

**STRATEGIC PLANNING COMMITTEE MEETING**  
**FEBRUARY 5, 2025**  
**AGENDA**

1. Introductions
2. Strategic plan overview
3. Feedback from invited guests on best practice regarding questions, timeline for survey and interpreting results.
4. Adjournment

**MINUTES**

In attendance: Janet Harnden, Barb Enright-Miller, Heather Smith, Chief Rodd, Deputy Chief Meeks, Jennifer McTavish, Tara Hanley, Lila Evans

Guests: Brandi Hodge, Sandi Ramsey and Jill Raycroft

1. Introductions were made.
2. Chair Smith provided an overview of the methods that the BPS will undertake to get information to inform the Strategic Plan – and thanked the guests for attending to help us understand what’s possible, what they learned from their recent surveys about workplace challenges and cost of homelessness on the business community and what other organizations are indicating they have learned about undertaking surveys to inform a strategic plan.
3. The guests reviewed how they managed the roundtables and gathered feedback. Each table had a facilitator, and the facilitators moved from table to table to engage tables in discussion around the questions they had designed. They carried flip charts with them and recorded feedback. Through discussion we recognized that this was an efficient way to gather feedback rather than have the table participants move to different tables. The guests offered to support the process by facilitating three of the round tables if they were available when they were booked. We should let them know as soon as possible the dates.
4. The planning committee thanked the guests and the meeting was adjourned at 10:00 am.