Bristol Equity Committee (BEQC)

Instructions for Rotating Committee Facilitator

1. **Take notes** in the meeting prior to you facilitating. You don't have to write all the narrative and discussion, just record actions/decisions. You can use the TEMPLATE NOTES if you want to.

2. **Save the notes** with format that the town prefers for indexing on the website:
    "NOTES year-month-date-BEQC"
    (for example: "NOTES 2024-07024 BEQC")

3. **Send the notes** to all committee members, plus Town Administrator, Town Clerk & Assistant, and any interested parties at the meeting. Here is the list if you need it:

    'Ainaka Luna' <bochika@me.com>; 'Bryan Plant' <paybackink@gmail.com>; 'Darla Senecal' <heydarla@comcast.net>; 'Krista Siringo' <ksiringo@gmail.com>; 'Trevor' <twinlens@protonmail.com>; 'elizabeth blair' <betsyblair33@gmail.com>; 'HubDirector' <hubdirector@bristolvt.org>

    'Bristol Town Administrator' <townadmin@bristolvt.org>; 'Bristol Clerk' <clerk@bristolvt.org>; 'Recreation Director' <recdirector@bristolvt.org>; 'Kris Perlee' <assistant@bristolvt.org>; Porter Knight <knight@gmavt.net>; 'Tabitha Moore' <tabitha@intentional-evolution.com>; jessica teets <jcteets@yahoo.com>

4. **Draft an agenda** for the next month's meeting
    -use TEMPLATE AGENDA
    -save with format the town wants: "year-month-date- "BEQC Agenda"
    (for example: "2024-07-24 BEQC Agenda)

5. **Ten days before** the next meeting (so the Monday of the week before)
    -add anything else needed to the agenda and:
    -confirm that either Darla or Taylor will be available to let us into Holley Hall and run the owl. If neither will be at the meeting, revert to a zoom only meeting and let folks know that by adjusting agenda to clearly state not in person, zoom only.
    -save updated agenda as a PDF
    -send the PDF to Sharon/Kris to post in the town office (and to put on website)
    -send the agenda to all committee members
    -post meeting agenda to FPF
    -post copy of agenda at Bristol Beverage and Lawrence Memorial Library

Ask for help any time!