

## **Sept. 9, 2008 Strategic Vision Steering Committee Meeting Minutes**

**Date:** Tuesday September 9, 2008

**Place:** Sooke Region Museum, Service Building

**Time:** 9:30 am – 11:00 am

**Present:** Heather Phillips, Wayne Fritz, Arnie Campbell, Veronica Diment, John Charles, Rosemary Jorna

**Regrets:** Alanda Carver, Cleo Gardener

### **1. Approval of Agenda:**

Moved by Veronica, seconded by Rosemary, approved

### **2. Appointment of Recording Secretary**

V. Diment by rotation

### **3. Approval of August 26, 2008 Meeting Minutes:**

Moved by Heather, seconded by Rosemary, approved

### **4. Update on Production and Circulation of Strategic Vision and Brochure**

W. Fritz/A.Campbell: 170 copies were made of the final Strategic Vision document. 70 copies of that Strategic Vision document were mailed out to community organizations and local decision makers. Thanks to Arnie, Rosemary and Sid for compiling the mailing list. An additional 9 copies are to be forwarded to various media contacts by A. Campbell. Approximately 1700 copies of the brochure were produced with approximately 1520 distributed through the Post Office to residents on Rural Routes 2, 4 and 7. The remaining copies of the Strategic Vision and Brochure will be available for distribution on request from the public and for use in community meetings.

### **5. Next Planning Steps: -Immediate Public Follow-up Activities by the Steering Committee**

-A. Campbell: An electronic version of the Strategic Vision is up and running on the project website [www.jdffuture.org](http://www.jdffuture.org) and the OPSRRA website [www.opsrra.ca](http://www.opsrra.ca). A project communication bulletin about the strategic vision has been distributed to 250 people on the project mailing list. Community bulletin board posters advertising the Strategic Vision documents are being put up by Cleo, Arnie, Rosemary and Heather. A. Campbell contacted CBC radio and expects to have an interview with them on September 8, 2008. The Sooke News Mirror will run a story on the Strategic Vision next week and an advertisement about the Strategic Vision will come out 10/09/2008. The Rural Observer contained an announcement about the Strategic Vision two weeks ago. The JdF Community Trails Society and the Muir Creek Protection Society sent a notice about the Strategic Vision to their members. A mention of the Strategic Vision in the MLA newsletter is expected in the September issue. Initial responses to the Strategic Vision have been positive. One typo has been noted (page 9 ED #3 point 1- should be conservations).

-Updating the Project Budget– W. Fritz: The cost of producing the Strategic Vision and Brochure was approximately \$866. The project fund has a balance of approximately \$2000.. Wayne will work with Bob Phillips, OPSRRA Treasurer, to develop a draft project budget for the next meeting. If there are any outstanding project bills, please forward them to A. Campbell.

-Changes to the Website – A. Campbell/W. Fritz: Christian Knoglinger has volunteered to manage and make necessary updates to the project website and also so that it can function as a project archive. Any suggestions for website changes should be forwarded to A. Campbell and W. Fritz. Campbell noted that an option to pursue is having a "feedback comment" incorporated into the website. Chris Knoglinger advises that it is possible to avoid Spam with such a feature although feedback comments would need to be vetted by a webmaster. H. Phillips suggested that any outstanding reviews of relevant documents be submitted to her to complete the project complete biblio-summary. Information on the forum speakers should also be added to the website.

-Developing and Forwarding a Report to the Project Funders–W. Fritz/A. Campbell: Wayne proposed a report which would include: a cover letter, budget information, a forum summary that fit the particular areas of interest of each funder, and a copy of the Strategic Vision and Brochure. A. Campbell also suggested that all funders should also get a copy of the final project report when completed. Reports to funders should be completed by the end of October. A. Campbell will send an e-mail to the funders advising them that a report to them will be coming at the end of October. .

-Developing a Final Summary Project Report – W. Fritz will send out copy of draft summary for comment and discussion at the next meeting. H. Phillips suggested that a one page project chronology would be useful. .

-Developing a Plan to Dispose of Project Materials- the Gathering Information Sub-

committee will develop a plan for discussion at the next meeting. A. Campbell suggested that much of the pertinent material could be donated to the library and that the museum would also archive material.

-Brainstorming about any Other Activities by the Steering Committee: H. Phillips suggested getting community organizations meeting schedules, arranging invitations to attend to talk with them about the project, and to ask if the organization would "adopt" those features of the Strategic Vision of greatest interest to them. V. Diment suggested holding a community forum in January 2009. W. Fritz suggested some of the remaining funds could be used to send out another brochure in 6-8 months as a way of additionally reminding the community about the Strategic Vision. R. Jorna suggested that a future community forum could be organized to discuss questions about the Strategic Vision such as: what's been accomplished, what are the community's priorities, and how are we as a community going to do this? A. Campbell noted that the purpose of the Steering Committee was to assist the community in developing a Strategic Vision, not in organizing the community to implement it. W. Fritz supported this. A. Campbell suggested that the steering committee should hold

an advisory committee meeting in January 2009 to turn ongoing responsibility for the Strategic Vision to the community.

**6. Next Meeting**

Tuesday October 14, 2008 at SEAPARC

**7. Adjourn**

Moved by V. Diment, seconded by W. Fritz