



## Summit Steering Committee Meeting Notes

March 14, 2024, 1:00 pm MT

Microsoft Teams Meeting

### Attendees

- Ron Duran
- Shauna Miller
- Janet Miller
- Jody Bieze
- Kim MacPherson
- Leslie Pedrosa
- Suzanne Seigneur
- Jason Rose

DropBox Link: <https://www.dropbox.com/home/2024%20PT%20Summit>

### Previous Meeting Notes & Action Items

- Completed:
  - Shauna - Session on Ordering Buses
  - Shauna – Survey for vendor requests
  - Ron – send Jody scope and brief from the provider spotlight videos
  - Jason – Build shared distribution/contact database
- Ongoing
  - Leslie – Budget proposal to Shauna for marketing
    - Will have by end of May
  - Shauna – Launch Hall of Fame

### Sub-Committee Updates

- Communication/Marketing Plan – Leslie, Larry, & Maxine
  - Options for square networking stuff for social media added to drop box
  - Flier is finalized
  - Excel sheet people can sign up for, for the event



- Networking/Social Event & Vendor Showcase – Janet & Suzanne
  - \$7,500 - \$8,000 for social event
  - Benefits have been built and are under review
    - Logo on materials
    - Welcome
    - Signage at event
    - Swag
    - Booth space included
    - State Mention
    - At least one Door Prizes (gift cards?)
    - Possible drink tickets
    - Vendor Bingo
  - One overarching host for networking event
  - Break Hosts
    - AM Snack
    - Lunch
    - PM Snacks
    - End of day?
  - Post & Drape in between
  - Aiming for about 25 vendors
  - Working on bus space
    - Might need to hire security guard
  - Cost of bags
  - Vendor Survey sent out to providers
    - Shauna shared with Suzanne
  - Vendor packet will be ready by Tuesday
    - Will send out to committee for feedback and comments
    - Will send to Shauna after Janet puts the draft together



- Day 1 Statistical Economic Development Data/Case Study – Suzanne
  - We are looking at the team Jody has brought together with a consultant to look at what we could do with those consultants versus working with John Martin. It looks as though we might be able to put something together for each district using a tool called Remi. It's going to be Kootenai County utilizing this tool and through their work demonstrating what every other provider can do to show an impact in their region.
  - Alisa to connect with Shauna and Ron
  - There is a framework we can move forward with that has a couple of different options.
    - Dependent on approval from Ron and Shauna
    - Scalable model for across the state
    - Opportunities to leverage Remi, but there are costs associated with that.
    - VRT is already in discussion with Remi
    - Benefits to standardized the approach
    - Possible scope of work to show different levels (free vs. cost)
  - Possibly change up the presentations to have a more fluid presentation of the information
- Day 1 Data Showcase – Jody & Alisa
  - In collaboration with Statistical Economic Development Data/Case Study
- Day 1 What we could be – Larry & Maxine
  - No update
- Day 1 Messages from DC – Kim
  - No update at this time
  - The contact list will help facilitate this
- Economic Panel – Ron
  - Working on, no commitments yet
  - Been working nationally, but not opposed to local options
- Kick Off – ITD-PT
  - Executive leadership has been tied up with legislative sessions
- PSA Update – ITD-PT
  - Meeting with new vendor next week



- Hall of Fame – ITD-PT
  - Nominations 03/18 – 07/19
  - Voting 07/26 – 08/09
  
- Next Meeting Agenda 03/28/2024

Meeting Action Items:

- Leslie – Budget proposal to Shauna for marketing (May)
- Shauna – Launch Hall of Fame Nominations
- Committee – Start adding contacts into contact dropbox list
- Shauna – send out survey for swag items
- Suzanne & Janet – Vendor Packet
- Shauna – Launch Hall of Fame Nominations
- Shauna & Ron – Meet with Alisa