**Minutes Ōtaki Economic Development Group**

**21 September 2017 5pm**

**Gertrude Atmore Supper Room, Memorial Hall, Main Street, Otaki**

**PRESENT:** James, Chris, Angela, Mark, Hanna, Sam

**APOLOGIES:** Ian, Joshua, Libby

1. **Welcome**

James welcomed everyone to the meeting and there were quick introductions.

1. **Minutes of the last meeting (24 August 2017)**

The minutes were accepted as a true record of the meeting. Moved from the chair, seconded by Angela.

1. **Actions from the last meeting**
	1. Investigate Dropbox similar to KEDLG (done) <https://www.dropbox.com/home/%C5%8Ctaki%20Economic%20Development>
	2. List of reports/material (added to the dropbox)
	3. Circulate all member’s contact details (added to the dropbox)
	4. A timeline of Expressway milestones, onto which the group can start plotting their work programme to be provided (draft documents were provided at the meeting and have been added to the Dropbox)
	5. Terms of reference to be circulated via email (done)
	6. Members to consider name for Group for consideration at the next meeting (done)
	7. No catering required for meetings (noted)
	8. James to meet with Libby prior to next meeting as she was unavailable (to be carried forward)
2. **Name of the group. Media Release.**
	1. Several ideas were brainstormed. It was agreed to circulate the list to the group for comment so that those not here can contribute to the discussion, deadline a week to respond. The suggestions were:

Elevating Ōtaki

Progressing Ōtaki

Drive Ōtaki

Aktiōn

Ōtaki prosper care and inspire

Future Ōtaki

Ōtaki moves (on the move)

Evolving Ōtaki

Go Ōtaki

* 1. Setting up a closed Facebook group to facilitate discussion rather than a long email train was discussed. As long as everyone is on Facebook and checks regularly, this should work. **ACTION: James to set up a Facebook Group**
	2. It was agreed to provide A4 ring binder folders and dividers for group members to collate the papers for meetings. **ACTION: Cheryl to arrange ring binders and dividers**
1. **Terms of reference**

The draft terms of reference were circulated before the meeting. Some changes were proposed. **ACTION: Cheryl to revised the document and re-send to the group for comment, with the aim of being able to agree the terms at the next meeting.**

1. **Group Activities / Facilitator**
	1. After general discussion about various specific promotional activities the group could engage it, it was felt that the group needs to look at the bigger picture first.
	2. It was agreed that a facilitator could help the group formulate ideas around actions for the future and outcomes. This could be arranged for the next meeting. **ACTION: Angela to approach Julene Hope of Brightspot Consulting**
2. **Work Program – Timeline**
	1. It was agreed that the group needed to match activities to the work programme timeline to get an understanding of likely disruption, so that potential pinch points can be identified ahead of time.
	2. It was felt that the deadline should be March 2020 when expressway work should be completed.
	3. It was noted that some of the revocation of SH1 planning and concept design work was scheduled for this year, and that it was important to be involved with this. **ACTION : Cheryl to arrange for someone from Council to speak at the November meeting to explain timelines.**
3. **Any other Business**

Confirmation that NZTA are proving a resource for PP2O is still required. **ACTION: Cheryl to follow up**

1. **Date of the next meeting**

It was agreed that the preferred meeting time is monthly on the third Thursday on the month. **ACTION: Cheryl to circulate some dates and check room availability.**

**ACTIONS:**

* James to set up a Facebook Group
* Cheryl to arrange ring binders and dividers for group members
* Cheryl to revised the Terms of Reference and re-send to the group for comment
* Angela to approach Julene Hope of Brightspot Consulting regarding facilitating the next meeting of the group
* Cheryl to arrange for someone from Council to speak at the November meeting to explain expressway and revocation timelines.
* Cheryl to seek confirmation that NZTA are proving a resource for PP2O
* Cheryl to circulate some dates for future meetings and check room availability.