

**Heritage Steering Committee
Meeting Notes
April 20, 2017**

CRD Boardroom, Williams Lake

Present: Phyllis Webstad, Brent Rutherford

Also Present: Emily Epp and Francesca Sanna

Chair could not attend due to unexpected circumstances; therefore no official Agenda was distributed prior to April 20th meeting.

Due to only two members present, meeting took informal format.

1. Emily Epp, CRD Manager of Communication presented update on communication plan which incorporated the March 16, 2016 committee members suggestions.
2. Emily Epp, CRD Manager of Communication presented update on brochure/web site/. Web site platform with CRD interactive map was shown, demonstrating the capabilities of the software, with image of sites, updated driving directions provided by Jim and Brent, and using google map tool for driving by input of a point of reference (clicking on a point on any major road). GPS coordinates were also added. Discuss services indicated in brochure, need some update potentially.
3. Could not ratify approval of communication plan, or last meeting minutes (March 16, 2017) due to lack of quorum.
4. Discuss the need to determine a date for the annual field trip, which is to take part in Likely area. June was a possibility or September.
5. Suggestion to request a board resolution from the committee, asking Board members to assist in distribution of the Heritage Driving tour brochure in their respective electoral areas.
6. Next meeting to be in May (date to be determined)