



CITY OF HENDERSONVILLE
ENVIRONMENTAL SUSTAINABILITY BOARD
Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC
28792

Thursday, May 18, 2023 – **12:00 PM**



AMENDED AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **AGENDA**

Retreat
4. **ADJOURNMENT**

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.

City of Hendersonville Environmental Sustainability Board
Board Kickoff Meeting Plan
May 18th, 2023 | 12:00PM – 5:00 PM



Location: Operations Center

Objectives:

- Understand and clarify our role and responsibilities as a Board
- Align on near- and long-term Board priorities
- Align around a Board operating structure to support these

Pre-meeting preparations:

- Pre-work

Materials List

- Templates
- Flip Charts
- Facilitation Suitcase
- Vision Cards
- Participant Baskets (pens, markers, stickies, candy)

Time/Topic	Details	Facilitation notes
Ahead of Session Pre-Work	<p>Fountainworks will compile pre-work activities to help the Board...</p> <ul style="list-style-type: none">• Start thinking about what kinds of activities inspire them• Begin visioning what kind of impact the Hendersonville ESB will have <p>Pre-work “assignment” (sent from Caitlyn) that asks participants to</p> <ul style="list-style-type: none">– Drive around Hendersonville and take a photo of a great example of Hendersonville being an environmentally sustainable community. What inspires you about this photo.– What is one inspiring example of what another community is doing to be environmentally	<p>Pre-work doc</p>

	<p>sustainable? This can be in North Carolina, the U.S., or even outside the U.S.</p> <ul style="list-style-type: none"> – What are one or two things that you'd like to see this community take on around environmental sustainability? 	
8:30 AM Setup	Fountainworks will arrive early to set up	Action Item Tracker (used throughout & recapped at the end)
12:00 PM Board Lunch <i>60 minutes</i>	Board members will arrive early to have lunch together	Slide show – prepped by Hville
1:00 PM Welcome & Agenda Review <i>10 minutes</i>	<p>[10 min] Kelly welcomes participants and Warren goes over the goals of the day, roles of those in the room, and reviews the agenda</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Understand and clarify our role and responsibilities as a Board • Align on near- and long-term Board priorities • Align around a Board operating structure to support these <p>Roles:</p> <ul style="list-style-type: none"> – The Board: active, engaged participants – Warren: facilitator – [Emily]: recording, facilitation support – Hville staff: support and point of reference 	Meeting Kickoff or Flipchart agenda
1:10 PM Pre-Work Recap <i>15 minutes</i>	<p>Warren introduces recap exercise.</p> <p>[10 min] In pairs, share your pre-work responses with another Board member.</p>	Flip Chart

	<p>[5 min] Debrief as a full group around the question “What inspired you from your own pre-work and from your paired conversation?”</p>	
<p>1:25 PM ESB Partners</p> <p><i>15 minutes</i></p>	<p>Warren introduces exercise.</p> <p>[15 minutes] Building off of a graphic put together with the help of Caitlyn and the pre-work review, Warren facilitates a conversation around what role the ESB plays as compared to others in the space</p> <ul style="list-style-type: none"> – What are others’ priorities? – Who do they represent? – How do they make an impact? 	<p>Handout or template of partnership graphic</p> <p>Medium sized “blank” template to capture conversation on ESB’s role</p>
<p>1:40 PM Charter Review</p> <p><i>30 minutes</i></p>	<p>[10 min] Warren reviews the ESB charter, highlighting major responsibilities of the Board.</p> <p>[20 minutes] After the review, Warren opens the floor for questions.</p> <ul style="list-style-type: none"> – After looking at where others are, how do <i>we</i> fit in? What are our formal and informal roles and responsibilities? – What support can the City provide? – What are examples of things we <i>cannot</i> do? 	<p>Handout w/ copy of charter</p> <p>Medium-sized “blank” template to capture conversation</p>
<p>2:10 PM BREAK</p> <p><i>10 minutes</i></p>	<p><i>BREAK</i></p>	
<p>2:20 PM Visioning</p> <p><i>45 minutes</i></p>	<p>[10 minutes] Warren asks Board members to select a photo that represents their vision for the ESB. Each Board member shares their card and why they selected it.</p> <p>[35 minutes] Warren facilitates a conversation on what the Board’s vision is</p> <ul style="list-style-type: none"> – What impact do we want to have? 	<p>Vision Cards</p> <p>Mandala template to capture conversation on ESB’s vision</p>

	<ul style="list-style-type: none"> – What do we want the Hendersonville community to look like when it comes to ES? What do we want the impact of this Board to be? <p>[10 minutes] Debrief visioning by trying to pull out ESB’s overall goals</p>	
<p>3:05 PM What to Take On</p> <p><i>55 minutes</i></p>	<p>Warren facilitates a conversation around what the Board wants to take on in both the near- and long-term, starting with commitments already made by the ESB and then moving to if there are new things to take on.</p> <p><i>Recording Note: As Board members discuss topics, we indicate lighter and heavier lifts for potential activities</i></p> <p>[20 minutes] Warren reviews the commitments already made by the Board, asking them: are these activities still priorities? Are there any we can let go? Where can we increase momentum?</p> <p><u>Outreach and Events</u></p> <ul style="list-style-type: none"> – Hendo Earth Fest – Sustainability Hero Award – Other events for community advocacy <p><u>Energy Efficiency</u></p> <ul style="list-style-type: none"> – Provides input to Sustainability Manager on City renewable energy and energy efficiency projects and suggestions <p><u>Land Management</u></p> <ul style="list-style-type: none"> – Bee City USA ESB representative <p><u>Waste Management</u></p> <ul style="list-style-type: none"> – ESB composting and waste reduction initiatives – Plastic Free Hendo (if ESB votes to continue on with this initiative. There was a resolution passed with City Council directing ESB to take on this effort so it may be worth continuing.) 	<p>Template of current focus areas w/ room to capture</p> <p>Template of places where ESB has already made a commitment</p> <p>Template split into a grid; columns for each focus area (+ an extra for ‘other’) and rows for near- and long-term activities</p>

	<ul style="list-style-type: none"> – Composting project monthly maintenance (new subpod project awaiting approval) <p>[15 minutes] Warren facilitates a conversation about what other near- and long-term priorities the Board might want to take on, in light of what is already happening</p> <p>[5 minutes] Ask Board members to vote with 1 “red” dot to show the activity that is their top priority and 2 “blue” dots for their next two priorities</p>	
4:00 PM BREAK <i>10 minutes</i>	<i>BREAK</i>	
4:10 PM What Structure Supports the ESB? <i>30 minutes</i>	<p>[30 min] Warren facilitates a conversation on what structures the Board needs for support.</p> <p>Topics include:</p> <ul style="list-style-type: none"> – How do we want to organize? – How often do we want to meet? – Is there anything we need from the City? 	Large “blank” template to capture conversation
4:40 PM Wrap-Up & Adjourn <i>20 minutes</i>	<p>[20 min] Warren reviews action items from the day, giving Board members an opportunity to answer unasked questions or share helpful insights and comments</p>	Filled in Action Item Tracker