

**From:** Blackman, Jessica [Jessica.Blackman@vermont.gov]  
**Sent:** Tuesday, May 31, 2016 9:25 AM  
**To:** Apogee Design  
**CC:** Gingras, Jessica  
**Subject:** RE: Online forum capabilities?

Hi John –

Do you have an example of what a collaborative inbox looks like? Or how it functions? I imagine its basically an email inbox that everyone (whose email we provide) has access to...?

I think we need to think about the public hearing laws on this – **Jess is this the kind of thing that would be allowed?** My understanding is that whenever a quorum is present, the public has to have access to those discussions. I don't know how the electronic nature of this type of inbox effects those laws...? Could we make it so the public could SEE the emails (and respond maybe using the question function already built into the site)? Could we publish weekly email summaries (like we do with minutes of a meeting – just make it the minutes of that week's email exchanges)?

Please let me know your thoughts.  
Thanks,  
~Jessica

**From:** Apogee Design [mailto:support@apogeedesignsystems.com]  
**Sent:** Friday, May 27, 2016 9:20 AM  
**To:** Blackman, Jessica <Jessica.Blackman@vermont.gov>  
**Subject:** Re: Online forum capabilities?

Hi Jessica,

For the discussion forum you requested, we would recommend that we set up a collaborative inbox. We have set up several collaborative inboxes for various purposes including the Technical Assistance Bank. We would need a list of the members who will need to be invited. Do you think this will serve your purposes?

John

On Tue, May 24, 2016 at 11:31 AM, Apogee Design <[support@apogeedesignsystems.com](mailto:support@apogeedesignsystems.com)> wrote:

Hey Jessica,

We can definitely set something like this up for you. Let us take a look at a few options, and we'll get back in touch with you.

John

On Tue, May 24, 2016 at 10:35 AM, Blackman, Jessica <[Jessica.Blackman@vermont.gov](mailto:Jessica.Blackman@vermont.gov)> wrote:

Hi –

The Commission has expressed a desire to talk/digest/process together in between meetings. it be possible to put a forum type feature on our website? I envision people initiating discussion topics where Commission (and maybe public) members could respond in writing?

Please let me know.

Thanks,

~Jessica

**From:** Apogee Design [mailto:[support@apogeedesignsystems.com](mailto:support@apogeedesignsystems.com)]  
**Sent:** Friday, May 13, 2016 4:00 PM  
**To:** Blackman, Jessica <[Jessica.Blackman@vermont.gov](mailto:Jessica.Blackman@vermont.gov)>  
**Subject:** Re: New Member to BRC Team

Hi Jessica,

Hope all is treating you well. Thank you for your time today, and I hope that you found our training session be informative. I have included your temporary login information below, the password for which should be updated at your earliest convenience. Please let us know if you have any questions moving forward, and we are glad to provide further assistance. Have a wonderful evening. Best,

Username: jblackman  
Password: tz4jBckAxB

On Tue, May 10, 2016 at 12:22 PM, Apogee Design <[support@apogeedesignsystems.com](mailto:support@apogeedesignsystems.com)> wrote:

Hi Jessica,

Sounds great! I will send an updated invitation shortly. Please let me know if you have any questions, and forward to speaking with you soon. Best,

--

William Soenksen  
Apogee Design Systems

Designer | Developer

On Tue, May 10, 2016 at 11:48 AM, Blackman, Jessica wrote:

Hi - yes Friday at 2pm EST would be fine.

Thanks!

Jessica

Get [Outlook for iOS](#)

On Tue, May 10, 2016 at 9:31 AM -0700, "Apogee Design" <[support@apogeedesignsystems.com](mailto:support@apogeedesignsystems.com)> wrote:

Hi Jessica,

Hope all is treating you well. We currently have a meeting scheduled for 1:00pm EST on Friday, and expect that it will last 30 to 45 minutes. Would be available to reschedule for 2:00pm EST on Friday? Let me know your thoughts at your earliest convenience, and I look forward to hearing from you soon. Best,

--

William Soenksen  
Apogee Design Systems

Designer | Developer

On Tue, May 10, 2016 at 7:06 AM, Blackman, Jessica  
wrote:

Hi - I'm sorry but Wed won't work now. Could we reschedule for Friday at 1:30?

Thanks,

Jessica

Sent from [Outlook Mobile](#)

On Mon, May 9, 2016 at 1:46 PM -0700, "Apogee Design"  
<[support@apogeedesignsystems.com](mailto:support@apogeedesignsystems.com)> wrote:

**Hi Jessica,**

Thank you for your prompt response. Wednesday at 1:30 PM EST sounds great, and I'll send an invitation through Google Calendar here momentarily. Your computer and access to the internet is all that is required to participate in the meeting, you should be all set. Please let me know if you have any questions, and I look forward to speaking with you soon. Best,

---

William Soenksen  
Apogee Design Systems

Designer | Developer

On Mon, May 9, 2016 at 2:08 PM, Blackman, Jessica  
wrote:

Hi –

Wednesday at 1:30 would work for me. Will the training work if I am not in the office? I home Tuesday- Thursday. I would have access to my computer and the internet.

Thanks,

~Jessica

**From:** Apogee Design [mailto:[support@apogeedesignsystems.com](mailto:support@apogeedesignsystems.com)]  
**Sent:** Monday, May 09, 2016 2:39 PM  
**To:** Gingras, Jessica <[Jessica.Gingras@vermont.gov](mailto:Jessica.Gingras@vermont.gov)>  
**Cc:** Karen Conner <[kconner@buildingbrightfutures.org](mailto:kconner@buildingbrightfutures.org)>; Blackman, Jessica <[Jessica.Blackman@vermont.gov](mailto:Jessica.Blackman@vermont.gov)>  
**Subject:** Re: New Member to BRC Team

Hi Jessica,

Hope all is treating you well. We are excited to meet you and would be glad to schedule your on-for this week. I will be available Wednesday through Friday from 10:00 am - 4:00 pm CST, and will provide login and access for the Blue Ribbon Commission pages during that time. The meeting will be held online through Google Hangouts, utilizing the screen-share feature to demonstrate the administration panel of the website. We look forward to hearing from you soon, and have a wonderful afternoon. Best,

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William Soenksen  
Apogee Design Systems  
Designer | Developer

On Mon, May 9, 2016 at 9:07 AM, Gingras, Jessica  
wrote:

Hi there,

I wanted to introduce you to Jessica Blackman, the new Administrator for the Blue Commission. She will need a login and access to the word press site for the Commission, as well as participate in a word press training similar to the one that I did. Can we get that set up with her?

Jessica is copied here on this email.

Thanks!

-jg

Best,

**Jessica Gingras**

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