

EMPLOYEE ENGAGEMENT WORKING GROUP MEETING MINUTES

Meeting date: Tuesday, August 22, 2023
Attendees: Hope Burnell, Patty Rooney, Nora Molloy, Alec Morrissey, Andrea Trumble, Jess Berry, Joe Castonguay, Keiko Konoeda, Mark Cayer, Sylvia Deschaine, Curtis Johnson, Megan Couch
Guest: Jessica Fournier, Employee Relations Specialist
Absent: Zach Brown-Cross

Discussion summary:

- Welcome, introductions, and review of previous and current agenda
 - No notes from members were entered in the minutes from the previous meeting
 - A request for documentation of the agreed upon ground rules was discussed (see action items)
 - Question was raised regarding defining and navigating confidentiality in the group. (see action items)
- Hope reviewed the timeline for the anticipated group work over the coming months.
 - Sept: SWOT analysis and establishing survey objectives
 - Oct: Initial vendor evaluation and RFP
 - Nov: Vendor evaluation, proposal review, interviews
 - Dec: Vendor recommendations sent to senior staff
 - Jan: Vendor selection and survey promotion
 - Feb: Survey launch
- SWOT small group exercise and share out
 - This will be picked up at the next meeting. Exercise was started but not completed.

Action Items:

- Hope, Keiko, Sylvia, Joe and Jess will have a discussion regarding defining and navigating confidentiality in the group and bring something back to the group to discuss at the next meeting. The group will discuss desired communication norms (within the committee and to the community) and share a framework for the working group to vet at the next meeting.
- Group ground rules will be amended into [meeting minutes for 8.8.23](#)
- Effort will be made to provide clarity on what the group is asked to do and discuss and how it relates back to the charge and goals of the group.

Meeting Ranking: 7.81