



MEMORANDUM

TO: TPB Technical Committee
FROM: Lyn Erickson, Plan Development and Coordination Program Director
SUBJECT: Fall Meeting In-Person/Virtual Logistics: Discussion of Options and Preferences
DATE: July 1, 2021

COG has advised staff of plans to return to the office (with an increase to its previous telework frequency) starting September 1, 2021. We expect COG offices to be open to members and the public starting September 2021. While a decision on in-person meetings at COG is yet to be made, it is anticipated that in-person meetings will resume in September as well. The Steering Committee discussed the return to in-person meeting options and opportunities at its June 4 meeting and five alternative options for committee and board meetings were discussed (see below). The sense of the Steering Committee was that where possible, staff should offer in-person meetings, with WebEx and camera in the meeting room (Hybrid - #3) as a standard option to all committees and the board. While the option of alternating all in-person meetings with all virtual meetings was interesting, the group agreed that limiting the number of opportunities for in-person interactions would not be preferred.

Options discussed at the June 4 Steering Committee meeting:

1. All virtual with no in-person option
2. Alternate in-person and all virtual meetings, monthly
3. In-person meetings, with WebEx and camera in the meeting room (Hybrid)
4. In-person meetings, with WebEx and no camera (how some meetings were conducted prior to pandemic)
5. In-person meetings, with audio only via conference call (how some meetings were conducted prior to pandemic)

The Committee noted that flexibility with regard to participation choice (in-person or virtual) will be needed for a period of time, as TPB member agency representatives to reconcile their agency operating procedures and their personal and professional needs as they enter their offices and resume routine daily activities.

Given the large number of committees, the diverse meeting and event schedules, and number of attendees, staff expects a diverse set of options to be chosen by different COG and TPB committees. Staff will be conducting an anonymous survey later this summer to gather member feedback on preferences and comfort with returning to in-person committee meetings at COG.

Staff will continue to reevaluate what is working and what needs further attention throughout the Fall. An assessment of the experience through 2021 to determinate plans for 2022 could be completed in December.