



**Arts, Culture and Tourism (ACT) Committee
Regular Meeting Agenda**

Meeting Date: Wednesday, February 13, 2019

Time: 5:30 PM

Location: Essex Town Hall – Large Room

1. Roll Call
2. Town of Essex Committee Procedures and Best Practices – Shelley Brown Deputy Clerk
3. Planning and Priority Setting Exercise
4. Declarations of Conflict of Interest
5. Election of Committee Chair
6. Adoption of Published Agenda
7. New Business
 - a. Adoption of Planning and Priority Setting Results
 - b. Set Meeting Dates and Times
8. Adjournment
9. Next meeting scheduled for March 13, 2019 or at the call of the Chair

Attending:

Regrets:



ACT – Planning Session

In preparation, think about what EVENTS/ACTIVITIES we could be doing to increase our impact in the community and engage our residents and visitors. When identifying opportunities or proposals that you think are important for us to pursue in the year 2019/20 please consider whether the initiative will:

- **require minimum budget expenditure or potentially generate revenue**
- **improve our community presence**
- **develop new and unique event opportunity OR expand rejuvenate an existing opportunity**
- **attract new participation, maintain participation and/or increase participation**
- **fall under the mandate of the ACT Committee (Arts/Culture)**

These ideas may be written down as action statements (e.g., “We should develop...” or “We could create...” or “We can implement...”) OR simply as an EVENT NAME

Be SHORT & SPECIFIC – It SHOULD NOT be Detail Oriented e.g. “We should create an Essex Arts and Culture Award”

Keep in mind:

1. Your ideas can benefit any or all of the 4 Wards
2. All ideas are good ideas
3. Be prepared to check (require some clarification) and endorse (defend/define/promote)
4. Priorities will be assigned to interested committee members and objectives will be defined later – lets develop the idea before we develop the end result!



This will be a facilitated work session which will flow approximately as follows:

History and Background

Brainstorm ideas Session

Decision criteria and 1st Multi-Vote

1st cut – Short list (top priority picks)

Reality check – What we can REALISTICALLY do...

Q & A – Fleshing out the proposals and 2nd Multi-Vote

Final cut – 2019/20 Priorities

Assign to Committee Members