Vermont Outdoor Recreation Economic Collaborative (VOREC) Steering Committee

## By-Laws and Charter

PURPOSE

The purpose of the Vermont Outdoor Recreation Economic Collaborative (VOREC) Steering Committee is to carry out Governor Scott’s Executive Order #11-17.

The VOREC Steering Committee shall develop a strategy and specific action plan with measurable outcomes to, at a minimum, address the following:

* Support efforts to market the outdoor recreation values and attributes of Vermont to effectively foster economic growth;
* Examine and promote laws, policies and initiatives that encourage outdoor recreation business;
* Strengthen stewardship of outdoor recreation resources and the organizations that support them;
* Mobilize the members of the VOREC to develop and implement the initiatives of the VOREC and
* Encourage, incentivize and guide the development of community-oriented outdoor recreation assets increasing economic impacts.
* Align, share resources and strategies among stakeholders

DEFINITIONS

Outdoor Recreation: leisure, sport and therapeutic recreation activities pursued outdoors, mainly in a natural setting. Outdoor Recreation encompasses a wide scope of potential activities. VOREC's role will be to elevate the knowledge base and potential of traditional and growing outdoor recreation activities.

Outdoor Recreation Business: private, for-profit business which has a physical presence in Vermont (but may do business regionally, nationally and internationally) which supports Outdoor Recreation or Outdoor Recreation Assets.

Outdoor Recreation Organizations: non-profit or public organizations whose missions provide access, education, conservation, management and/or stewardship of Outdoor Recreation Assets.

Outdoor Recreation Assets:

Physical: the infrastructure which supports access and enjoyment of Outdoor Recreation such as parking lots, trailheads, trails, access areas, etc.

Social/Cultural: the Vermont brand identity associated with promoting health and well-being through a vigorous outdoor lifestyle, including events, activities and products enjoyed by outdoor recreation consumers. This includes businesses with proximity to outdoor recreation assets or frequently enjoyed by outdoor recreation consumers, as well as indoor and outdoor activities such as film festivals and volunteer stewardship events.

Natural: the natural landscape of forests, farms, waterways and human communities.

These definitions include the culture and history associated with these assets.

PRODUCTS AND OUTCOME

VOREC Steering Committee will report all findings and recommendations to the Governor on or before September 15 of each year, beginning September 15, 2017. VOREC will advise the Governor on the effectiveness of this Order on the development and implementation of VOREC initiatives.

A draft plan and recommendations will be approved by the VOREC and posted on the VOREC web site. Public comment will be solicited and considered for inclusion in the plan and recommendations.

These recommendations will include short- and long-term strategies with measurable outcomes that the State, in partnership with private, non-profit, educational and federal entities, may implement. The Governor may accept, reject or modify any recommendations. VOREC Steering Committee may also share these recommendations with federal agencies, the Legislature, local governments and other interested stakeholders.

MEMBERSHIP

## Voting Members

The VOREC Steering Committee will be made up of 15 voting members appointed by Governor at the recommendation of the Commissioner of Forests, Parks and Recreation in consultation with the Secretary of the Agency of Commerce and Community Development (“ACCD”). The voting members represent a diversity of outdoor recreation interests.

Appointed voting members include:

* Michael Snyder, Chair (Vermont Department of Forests, Parks and Recreation) Stowe, VT
* Wendy Knight (Agency of Commerce and Community Development: Department of Tourism and Marketing), Vergennes, VT
* Mike DeBonis (Green Mountain Club) Moretown, VT
* Hal Ellms (Pinnacle Outdoor Group), Middlesex, VT
* Amy Kelsey (Vermont Trails and Greenways Council, Catamount Trail Association/Vermont Backcountry Alliance), Underhill, VT
* Josh Ryan (Timber and Stone, LLC), East Montpelier, VT
* Trey Martin (Trust for Public Land), Adamant, VT
* Shane Prisby (Vermont Trails and Greenways Council/Vermont Association of Snow Travelers), Barre, VT
* Marc Sherman (Outdoor Gear Exchange), Burlington, VT
* Drew Simmons (Pale Morning Media), Waitsfield, VT
* Tom Stuessy (Vermont Mountain Bike Association/Vermont Outdoor Innovation Coalition), South Burlington, VT
* Bill Supple (Mammut), Richmond, VT
* Frank Stanley (VT Traditions Coalition/Traditional Hunting and Fishing interests), Monkton, VT
* Sarah Lang (Southern Vermont Economy Project Manager, Brattleboro Development Credit Corporation), Brattleboro, VT
* One more, in process

