Participating in Online Meetings Using Zoom

Key Functions

- Toolbar
- Mute/Unmute
- Start/Stop Video
- Chat
- Raise Hand
Participating in Online Meetings Using Zoom

Mute/Unmute

- *Computer Audio*: Use the toolbar to mute or unmute yourself
- *Phone Audio*: Use the mute function on your phone to mute or unmute yourself
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Start/Stop video

• Select the “Chat” icon on the toolbar to open the chat window
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Chat

• Select the “Chat” icon on the toolbar to open the chat window
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Raise Hand

• Select the “Participant” icon on the toolbar

• Click the “Raise Hand” icon in the participants window to raise or lower your hand
Virtual Participation Principles

• **One** person speaks at a time and for **under a minute**

• Please **mute** yourself when you’re not speaking.

• Technology happens – please be **flexible and patient**.

• **Share video** so we can stay visually connected.

• Use the **chat** feature to ensure we get your input in your exact words.

• Be **respectful** of one another’s opinions.

• Remember this is just one meeting in a longer **process**.
Path to Clean Air Timeline
Community Design Team Timeline

Orientation
February 26th
Introduction to the CERP CDT

Meeting #1
March 23rd
Discuss Application, Charter, Partnership Agreement & Conflict of Interest Form

Meeting #2
April 6th
Finalize Application, Charter, Partnership Agreement & Conflict of Interest Form

Meeting #3
May 4th
Review Applications

Meeting #4
June 1st
Finalize Steering Committee and Co-lead Team Selection

Call for Steering Committee Members
Recap: What does success look like?

**CERP Process**

- A diverse, inclusive and equitable process

**CERP Steering Committee**

- Is representative of the community
  - Includes representatives of vulnerable populations
  - Includes representatives from the most impacted communities
Recap: What does success look like?

Outcomes

• Establish **aggressive goals and targets** for all types of emissions and industries

• Demonstrate **quantifiable improvements** in air quality and quality of life
Steering Committee Application
Recap: Steering Committee Application

Suggestions for Improvement

• Insert Richmond – San Pablo area map
• Include the Conflict of Interest and Financial Disclosure form
• Include statement that preference will be given to Monitoring Plan SC members
• Include questions to identify applicants’ neighborhoods, experience with air quality
• Translate the application into multiple languages
Warm-Up Question

How are you coping with the shelter in place mandate?

A. Taking breaks from watching, reading and listening to news stories
B. Exercising, stretching and/or meditating
C. Staying connected with friends and family
D. Other
Vote: Steering Committee Application

Does the application provide enough information for the CDT to select Steering Committee members?

A. Yes
B. No
C. Abstain
Steering Committee Outreach
Recap: CERP Outreach

Goals

• Develop a **diverse, inclusive and equitable** process
• Engage a broad cross-section of community stakeholders
• Communicate a **clear and powerful message**
• **Inform and educate** the community about efforts to improve air quality and reduce emissions
1. Please share your initial ideas on how to recruit a diverse and balanced group of Steering Committee members.

2. How will you conduct outreach for Steering Committee recruitment?
Conflict of Interest and Financial Disclosure Form
Recap: Conflict of Interest and Financial Disclosure Forms

Suggestions for Improvement

• Update the form to be more specific around industry ties (e.g. employment, funding, etc.)

• Insert a statement that the form needs to be submitted as a part of the CERP SC application process
Vote: Conflict of Interest and Financial Disclosure Forms

Should the Conflict of Interest and Financial Disclosure form be required to submit a complete Steering Committee application?

A. Yes
B. No
C. Abstain
Charter and Partnership Agreement
Recap: Charter and Partnership Agreement

Suggestions for Improvement

• Update Mission Statement to clarify SC objectives
• Clarify and update SC make-up, including sector representation
• Update document to give the SC authority over confirming new SC members
• Update Co-Lead section to state that Co-Leads will manage the TAG
• Update attendance expectations
• Update website administrator
• Update signature page to reflect SC objectives
Vote: Charter & Partnership Agreement

Based on today’s discussion, do you approve the Charter and Partnership Agreement?

A. Yes
B. No
C. Abstain
Summary and Next Steps
Next Steps

• Calendar the next three CDT meetings, 6 to 8 pm:
  ✓ May 4th
  ✓ June 1st