

**Sustainable Peterborough Economic Development (SPED)
Working Group
Meeting Minutes – March 6, 2013**

In Attendance: Brigid Ayotte, Katie Allan, Cathy Mitchell, Melanie Kawalec, Diane Camelford,
Rob Arkell

Proceeds from SBI Launch

- will provide \$500 to Fleming for bursary – Rob has received bursary set up details
- *Action: Rob to complete bursary setup*
- Excess revenue (approx. \$350) will go towards future SBI events – likely 7 Days of Green Workshops
- Need to set up separate G/L account for event revenue – not looking to set up new bank account at this time
- *Action: Brigid to set up G/L account*

Terms of Reference

- Terms of Reference are being established for all Sustainable Peterborough working groups
- Reviewed draft ToR developed by Melanie
- *Action: Rob to provide details on objectives: Educate/Motivate/Empower*
- Looking for 2 additional members from SME's
 - *Action: Cathy to send out invitation to join to Green Business Peterborough members*
- Edits discussed
 - Membership - Change membership wording from “economic development” to “applicable knowledge” - remove Terry Rees and add Diane Camelford
 - Add support role for Chair – Admin support
 - Resources & Budget – reword to reflect revenue neutral focus
 - Metrics – use survey as a benchmark – uptake of programs – satisfaction of participants
 - Workplan component to be completed
 - *Action Cathy to forward copy of GreenUp workplan*
 - *Action: Rob to draft workplan for review*
- Look into SME sustainability awards type of event
- *Action: Melanie to revise draft ToR and re-distribute*

SBI Survey Results

- Reviewed summary of results
- Toronto Sustainability Speaker Series as example of possible initiative
- Consider using any excess revenue for a sustainable business award
- Critical that a local component be visible at all events/workshops

Chamber Business After Hours

- Cathy advised that Offices That Work (Schandry Building) willing to host
- April 2nd – 4pm – 6pm
- *Action: Cathy to work with them on sustainable business messaging*

- Looking for items for door prizes

7 Days of Green

- Reviewed planning activities to date by sub-committee
- Financial focus to be theme through all workshops – potentially tie to low hanging fruit idea
- Discussed potential disconnect between workshops and Green dating event
- *Action: Rob to follow up with Andrea Hicks to discuss*
- *Action: Cathy to provide Rob with possible alternatives*

Next Meeting: Friday, April 26 – 3pm – 4:15pm