

- How are requests received through our offices tracked?
[How should they be?]

• Throne speech edits

- in memoriam to women's memorial march
(sounds good)



invites
out

5-10
Throne speech

Imrw
morning

MA
o M

Imrw morning

- Prep for questions about action on violence against women

Mira

MA next steps

- Meeting guidance

↳ How to conduct stakeholder meeting (roleplay or agenda)

→ Dealing w/ lobbyists

→ When to accept meetings not directly related to your Ministry

- Next session: peer to peer

Knowledge sharing

- Meeting acceptance process

- Particular calculations around when to accept

- Meeting tracking & coding
[propose naming protocols]

- Principle issues raised:

- How do we communicate btw ministries about stakeholder meetings w/o crossing wires

Get Upping their game

5 easy steps

① - Get your stakeholder list
briefed up (send it back to your
DHO w/ instructions around where
what sectors are missing)

② Get your process sorted
↳ How is meeting data tracked
& coded? [Naming protocols]
- Get CLIFF here
- How do we interact w/ other
processes

③ Check in w/ correspondence
↳ Do you get a weekly summary
↳ Is correspondence coded for
future action?
↳ Do correspondences responses
reflect your key msgs?

AG / Pub

Short term

①

Lunar NY

- briefing has been set for 1/14/14
- Invites sent out
- Make sure photographers are
- Reach out to Naveen re: Mayor's Lunar NY
- Seating protocols (check that Council general got invited + business council)
- ~~Post Budget debrief~~
- Leeli @ GCPE for ~~contact~~, just from restaurants
- ↳ Ask about programming at the meeting

Lay out LNY event plan

- PSH needs remarks written; MGC can help
- ★ - Double check w/ James; Ask Roseann how they receive it; reach out to MASB
- stage setup

② Post event debrief

- Varsity gets 20 tickets
- 150 tickets; SFU wants 30-40
- YWCA ~ 25

(65-75 spots; 120 ppl to invite)

- Women deliver
- Budget confirmation

Long Term

- systems in PO
↳ Mira reports all meetings w/ Geoff; I would need to do the same
- MA next steps
↳ Our meeting tracking to stay separate
- ↳ Roll out additional guidance and peer 2 peer meetings

Vision: DSR is proactive & initiates

s.22

- Pos on gender equality
- Hayne → internal coordination
→ Coordinates w/ party & labour
- Kate → Operations (mostly Premier's Schedule)

Maura is PO PSA person; Finance

Report to Mira on MA meetings

• Abor. justice council

+ March Tour
Break options

Wendy

s.22
s.22

s.22

- Lion dance happens/dragon
- Other cultural programming
- Mayor's Lunar New Year Address

s.22

Happy NY +
applicable initiatives
& trade mission

- Ask Stephanie
Sherlock

s.22

For [redacted] to
take part in
& about media
plan

s.22

Rick

1

Joleen - Jarrett, - Marlene - Elena
(work w/ Cuba)

RSVPs

30 individuals

7 not on list

10 Guangdong Biz Council

47

3 VPD Lion Dance Team

- Sheena, Jenn, Matt, Layne, Kate, Sage
- Bruce - Ray

- Fed. recognition framework going on the road after 2nd reading
- Jury selection → Are reserve populations part of the selection pool
 - Peremptory challenges (1991 report)

Anne & Katrina ~~to~~ now

- Share drive access / Asana / Sharepoint
- Lunar NY program

• Ask Judy about budget

→ Follow up on getting people in the room

* - Follow up w/ Roseanne for RSVPs for Wednesday from caucus

- Is COV assigned seating or w/ table host
- Tables of 8

- Look at card list

• New host? - Katrina & Anne MC (?)
• MGIC intro

Harry Bains - Surrey
Gary Begg - Surrey
Jagrup Brar - Surrey
Rabston - Surrey
Jinny Sims
Rachna Singh

- Katrina Chen - Burnaby
Ray Chouhan - Burnaby

Van Adrian Dix
Van David Eby
Van Mable Elmore
Van Spencer
Van George Heyman

~~Anne Kang~~
Bowinn Ma

Van Melanie

~~Rabston~~

Jenet Routledge - Burnaby

Shane Simpson ★

Lion Dance

- change room needs
- How much space needed?
- Names of participants + 1st for reserved table (coming)
- ~~D~~ How does the lettuce get presented; ✓

→ • Performance right at beginning of event ←

- Lion scares away evil spirits & brings good luck to the meal

- Whole dance floor cleared
- Percussion goes on stage
- Have lettuce on ground on dance floor closer to tables (far from stage); VIPs at table near floor; PJH should be up front to receive scroll; shakes hand w/ lion (7-10 min)

- Tables of 8

Agenda for meeting

Invitees

- Jarrett ; RSVP deadline (reminder sent)

Venue

- Tables of 8 (Joleen) (Jarrett)
- Assigned seats? No. Table hosts. Yes.
- Change rooms (Joleen)

Program

- Order of performances?
- When PJH speaks?
 - ↳ Can he introduce Lion Dance? Yes
- Eating time (1:15 min)
- Coffee/tea early?

