Summit Steering Committee Meeting Notes
April 11, 2024, 1:00 pm MT
Microsoft Teams Meeting

Attendees
- Shauna Miller
- Alisa Anderson
- Chad Ingle
- Janet Miller
- Kim MacPherson
- Leslie Pedrosa
- Maxine Durand
- Suzanne Seigneur

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

Previous Meeting Notes & Action Items
- Completed:
  - Suzanne & Janet – Draft Vendor Packet

- Ongoing
  - Leslie – Budget proposal to Shauna for marketing (May)
  - Committee – Continue adding contacts into contact dropbox list
  - Shauna – send out survey for swag items

Sub-Committee Updates
- Communication/Marketing Plan – Leslie, Larry, & Maxine
  - No sign ups for swag yet

- Networking/Social Event & Vendor Showcase – Janet & Suzanne
  - Vendor Packet draft complete with sponsorship information
  - Working on a mock agenda
  - Networking icebreaker

- Day 1 Statistical Economic Development Data/Case Study – Suzanne
  - John Martin is going to be our keynote for day 1.

- Day 1 Data Showcase – Chad & Alisa
  - Chad, Chris, and Alivia are presenting
  - Ron's videos

- Day 1 What we could be – Larry & Maxine
  - I have an outline ready. One thing I need to do is attempt to narrow down AI apps that apply more to transit. A lot of the AI information they talk about are dashcams and scheduling software. Which I think that is a norm. So I am trying to dig deeper than that.t

- Day 1 Messages from DC – Kim
  - Continue updating contact list

- Economic Panel – Ron
  - Meeting with Tim Thornton next week

- Kick Off – ITD-PT
  - Still working on

- PSA Update – ITD-PT
  - No update

- Hall of Fame – ITD-PT
  - No submissions yet
  - Champion is a champion, doesn't matter if they are still with the agency

- Additional ITD-PT Updates
  - Contract signed
  - Room layouts

- Next Meeting Agenda 05/02/2024

Meeting Action Items:
- ☐ Leslie – Budget proposal to Shauna for marketing (May)
- ☐ Committee – Continue adding contacts into contact dropbox list
- ☐ Shauna – send out survey for swag items
- ☐ Shauna – Finalize Vendor Packet