## Chair Roles and Responsibilities

The Governor designated the Commissioner of Forests, Parks and Recreation as chair. The role of the chair is to preside over VOREC meetings; work with the project lead and facilitators to develop meeting agendas; if necessary, appoint subcommittee members (see *Committees*); and serve as spokesperson for VOREC. The chair will attend every meeting.

## VOREC Steering Committee Member Roles and Responsibilities

Members are expected to attend all VOREC meetings, or to send a designee approved by the Chair. Voting members may participate in meetings electronically/telephonically if such options are available. VOREC Steering Committee members shall read materials provided before all meetings and be prepared to participate fully in all meetings. Materials for the meetings will be provided electronically with as much lead time as possible. Draft agenda items must be presented to the Chair at least one week before the meetings.

Members are expected to represent themselves, the organization which has authorized their membership and/or constituent groups which VOREC members determine need representation (similar stakeholder groups or underrepresented ones). Ideas presented within VOREC discussions will not be assumed to be the official position of the organizations or groups represented unless specifically stated to be so. VOREC Steering Committee members have the responsibility to keep the organizations and interest groups they represent informed about the actions and outcomes of VOREC’s process.

**Conduct of VOREC Steering Committee Members:**

The primary purpose of VOREC is to balance, sustain and grow the interests of the physical, cultural and natural assets which comprise Outdoor Recreation in Vermont, and to leverage them for enhanced economic development in the sector and the Vermont economy in general -- by providing recommendations to the Governor. Members will endeavor to develop recommendations that are satisfactory to all VOREC Steering Committee members. VOREC Steering Committee members will ensure that an integrated approach is taken in formulating recommendations by meeting together as needed to assure strong communication and collaboration among all members. When representing VOREC to constituents, the media, at meetings and other venues, members will provide accurate and honest information about the proceedings of this group. Members will inform the Chair and Project Manager of this activity in a written or verbal summary at each meeting, unless the constituent or media contact needs immediate attention from the Chair, in which case members will inform the Chair as soon as feasible. Members will disclose known and potential real or perceived conflicts of interests.

**Informing Constituent Groups:**

It is expected that VOREC Steering Committee members will engage in active communication with constituents and other interested parties about the work of VOREC. This communication may include written, verbal and electronic means. Members will have access to meeting materials including agendas, minutes and summaries to facilitate such communications.

**Representing Constituents:**

VOREC Steering Committee members are encouraged to represent their own personal and professional viewpoints, as well as those of any and all constituents who provide input to them. In developing recommendations, VOREC Steering Committee members will consider the interests of other group members as well as their own particular interest group when reviewing issues and recommendations. VOREC Steering Committee members will invite proposals from their constituents to present to VOREC and will provide proposals from VOREC to their constituents for feedback and input.

## Sub-Committees

Sub-committees may be appointed by the chair to advance the work of VOREC. The purpose of the sub-committees is to carry out the work for which they have been formed, and to make recommendations to the full VOREC Steering Committee. The sub-committees shall consist of VOREC Steering Committee members and may also include staff and other participants. Non-VOREC Steering Committee members of sub-committees may not vote. The chair of the VOREC Steering Committee shall appoint sub-committee chairs, to be selected from the VOREC Steering Committee members. No more than 5 voting members of the VOREC Steering Committee may participate on any given sub- committee. Sub-committee chairs are responsible for reporting on sub-committee activities to the full VOREC Steering Committee

PROJECT MANAGEMENT AND ADMINISTRATIVE SUPPORT

Administration, and staff support shall be provided by the Vermont Department of Forests, Parks and Recreation and the Agency of Commerce and Community Development.

