**DRAFT MINUTES**

**STATE ETHICS COMMISSION**

Wednesday, October 3, 2018

South Burlington Community Library

**University Mall**
**155 Dorset Street**
**South Burlington, VT 05403**

Present were Commission members Madeline Motta, Julie Hulburd, Suzanne Lowensohn, Sarah Biolsi Vangel, and Chris Davis and Executive Director, Brian Leven.

1. Madeline Motta called the meeting to order at 1:09 p.m.
2. Chris Davis moved to approve the minutes of the Commission’s September 5, 2018 meeting; Julie Hulburd seconded; motion passed unanimously.
3. Website support services update – Brian Leven presented a proposal from VT Web Marketing.
4. Review of Draft Operating Policies and Procedures – The Commission discussed and marked up the draft policies and procedures prepared by Sarah Biolsi Vangel regarding privacy and data protection.
5. Ethics Training – the Commission discussed ideas to improve presentation and plans for trainings.
6. Marketing update – the Commission discussed of distribution of posters and brochures.
7. Julie Hulburd moved to enter into executive session to discuss complaints filed with the Commission; Sarah Biolsi Vangel seconded; motion passed unanimously.
8. Sarah Biolsi Vangel moved to exit executive session; Julie Hulburd seconded; motion passed unanimously.
9. Chris Davis moved to enter executive session to discuss Commission member staffing; Sarah Biolsi Vangel seconded; motion passed unanimously. Chris Davis moved to exit executive session; Sarah Biolsi Vangel seconded; motion passed unanimously.
10. Chris Davis moved to adjourn; Sarah Biolsi Vangel seconded; motion passed unanimously. The Commission adjourned at 3:17 p.m.