



Community Liaison Group for Spryfield

Tuesday, October 7, 2008
Action Minutes

Attendance: Jaime, Jim, Marcus, Marjorie, Megan, Phil, Serena
Regrets: Sara

| Agenda item | Actions | Who & When |
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| 1. Agenda and minutes | <ul style="list-style-type: none"> Jaime will prepare and distribute minutes and agenda for next meeting with team input At the end of each meeting, we will decide who will facilitate the next meeting. It was decided that Serena would facilitate tonight's meeting Serena, Megan, Jaime and Jim expressed an interest in the Natural Step training. Phil will send out information Marjorie will be meeting with SRES students on Thursday and will provide an update at the next meeting. Meeting location – "CPT Spry Center" will be changed to captain William Spry Community Centre in future | <p>Jaime – 3 days prior to each meeting CLG members</p> <p>CLG members – each meeting</p> <p>Phil – before next meeting</p> <p>Marjorie – next meeting</p> <p>All – in future</p> |
| 2. 2 nd Tool Kit | <ul style="list-style-type: none"> Phil distributed 2nd toolkit to CLG members for binders. Members are to take them home to review. | No action |

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| | <ul style="list-style-type: none"> Phil also distributed laminated versions of the updated Ground Rules | No action |
| 3. Communications Tour Update | <ul style="list-style-type: none"> A staff member from the HRM Communications Division is setting up an evening tour. They are looking for two CLG members to attend and report back to the rest of the group. Phil will check with Sara to see if she is interested. Megan, Serena and Marjorie are also interested. | Phil – prior to next meeting |
| 4. Group Activity – Developing a Project Plan | <ul style="list-style-type: none"> Serena provided an informal presentation on Project Management Phil lead the group in brainstorming actions for each step of the project Timeline will be added to sticky notes prepared by members Sticky notes will be left up, for others to contribute if desired. Actions can be moved around next time. | <p>No action</p> <p>No action</p> <p>Phil – before next meeting</p> <p>CLG members – next meeting</p> |
| 5. Developing next meeting agenda | <ul style="list-style-type: none"> Next meeting will take place on Tuesday, October 21, 6:30 – 8:30, at the Chebucto Connections Office Meetings will be held every other Tuesday when possible Meetings may have to take place more frequently in order to have the project completed (including 2 – 2 1/2 months of public engagement) and be prepared to present to the | |

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| | <p>regional council in June.</p> <ul style="list-style-type: none">• Phil will facilitate the next meeting | <p>Phil</p> |
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