

Cortes Local Economic Action Plan Steering Committee Minutes
Weds 27th Sept, 2017
Pioneer Room, Mansons Hall

Present: Steering group members: Fred Savage, Eric Hargrave, Colin Funk, Noba Anderson, Adam Schick, Romina Wendell, Dave Nikleva

LEAP Coordinator: Helen Hall

LEAP Consultant: Daniel Arbour

Apologies: Terri Story **Not Present:** Mark Lombard, Bill Dougan

Dan Hilton has indicated he wishes to step down from the committee due to work pressure. Dave to check to see if he could still be interested in being involved through eg review of the draft plan when it is produced.

1. Review of minutes of Aug committee meeting and business arising. *Motion to approve the minutes Adam/ Romina*

2. Survey and Focus groups

All surveys are now entered, with total of 230 returned. Daniel to send the raw data to steering group. Will be producing a report over the next couple of weeks, which will be a detailed analysis of the results. The raw data can be an appendix to the report.

Focus groups – trying to fit them all in by 15th Oct. Will be compiling the feedback from the different groups into one document, with a paragraph synthesizing the responses to each question. Again raw data can be made available.

3. Community Forum

After a discussion around the format and goal of the meetings, it was agreed we would aim to hold the event at the Klahoose Multi-purpose building, on weekend of 28th-29th Oct.

Agreed that the forum was an opportunity to present findings, and give people a chance to respond, with the goal of sharing knowledge and having validation of what has been done. It should also allow space for people to start imagining the way forward, and aim to get more people invested in what we are doing. We should invite ICET to do a presentation about interesting initiatives happening elsewhere. In designing the forum we also need to consider how it might feed into the LEAP report.

Agreed forum should:

- Last 4 hrs
- Start with presentations from ICET and Daniel in the morning
- Have local food lunch (pulled together by committee)
- Have afternoon session to engage people in how / what we do next, without locking into it
- Include childcare provision.

Action: Agreed to have small working group Colin, Helen, Adam, Daniel to do draft proposal for the day. Daniel to invite ICET.

4. Work plan

Daniel passed out the process timeline. Aim to have survey and focus groups results ready by Oct 15, and draft document by end Nov. Review period is for the steering group, but we can also seek input externally from relevant organisations / funders. The LEAP will be finalized in Jan. The Committee need to be ready to read it in December.

5. Communications The LEAP website needs updating **Action: Colin to review**

6. Feedback from public gallery – no one in attendance.

DATE OF NEXT MEETING: Weds Oct 25