Team debriefed on the June Executive Committee (EC) meeting and the July CAW meeting. Only two Staff Team members were able to attend the June EC meeting and only half of the EC meeting was recorded accidentally. The Staff Team members not present at the EC meeting were brought up to speed. The Staff Team discussed the CAW meeting that happened the night before and how the urban areas can replicate the comprehensive plan exercise Rebecca from Thurston County led.
2. July 22 Executive Committee Meeting Packet	The July 22 EC meeting will include partner updates, the 2025-2026 TCMC workplan and budget proposal, a vote on the frequency of greenhouse gas inventories, and an update on the TCMC website. The Staff Team assigned agenda items to different members and established deadlines for drafting the related meeting materials. The Staff Team initially thought to bring the draft 2022 Commerce Greenhouse Gas inventory completed for Thurston County to this meeting but agreed to bring that to a future meeting when the associated wedge analysis has been completed. The Staff Team realized that a CAW ex officio representative had not been selected at the recent CAW meeting and will be asking the CAW facilitator to email the CAW to ask for volunteers to serve that role.
3. CAW Feedback Survey	The Staff Team suggested developing a feedback/satisfaction survey to be sent to the CAW to ensure the group is operating in a way that feels fulfilling, efficient, and fair. The Staff Team will work on developing this survey and will aim to send it to the CAW for anonymous feedback by September.
4. Administrative Support Contract Extension Discussion	The Staff Team discussed the consultant for administrative support's performance thus far and how to move forward with these needed services. The current contract is up for renewal at the end of the calendar year with an option to renew for two more years. The Staff Team expressed that they've spent much more time than anticipated on administrative tasks even with the support. The Staff Team is exploring solutions to improve performance with the current consultant and also is considering alternatives.
5. CAW Feedback vs Consensus	The Staff Team discussed needing to clarify when CAW feedback is needed versus when CAW consensus is needed. The Staff Team decided that consensus is needed for the CAW charter, agenda requests, and for final drafts of regulations and/or politically challenging proposals. Other topics can be brought to the CAW for general feedback. The Staff Team discussed the difficulty of allotting

	<p>enough time for feedback or a full consensus process given the number of topics that need to be covered and discussed in any given meeting. There will be questions about time commitments on the forthcoming CAW survey to clarify if there is a willingness to go over meeting times to allow more time for discussion when needed. The Staff Team also discussed how there is a loss of some richness of feedback when the discussion is focused on consensus only. The Staff Team also discussed using other digital feedback tools to request feedback more efficiently than an open forum every time.</p>
<p>6. Annual Report Update</p>	<p>Alyssa updated that the Annual Report is still in draft form and that she will be seeking another round of internal review and edits within the next two weeks. This project has been delayed, but the Staff Team is working hard to reach a finished product that will be well-received and informative.</p>
<p>7. Website Update</p>	<p>Rebecca shared that the website will be launched on August 1 and that she has been working closely with the designers to finalize the design and content.</p>