

### Meeting Notes September 27th, 2011 7:00 pm in the Conference Room

**PRESENT:** Dan Fass (Chair), Lynda Hurst, Sophia Matthew, Penny Street, Bette Murphy, Gretchen Brown, John Flipse

**STAFF:** Cynthia Low

#### 1) Introductions

#### 2) Review Agenda

MOTION: TO APPROVE THE AGENDA FOR THE MEETING OF SEPTEMBER 8<sup>th</sup>, 2011.

Sophia Matthew/Penny Street

CARRIED

#### 3) Review Notes from Previous Meeting

MOTION: TO APPROVE THE NOTES OF AUGUST 18<sup>th</sup>, 2011.

Sophia Matthew/Meseret Taye

CARRIED

#### 4) Communications Working Group Report – Draft Strategic Master Plan

Marta Farevaag went over the Strategic Master Plan containing revisions that the Communications Working Group had produced on Tuesday September 6<sup>th</sup>, 2011.

MOTION: THE P&D COMMITTEE RECOMMEND THAT THE BOARD OF MANAGEMENT ENDORSE THE DRAFT STRATEGIC MASTER PLAN DRAFT OF SEPT 2011 AS THE FAIR REPRESENTATION OF THE WORK OF THIS COMMITTEE WITH THE UNDERSTANDING THAT THE COMMITTEE, BOARD AND PARTNERS WILL OFFER CHANGES TO THE DOCUMENT TO REFINE THE SPIRIT AND THE INTENT OF THE DOCUMENT.

DAN FREEMAN/PENNY STREET

CARRIED

#### 5) Review Workplan

Important Up Coming Dates:

Wednesday September 14<sup>th</sup> – Britannia Board Meeting. Cynthia Low, Dan Fass, Meseret Taye and Penny Street will present the Draft Strategic Master Plan to the Board Members.

Friday September 16<sup>th</sup> – Last day for corrections and additions to the Strategic Master Plan to be sent to Cynthia Low.

Tuesday September 20<sup>th</sup> – Communications Working Group will work on the revising of the Strategic Master Plan.

Wednesday September 21<sup>st</sup> to 23<sup>rd</sup> – The changes to the Strategic Master Plan will go to Marta Farevaag to be revised, and a new draft of the plan will go out to the site partners.

Tuesday September 27<sup>th</sup> – P&D Committee Meeting to consider latest version of Strategic Master Plan.

## **NOTES – Planning & Development**

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Wednesday Sept 28<sup>th</sup> – Version of Strategic Master Plan from September 27<sup>th</sup> P&D Committee Meeting to be considered at monthly Meeting of the Executive of Britannia Board.

October – The Strategic Master Plan goes out to VSB, COV, VPL, VPB.

### **6) Adjourn 9:30PM**

Next Communication Meeting: 7PM Tuesday September 20<sup>th</sup>, 2011.

Next P&D Committee Meeting: 7PM Tuesday September 27<sup>th</sup>, 2011.