



Summit Steering Committee Meeting Notes

June 06, 2024, 1:00 pm MT

Microsoft Teams Meeting

Attendees

- Shauna Miller
- Alisa Anderson
- Kim MacPherson
- Leslie Pedrosa
- Maxine Durand
- Suzanne Seigneur

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

Previous Meeting Notes & Action Items

- Completed:
 - Shauna – Finalize Vendor Packet
- Ongoing
 - Shauna – send out survey results for swag
 - Leslie – Budget proposal to Shauna for marketing (June)
 - Committee – Continue adding contacts into contact dropbox list

Sub-Committee Updates

- Communication/Marketing Plan – Leslie, Larry, & Maxine
 - Waiting for swag list from Shauna
 - Will be working on template for registration launch
 - Does ITD have a template for social media posts?
- Networking/Social Event & Vendor Showcase – Janet & Suzanne
 - Vendor Packet final draft under review
 - Need to come up with speaker plan?
 - Need to meet with Shauna & Ron
- Day 1 Statistical Economic Development Data – Suzanne
 - John Martin Presentation – need to meet with Ron to make sure that this doesn't overlap economic panel discussion



- Day 1 Data Showcase – Chad & Alisa
 - Kootenai County Strategic Plan
 - Is there more that we wanted?

- Day 1 What we could be – Larry & Maxine: No Updates
- Day 1 Messages from DC – Kim
 - Resending email with questionnaire

- Economic Panel – Ron: No update
- Kick Off – ITD-PT: No update
- PSA Update – ITD-PT
 - Will these be ready by the summit?

- Hall of Fame – ITD-PT
 - 4 responses
 - 2 – Transportation Champion
 - 1 – Driver Award
 - 1 – Distinguished Service Award

- Additional ITD-PT Updates
 - July 4 Meeting moved to July 2

- Next Meeting Agenda 06/20/2024

Meeting Action Items:

- Shauna – send out survey results for swag
- Leslie – Budget proposal to Shauna for marketing (June)
- Committee – Continue adding contacts into contact dropbox list
- Shauna/Ron - Does ITD have a template for social media posts?
- Shauna – Schedule meeting with Ron, Janet & Suzanne for network event speakers
- Shauna – schedule meeting with Ron and Suzanne about John Martin presentation
- Shauna – last meeting notes
- Shauna – Plan for day 1 speaker introductions