★ Photos

- ★ - I have to ask Katrina & Anne

Next Steps

- Photos/comm (CK) - speaking notes (CK)
- Ask Anne Kang & MIA Chen;
- Run RSVP list by MGC on Thurs night
- JB - Venue & updated program & protocol
- ★ - Red pockets for PJH(?) → (K to check)

LNy to do

- Budget w/ Judy
- ↳ Invoice goes to Elizabeth

Follow up meetings w/ MAs

- Correspondence request
 - ↳ Thanks + photos + request for names

Lock Up

- Advise stakeholders they can:
 - Ask Qs of DMs & Treasury folks
 - Share releases & take interviews (print)
- Prioritize list of stakeholders for interviews
- Dump info to issues management if many people are talking about a specific issue (flag)
- Find Rick or Stephanie if imp. stakeholders are locked up

- Volunteers need to get stakeholder names for report back (more specific is better)
- Name tags double sided ↑
- Check-in point for DMs to find them

• B. Find for new attendees: info about

Order of BC has
web forms

- Strata resolution
tribunal uses Sharepoint

- Sharepoint can be accessed
by external stakeholders only
if they have a BEEID

• LEAF should send to CAs who send
to Mack

• Can't see the events
Calendar due to log / gov

Gordon McLean

- Make sure we have disclaimer info letting people know we are collecting information and it may be housed on US servers
- Embed HTML response
- Web form = database cost \$60/month
- STRA & PIA for doodle poll (broad mandate)

→ Teresa Scrambler → luncheons, receptions etc. through this office (caucus), goes to ACs & LAs

- ~~McLean~~
days
- Lobby portion → Medical students, mining
 - CAs use Mack McKerKle; look at events calendar
 - Participation in community events?

Scott • Big Track calendar =
Sam, Susan Vasilev, Caucus Director,
ED, Teresa Scrambler

Seikh Heritage Month
& Vaisakhi Research

→ By early next week

March 19 - April 6 (Tour & break)

- ↳ FOI guidance on tracking meetings
- ↳ Peer to peer updates
- ↳ Prepping for a meeting ✓

- Mitzel Dean & Maura today on IWD & HR policies

- Globe

- Pink Shirt Day? Send someone? [Weds]
 - ↳ Always MLA whose riding it is.
- Add press releases

Defining Our Scope

- Agencies/boards/commissions (populating them)
 - ↳ Lynn Holt (need resumes)
- ↳ Analysis of who is sitting on the boards

Cont. post budget engagement

- Who is interested in post budget details?
 - ↳ See who couldn't make it to lock up
- Post budget debrief (bring in new folks to hear how the experience was) and prep notes

week or so

the Fraser
cus

FOI questions

What about files in shared drives?

Tour checklist

- Municipal leaders
- Indig. leaders

→ Who are they connecting w/ by city?

Update Call

- ⑤ - Vaisakhi → TAC planning leg event
 - Speaking w/ Manveer
 - Looped in around multicultural events (esp. relationship building)

code the list
- Danny

① - MA calls continue

External people

- Katrina & Doug

- Alex / CCPA

- Edith MacHattie

- Tim Pearson - Sierra Club

* Follow up w/ Kelly / James on who is being looped in

* Connect w/ Sasha Hobbs on the event

BC Health Coalition

③ - Layne - Tour Checklist & CCA

- FOI

↳ Meeting w/ Lynn Holt

- Tour - March 19 - April 6

March 21 - Film Day (Amber & Rick)

- Burnaby hospital announcement

- Sea bus to North Van → Persian lunch*

- CS pan company tour (Indig. interns)

- Polygon Gallery tour 4:30 - 5:15

4:30 - 5:30
New economy
7-9 sports

26 - Prince Rupert hotel workers roundtable

- 200 - Kitchik
the Haisla hoo
terrace
- 200 - cities & Maple Ridge
* childcare event in Maple Ridge
* Event w/ tri-cities Board of Trade
- 29 Jewish Comm. Centre
Lunch w/ young refugees
- April 3 Penticton
→ Tour & lunch @ Vineyard
Meritt & Kamloops
* New economy opportunity
- April 6 Prince George
Donestri

Amber

Summit

- Multi Faith Council of BC
→ Alex Neve; March 13-15
→ West Coast breakfast; yes

s.22

- (1) Exter
call
- (2) MA
- (3) EE
- (4) Va

- PJ
- B
- A
- D