



**Governance Subcommittee Meeting**  
**Monday, May 13, 2024 at 3:00 PM via Zoom**  
**Agenda**

1. Minutes Approval
  - a. [February 5, 2024](#)
2. IDEA Progress
  - a. Review feedback from IDEA subcommittee, if available
3. IDEA Goals: Subcommittee Diversity and Representation (see page #2)
  - a. Discuss sample email requesting information
    - i. Review tone of email
    - ii. Who will draft?
  - b. Online form
    - i. What information do we want to record?
    - ii. Who will host the form?
    - iii. Who will have access to the form and reporting?
4. Other Business

Governance suggestions sent to IDEA subcommittee co-chairs:

1. Assess the diversity and representation of the commission members and its subcommittees, ensuring a broad range of perspectives.
  - a. Establish a "reporting" process for subcommittee chairs to collect this information from subcommittee members on a voluntary basis. Develop:
    - i. Sample email requesting information with link to online form
    - ii. Online form for anonymous reporting
  - b. Determine:
    - i. Identify what information needs to be recorded
    - ii. Who will draft email & put form together
    - iii. Who will have access to this information
2. We will compile information into a chart to easily view subcommittee make-up and identify IDEA weaknesses.
3. Discussion of IDEA "pledge" or "statement." [Create a shortened and plain language version of the Values statement.]
  - a. Consider including this shortened "pledge" on agenda templates or in another place that keeps IDEA front of mind.
4. Evaluate the inclusion of marginalized communities in decision-making processes.
  - a. We will provide a set of 4 to 5 questions each subcommittee should complete when making key decisions. This sheet should be sent to Cyndi, and while subcommittees will not be "policed," there may be periodic spot checks to ensure subcommittees are keeping IDEA principles top of mind.
  - b. Twice per year (early summer and end-of-year subcommittee report), subcommittees should list the communities they've reached out to and incorporated into their decisions.
5. Consider accessibility in governance practices, such as providing robust accommodations for commission meetings and materials to ensure full participation.
  - a. We will work with Jon to better understand the best practices we should be using for commission meetings and events.
  - b. We will create a document of Guidelines for ADA Compliance for public use, to be posted on the CT 250 Resource Page and distributed to any event planning entity.