

**Heritage Steering Committee
Meeting Minutes
March 16, 2021**

Via teleconference

Present: Gerald Kirby, Elizabeth Hunter, John Massier, George Atamanenko, Jim Gibson, Phyllis Webstad, Robin Sharpe, Graham Leslie, Nigel Whitehead and at 10.25 a.m. Maureen LeBourdais

The meeting was called to order by Chair Gerald Kirby at 9.15 a.m.

1. It was moved by Graham Leslie and seconded by John Massier that the agenda be adopted as previously circulated.

CARRIED

2. It was moved by Elizabeth Hunter and seconded by George Atamanenko that the minutes of the November 12, 2020 meeting be approved.

CARRIED

3. It was noted that the CRD Board has issued an invitation to the Committee to appear before it as a delegation at an upcoming Board meeting. The first possible dates being April 16th and May 7th, it was agreed without formal motion that a presentation could be made to the May 7, 2021 Board meeting occupying 30 minutes between 11.00 a.m. and 12.00 p.m. Gerald will introduce the participants for what would be a 15 minutes presentation followed by a 15 minutes Q & A session, featuring Elizabeth Hunter's summary of the Regional Heritage Network project, and other Committee members' account of the Committee's past, present and future activities by reference to our 2021 Business Plan. John will coordinate the inputs of those other Committee participants. The format of the Board meeting is at present unknown, but will certainly be either a teleconference or a Zoom meeting.

4. Elizabeth provided an outstanding summary of the Regional Heritage Network project for which the City of Quesnel has secured a grant of \$7,500. The funding was allocated prior to the outbreak of the pandemic, and was designed to cover mileage for the participants, catering for an all-day meeting and other incidentals. Although intended to be spent during 2020, the deadline for the funding has been extended to June 30, 2021, and will now be spent on virtual meetings at a substantially lower cost. A number of considerations were discussed, leading to agreement on the following plan.

- Zoom is the preferred platform for the two meetings that will be held;
- Each meeting will be scheduled for 2 hours on a given morning or afternoon;
- Morning meeting(s) will be held between 10 a.m. and 12 noon;
- Afternoon meeting(s) will be held between 1 p.m. and 3 p.m.;

- The initial meeting will be scheduled for the afternoon of Wednesday, May 12th or the morning of Friday, May 14th;
- The second meeting will be scheduled for the morning of Tuesday, May 18th or the afternoon of Wednesday, May 19th;
- The initial meeting will be devoted to allowing each participant to introduce her/himself, to provide an account of the status of their organization, and to propose items for inclusion on the agenda for the second meeting;
- The second meeting will discuss the idea of an ongoing partnership between organizations for the sharing of information and for the possibilities of joint marketing, and will include soliciting interest in participating in the proposed interpretive signage program;
- Maureen LeBourdais will host the meetings from the CRD Boardroom;
- Elizabeth Hunter will as soon as possible prepare and distribute an email soliciting expressions of interest from the organizations on our draft invitation list, it being recognized that some of the information is now out of date;
- Based on her solicitation email, Elizabeth will prepare a summary of what we are planning and why to inform the talking points of Committee members involved in the follow-up contact with potential participants;
- Elizabeth will establish Sunday, April 4th - Easter Sunday - as the deadline for recipients of her initial email to respond to it;
- Elizabeth will gather the initial responses, following which another of the Committee members - Graham, George or Brent - will assume responsibility for organizing any required follow-up;
- The follow-up will consist to the fullest extent possible of person to person contact;
- Elizabeth will update the draft invitation list on the basis of the responses she receives from her initial email, and maintenance of the list will then become the responsibility of the Committee member who has assumed responsibility for the subsequent steps in the process.

5. It was agreed that the next meeting of the Committee will be held via teleconference on Tuesday, April 6th, starting at 9.00 a.m.

6. The meeting was adjourned at 10.45 a.m.