

**Craftsbury Neighbor2Neighbor Task Force**  
10/7/21 Meeting Minutes (*approved 1/6/22*)  
7pm via Zoom

*Attending: Kris Coville, Chair; Penelope Doherty, Deb McKinley; Susie Houston, SB Liaison.*

1. **Discuss and approve minutes of 7/1/21 meeting.** *Not yet having a formal committee composition, the group agreed the minutes were accurate and approved them as final.*
2. **Food Share Update** –Number of families served; location status; potential initiatives. *Discussion: Craftsbury continues to serve 60-65 families per week, and Albany serves almost that many. Conversations continue with Sterling regarding the Wellness Center as a possible permanent location for the Craftsbury satellite pantry. Kris got good response from publishing the wish list. She continues to get good produce. Discussion followed regarding expectations for winter, fundraising realities, support from Vermont Food Bank and Salvation Farms. Everyone Eats continues until December under the more focused model.*
3. **Accounting Update** –review of account: how much left, any earmarks, payables, or rollover. *Discussion: Effie confirmed for Kris that any remaining funds do roll over from year to year. We used the remaining grants funds for the Old Home Day banner (which can be re-used) and meat for the freezer. Kris will get details from Michelle for the January meeting.*
4. **N2N tracking/reporting of local COVID data** – at what point should weekly reporting of COVID case data transition to “as needed?” *If needed, entertain motion and vote. Discussion: all agreed it would be premature to change our tracking/communications during the current high rates in Orleans County. Discussion followed regarding the “friendly check in list” and whether we should try to call persons to check needs before winter; all felt that would be a good idea. Susie will get the list from Michelle, go through it to remove persons who last year said they didn’t need to get calls, and then Kris will send an email to callers, asking them to call their previous pairing to check if folks have what they need.*
5. **N2N official membership structure/composition** – update on status of recommendation to Town Selectboard of composition approved at 7/1 N2N meeting (see below); discuss plan for outreach with goal of having appointments in place for January meeting so members can be briefed and roles decided. *Discussion: Kris reviewed the following roster, which was approved by the group at the July meeting.*

Approved membership composition:

- Food pantry rep (1)

- Mental health member (1)
  - Town Health Officer (1)
  - Church/school/business rep (1)
  - Emergency management group rep (1)
  - Two qualified at-large members of the community (2)
- equaling 7 members (4 for a quorum).

*Kris opened the discussion regarding next steps. Susie said she took the liberty of putting the group's recommendation in front of the SelectBoard and it is in agreement. Discussion followed regarding options for recruiting applicants, requirements of Robert's Rules, potential members, and outreach both directly and in the community.*

6. **Emergency Management Plan Update** – any news? *Discussion: Penelope reported that the Sept 9 scheduled meeting of the committee charged with updating the LEOP was cancelled and has yet to be rescheduled. Rudy has been very busy with the broadband project so NVDA is notifying the state that we'll need an extension. Probably won't meet before first of year.*
7. **Assistance List** – should refresh of list be put on hold until “usual times” members are appointed? *Discussion: Agreement that we shouldn't tackle this until we have our new members. We'll update as we go if activated before that time.*
8. **Schools/Churches/Businesses** – any updates? *Discussion: There were no specific reports; general discussion that everyone is flexing day to day as conditions shift. Most are noticing that, much like early in the pandemic, there are persons who mask and persons who don't, and we all do the best we can.*
9. **Other Business.** *There being no other business, meeting adjourned at \_\_\_\_ 8:20? Is that right?*