Project management will be provided by the VT FPR Recreation Program Manager, at the direction of the Chair. Responsibilities include:

* Facilitation of all VOREC meetings/sub-committee work
* Management of all outside contractors/facilitators for special events
* Planning and execution of events for statewide and regional outreach
* Finalizing all strategic and action plans and other documents and work products
* Monitoring and support of the execution and implementation of strategic and action plans
* Providing administrative and logistical support for VOREC chair
* Providing research, data compilation, analysis and reporting
* Coordination of state, regional and national resources and staff
* Supervising all administrative work such as meeting scheduling, agendas, materials for meetings, etc.
* Providing strategic input and participation in all VOREC proceedings

MEETINGS

The VOREC Steering Committee will hold regular meetings with its members each month, beginning on June 20, 2017 or as determined by the chair. All VOREC meetings, deliberations, communications, and work products are public.

**VOTING**

**The** VOREC Steering Committee will operate by consensus of all members present at each meeting. Consensus decision-making is broadly defined as making determinations developed by the group, inclusive of all interests, to achieve an acceptable resolution for all parties.

In the event that consensus cannot be reached, the Chair will call a vote, and majority and minority reports shall be included in the record. When formal VOREC action is necessary, such action will be governed by *Robert’s Rules of Order,* and may include electronic voting as appropriate.

**Meeting Ground Rules:**

* Speak one at a time.
* Raise hands to be recognized by the Chair when more than one person wishes to contribute.
* No side conversations.
* Electronic devices should be placed on silent, and put away if possible. Phone calls should be taken out of the room.
* Respect other people’s viewpoints.
* Be prepared and arrive on time. Inform the Chair and Project Manager of scheduling conflicts when possible.
* Have fun!

**PUBLIC MEETINGS**

The VOREC Steering Committee will also host additional public meetings to solicit input and collect information from interested parties from across the state. All scheduled meetings of the VOREC will follow the Open Public Meetings Act requirements as defined in a 1 V.S.A. § 310 and all information prepared for the VOREC will be available on the FPR Website, which can be found at:

 http://fpr.vermont.gov/VOREC

## Locations

The VOREC will hold regional meetings throughout Vermont. The meetings will be held in the following general regions:

* Northwest
* Northeast
* Central
* Southwest
* Southeast

## Schedule

Each meeting will be scheduled for approximately four hours.

## Facilitation

VT ANR staff and contractors will be engaged as appropriate to provide facilitation, public outreach and engagement or other services.

**WEB SITE**

The Vermont Department of Forests, Parks and Recreation has created a web page specific to the VOREC on the VTFPR Web Site. It can be found at: <http://fpr.vermont.gov/VOREC>.

VOREC information, e.g.., the executive order, members, charter, minutes and meeting materials will be posted on the web site, along with relevant reports, studies and other reference material provided to the VOREC. Information about public involvement will also be posted on the web site.

RECORDS

The records of the VOREC are subject to the requirements of the Open Public Meetings Act,

1 V.S.A. § 310. Minutes of the VOREC meetings shall serve as the official record of the meetings and shall be made available upon request. The VOREC Steering Committee shall determine the scope and content of the minutes. Meeting minutes will be posted on the VOREC web site.

TERM

Each VOREC Steering Committee member will serve at least one, two-year voluntary term, for as long as VOREC exists. Every other year in June, the chair will invite members to continue to serve at his or her discretion, and invite new members, who will be recommended to the Governor for final approval. The Chair will strive to limit turnover to no more than 3-4 members per term.

In considering replacement of VOREC Steering Committee members, the Chair may use such factors as:

* a member's change in organizational affiliation that is not aligned with VOREC
* a member’s ability and willingness to serve
* the need to acquire particular expertise
* perceived conflicts of interest
* a need for increased diversity