

**Cortes Local Economic Action Plan Steering Committee Minutes**  
**Tues 25<sup>th</sup> July, 2017**  
**Pioneer Room, Mansons Hall**

**Present:** Colin Funk, Helen Hall, Adam Schick, Fred Savage, Romina Wendell

**Apologies:** Dave Nikleva, Terri Storey

**1. Review of minutes of June Board meeting and business arising**

*Motion to approve minutes: Adam/Fred*

**2. LEAP Survey update**

Around 180 people have responded so far. It was promoted on Tideline, at Cortes Day and at one of the Friday markets. It has also been handed out on the ferry over the last few weeks. Paper copies have been available at the Post Offices and Mansons Hall

The paper results need to be fed into Survey Monkey, and the results need to be analyzed for publication. It was agreed to publish them two weeks before the Community Forum. In the meantime we should post an article on Tideline to say thanks, with the numbers, say results will be published in the fall and to highlight the forum. We should also publically thank BC ferries. **Action: Helen**

**3. Focus Group Meetings**

The retiree focus group meeting was held on 24<sup>th</sup> July. Was very valuable meeting, around 10 people attended. Discussion centred on what was working well on the island, and what was not. Transportation and health care were big issues. Next one on 31<sup>st</sup> Jul is for summer -residents. We have standard questions for all the focus groups. It is important we have skilled facilitators to listen and steer the conversation.

We need to work out how to analyze the results in a meaningful way in conjunction with Daniel. A summary of highlights for each one would help.

At the forum we will need to make sense of the information we have collated through the focus groups, and outline how this will be utilized in developing the plan, so that people move forward with developing potential actions.

Adam to send out invites for all focus groups. Helen to gather emails and coordinate meetings with facilitators. The next two focus groups for Aug will be:

Professional services with Romina  
Young families with Noba

Action: Helen, Adam, Noba, Romina

Not all Steering group members are turning up for meetings. Action:  
Noba to contact Mark and Dan to check in.

#### **4. Community Forum**

This will on Oct 21<sup>st</sup> at Linnaea

We need establish the type of event with Daniel and to review his work plan. Need to figure out the outcomes we want from the event. We will have results of survey and focus groups to share. We need to ask people what should we do next and provide the opportunity for participants to create actions / initiatives to be taken forward into the plan.

Question as to whether we break up the day around the different groups with timings for each, or have people to attend the whole day. Could be couple of different scenarios, but we need a structure from Daniel. We should get creative to get people motivated to come – with 'bookends' for the event that are appealing for people, such as a community dinner, with discussion items. We should aim to make the event fun and engaging.

We should ask Daniel for a draft outline for the Community Forum by the next Steering Group, taking on the above suggestions. We also need to formalize a check-in with Daniel every 2 weeks Action: Colin

#### **5. Feedback from the public gallery**

Good to see the care taken by the committee. Wanted to understand what phase we are at – explained currently gap analysis and needs assessment, and collecting and compiling data.

**DATE OF NEXT MEETING: Weds Aug 23 4pm Pioneer Room**