



TOT/CAP

August 23, 2023, Joint Meetings

Deliberation Timeline

### **Deliberation Timeline**

1. Committee business (12:30 pm-12:35 pm) – Committee chair (Sarah Coolidge)
  - Agenda approval
  
2. Purpose of the Meeting and Overview (12:35 pm-12:40 pm) – Tony Karwowski/Erin Casey
  - Outline of the meeting's goals and outcomes.
  - Meeting process and introduction of meeting facilitator
  - Meeting ground rules and “parking lot” approach
  
3. Presentation of Grant Scoring Results (12:40 pm-12:45 pm) – Erin Casey
  - Overview of how the scoring exercise was conducted.
  - Presentation of scoring results.
  
4. Deliberation Session 1 (12:45 pm-2:00 pm) – Facilitated by Erin Casey
  - Review purpose of primary and secondary proposals by committee
  - Share proposal scores in rank order
  - Review primary projects that overlap with present committee in rank order
  - Review secondary projects that overlap with non-present committees in rank order
  - Public comment
  
5. Q&A with Grant Applicants (2:00 pm-3:00 pm) - Facilitated by Erin Casey
  - Structured time with each applicant limited (e.g., 3-5 minutes).
  - Committee members ask questions, alternating between committees for fairness.
  - Public comment
  
6. Break (3:00 pm-3:10 pm)
  
7. Deliberation Session 2 (3:10 pm-4:25 pm) – Facilitated by Erin Casey
  - Continued discussion on potential projects.
  - Use the financial tool for real-time budget considerations.
  - Public comment
  
8. Overview of Next Steps and Conclusion (4:25 pm-4:30 pm) – Tony Karwowski
  - Discuss follow-up actions.
  - Timeline, responsibilities, and any other logistical details