



DATE/TIME	May 20, 2020 at 9:00 AM		MEETING #	5
LOCATION	Virtual		RECORDED BY	TM
ATTENDANCE	Melissa Hammell (MH); Vice-President	x	Dawn Mittelholtz (DM); Director of Information and Legislative Services	x
	Bob Watts (BW); Senior Fellow (Reconciliation)		Tracey Murray (TM); Manager of Information and Legislative Services	x
	Guy Freedman (GF); President/Senior Partner		Tracy Loch (TL); Director/Curator	
	Cassidy Caron (CC); Associate	x	Sherri Gropp (SG); Assistant Curator	
	Danielle Roy (DR)	x	Sandy Jackson (SJ) Acting CAO	x
	Patrick Kelly (PK), Director of Corporate Services	x	Councillor Jennifer Pfenning (JP)	x
	Councillor Barry Fisher	x		
NEXT DATE	Bi-weekly – June 7 @ 10:00 am			

1.	DISCUSSION	ACTION ITEMS
	<ul style="list-style-type: none"> • Things are progressing well • One on ones have been completed • Emails are going out to key initial community contacts. 	
2.	COMMUNICATIONS UPDATES	
	<ul style="list-style-type: none"> • Successful first communication launch last Friday • Filling the gaps on how communications to the greater community are being discussed; relationship buildings will help get the word out into the community • By-weekly updates start this week; draft is will be sent to the Working Group for review prior to release Friday • Special Council meeting will go ahead on July 5th; notice will be posted on online, sharing that with the community including how is this going to come to a close, • Media request from Radio Waterloo received • Meeting scheduled with Createscape in early June 	<p>DM will send an email to all of Council to make sure there is no conflict we will add it to the council calendar.</p>



3.	OTHER BUSINESS	
	<p>Survey Launch</p> <ul style="list-style-type: none">• It will provide general context on what the project is.• Purpose of the survey is to get this out far and wide and involve as many people as possible while being conscious of the fact that some people have already told their stories and we want to be respectful of everyone. The survey is designed to not guide any types of responses.• Survey will be up for 4 weeks• Will include a question on what is the relationship to Wilmot• Analysis will take into account all information heard through the community conversations and the survey; the voices heard will be the narrative• A community event may take place once Covid restrictions allow	