



WARREN COUNTY 2040
Working Group Meeting Summary
Project Number: 2231014

Location: Zoom

Date: January 10, 2024
Time: 10:00AM

	Name
Attendees:	Ethan Gaddy
	Sara Frankenfeld
	Sarah Brugger
	John Taflan
	Tammie DeLorenzo
	Norabelle Greenberger
	Chris Round
	Devin Bulger

Meeting Summary:

1. Survey Update
 - We have received 778 responses. Sara continues to track the responses as compared to County population percentages and shift boosts to promote responses accordingly. We continue to be low in Lake Luzerne and Queensbury – boosts have targeted those communities. The week before the public workshop, Sara will coordinate with Don to shift boosts to promote the event.
2. Public Meeting
 - A press release was circulated today. Ethan shared the press release and social media graphic for LaBella to push to PAG members and partner organizations. The County will advertise via social media and supplement with boosted posts. The County will send the meeting information to e-mail addresses captured through the survey and public meetings.
 - The boards and meeting materials were reviewed:
 - The general approach to the boards at the stations is to have an informational board and an interactive board that allows attendees to react and respond to the information board and to station issues and opportunities generally.
 - Norabelle's follow-up e-mail captures edits and outstanding boards.



- The Built Environment station will have copies of the memo; What We Do and How We Collaborate will have copies of the CGR memo.
 - LaBella will share the Power Point for the public meeting by the end of this week or early next week.
 - Station staffing; There will be 8 consultants present at the meeting. Ethan, Sarah, Sara, Tammie, John, and Amanda are planning on attending from the County, Amanda in a note-taking role only. Jim Martin and John Behan will staff Our Natural Environment. SE Group/Common Ground will staff the Outdoor Rec Economy Board. Tammie will staff the What We Do and How We Collaborate station, Sara the Who We Are station. LaBella will circulate potential staffing assignments for review/feedback.
 - Set-up & other logistics:
 - LaBella will plan to arrive at 4:30 p.m. to start room set-up.
 - Ethan confirmed that we can order with an outside company. We will order from Angelina's. LaBella will order the pizza.
 - Meeting follow-up items: online engagement & library boards
 - Norabelle will record a version of the presentation ahead of the public meeting. This video recording will be added to a site along with an online engagement version of the boards. Sara is working on a tool for this engagement.
 - Sara will create the website so that the QR code can be created.
 - LaBella will create boards with the QR code to the site for the presentation and the online engagement tool for distribution to County libraries.
 - General public engagement
 - The group discussed contingency plans for additional public engagement in the event that attendance is low at this event, which could include presence at high traffic public events with key boards and the online engagement QR board. Attendance at thirist first public workshop will inform the format of later public engagement.
3. Rescheduling/cancelling the next Working Group meeting – We confirmed canceling the next working group meeting and opted to hold the next meeting at the next regularly scheduled date.
 4. Next focus area: The Natural Environment – Jim and John will be diving into this topic area and we will be pulling recommendations for past plans. This will be the topic of the next PAG meeting.
 5. Next PAG meeting: No date was set, but Ethan expressed that he would rather push the meeting to March to give more time to the development of the Natural Environment memo and materials and to give the PAG members some time to process those materials once created.

ITEM	ACTION ITEM	OWNER
1	Send press release and social media graphic to PAG members and partner organizations	Complete
2	Send press release and social media graphic to partner organizations	Complete



ITEM	ACTION ITEM	OWNER
3	Send meeting information/invite to survey respondent e-mails addresses	County
4	Board creation and updates	LaBella & County
5	Share Power Point presentation	LaBella
6	Online engagement tool	Sara
7	Pre-recording of presentation	Norabelle
8	QR code and library boards	LaBella
9	Food, beverage, plates/napkin, meeting materials	LaBella

The preceding minutes represent the author's understanding of the matters discussed and decisions reached. If there are any corrections, clarifications, or additions to be made to these minutes, please contact the sender at dbulger@labellapc.com within five business days of issuance.

Respectfully submitted,
LABELLA ASSOCIATES, D.P.C.

Devin Bulger

Cc: All Attendees