



EVG-h Workgroup 2.0 Meeting Agenda

Logistics Subgroup

Thursday, June 16th, 2022

6:30 PM - 8 PM

<https://us02web.zoom.us/join/zoom-join-link>

Attendees: Freddy Cupen-Ames, Hayley Geiger, Doug Epperhart, Glenn Bailey, Jannine Mancilla, Lanira Murphy, Suzanne Lewis, Jamie York

Co-Chairs: Josh Nadel (Melanie ABSENT)

Staff: Gibson Nyambura, Raquel Beltran

Facilitator: Josh Nadel

I. Logistics Discussion Items

A. Equipment – Needs (types of equipment needed, Meeting space-based considerations)

- Doug said we should include a link to all the materials we need in the final report.
- Discussion of in-person board member microphone types
 - Does everyone get their own mics? Are we sharing?
 - Glenn said 1 mic for 2 board members.
 - Suzanne agrees with Glenn. Keep it as simple as possible
 - Doug said from his experience, they have 1 mic per 2 board members, and the chair has his/her own mic
- Josh said the equipment should be checked before each meeting (protocol)
- Doug said we should check the equipment before the meeting, and if something is unfunctional, we should check how far the backup equipment is. He also said each NC would have its own stuff, but it should be stored in one facility.
 - A “pool” of equipment. Easily accessible. Specialized storage.
- Glenn brought up how previous NCs met at their storage area. He said we should explore sharing options.
 - Glenn said most storage spaces close well before meetings end. He said this could pose issues.
 - Josh said we could ask the city clerk about changing rules about city storage

as it pertains to hybrid meetings. (EX: Mobile Hotspot for board members)

- Josh said we should ask NCs if they have storage for the equipment needed for the EVG-h pilot program.
- Glen discussed onsite meeting storage and offsite meeting storage.
- Josh said whoever is the host/controller person should be in charge of verifying that the equipment is ready prior to the meeting.
 - Doug said this person should be paid by the NC
- Jamie asked if we paid the person, wouldn't they be a city employee?
- Glenn said the NC board member couldn't run the equipment. He imagines having a third-party paid equipment handler.
- Doug said if you are an NC board member, you cannot do paid work for your NC, only other NCs.
 - He said this will be sorted out in the pilot program.
- Josh said we should have at least one volunteer from an NC in the pilot program to see if he/she would be able to handle the management of the equipment.
- Glenn said those NCs who have equipment offsite would have to pick it up from the location. He said this would have to be conducted in a timely and careful manner. It could pose an inconvenience.
 - He recommends we do a run-through to see how long it would take.
- Josh brought up how long clean-up takes and how that can be accounted into our time. Glenn says if an NC needs to be at the venue early, how does that fit into the committed times of the venue?
- Suzanne recommends we have 2 controllers/hosts. She also said we should enforce clean-up help (all board members help!)
- Doug said if Board Members are responsible for the transportation of the equipment, there could be a big security concern.
 - Cleanup and storage help mitigate that issue
- Doug said 24-hour storage is available

B. Equipment – Purchases (makes, models, and actual pricing)

- Glenn strongly recommends the mics that turn on and off. Eliminates disruptions.
- Get spare batteries for wireless mics (Glenn's idea)
- Josh said we should have experts look at standards.
 - Doug said specified models are important if the equipment is pooled. He also said we have a list of recommended equipment.
- Jamie said we should think about narrowing the equipment choices. (Portability, size, storage, technical skills of board members) informed data prior to making the list.
- Raquel said the tech team has already created a list of equipment.
- Josh said they also calculated the costs of said equipment.
- Raquel recommends that we find out whether purchasing equipment from city vendors saves money. She also had an idea to ask the city council to fund the cost of the hybrid meetings.
- Josh said the more the city supports the cause, the better the results will be.
- Gibson says we should do research on equipment and how we can make it work altogether.
- Glenn reminded us to incorporate the advantages of leasing equipment
 - Gibson asked if he has yet to identify companies that lease equipment

- Glenn said he has a contact that could better advise Gibson about leasing questions
- Suzanne said when she was doing events, they would usually rent equipment. She also brought up how improvements are always being made and leasing is a safe option.
- Josh said most of the equipment is good for a while before it needs to be renewed.
- Doug brought up the service life of the equipment. Everything depreciates in 5 years. He brought up a replacement cycle. He said if everything is bought all at once, most of it will have to be renewed all at once.
- Gibson said equipment depreciation is a concern. He also mentioned that companies are more and more open to fixing equipment.
- Doug said that everyone should respect and treat the equipment with care.

C. Survey on existing equipment from all NCs

- Josh asked if we should have the specifications list before we ask if NCs have equipment yet?
- Suzanne and Raquel said the city clerk has a list of equipment the NCs have.
 - Doug questioned how accurate the list is.
- Josh said we should draft a recommended list of equipment to present at a general meeting.
- Glenn suggested we give a list of the type of equipment they might have - help NCs remember to make a list of every single type of equipment they have.
- Lanira said it would essentially be a baseline list of recommended items.

D. Funding – multiple models

- Raquel reminded us that we talked about having the city clerk release an RFP to provide vendors to be able to provide services to NCs.
 - She also said everything is tied to the size of the room/venue.
- Josh said the pilot program is going to be pioneer times and were going to have to hustle to get everything to be in place and productive.
 - Josh asked if we should rank the funding models.
- Suzanne asked about the estimated cost of a sound specialist. Josh said between \$2900-\$4000. Somebody setting up equipment.
- Glenn said we should do the research to find out how much a sound specialist can bring and set up HIS/HER OWN equipment will cost. He says this should be included in the report.
- Jamie likes the RFP idea
 - Equipment maintenance, not NC resp
 - Takes away from some equipment obligations
 - She believes the RFP will solve lots of problems (transportation, security, etc.)
- Hayley said that we should consider the technical skills of board members and how they will be able to set up efficiently. Josh suggested the said board member can take a class and learn how to reliably set up sound and the equipment.
- Josh and Doug highlighted that people leave, and it's hard to retain members to replace them.
- Raquel said there will be a commissioner meeting on June 21 and June 30 that will consider bylaw considerations.

- Raquel said the first report should include what the next steps could/should be, but is curious if we've concluded the charge given to the workgroup by the commission.
- Suzanne had the idea that the workgroup would continue as advisory to the dept in regard to hybrid meetings.
- Josh said we should include a section of what the next steps are in the final report. Phase 1 Reprt, Phase 2 Report.
- Doug said there should be participation in the evaluation of the NCs chosen to be apart of the pilot program, and that the workgroup be involved in evaluating the progress of the pilot program and what adjustments should be made to various protocols.
- Raquel said that the workgroup recordings and agendas will be uploaded to website.
- Doug pointed out the differences between the 2 brown act chane=ge amendments

II. Work Assignments

- Deliver main report by the 30th

III. Adjournment at 8:11pm

GROUND RULES

- **Mute All Electronic Devices – to vibrate if necessary**
- **All speakers will be “stacked” in the order they “raised” their hand**
- **Keep comments concise and “on” subject**
- **Be Honest in Your Comments, however:**
 - **Please Respect Others as They Wish To Be Respected**
 - **Act Professionally**
- **Be Aware of Others**
- **Please Listen Carefully to Others**