

Develop a Skilled, Trained and Educated Workforce that Meets the Needs of the Area

**Meeting Minutes from
October 11, 2016 | 9:00 am Rainy River Community College | Room SC 114
Meeting Facilitator: Tammy Riley | Minutes Recorder: Sheila**

The September minutes were reviewed and accepted.

The Voyage Forward Coalition has established a partnership with Backus as the Fiscal Agent for the Voyage Forward Initiative. At the September 15th Coalition meeting, Tammy submitted a funding proposal of \$960 for the purchase of Survey Monkey and marketing expenses. The Coalition approved \$300 to purchase the survey, however the marketing funds request was put on hold.

An invoice for \$1000 has been submitted to NHED/Advanced MN for funds they have apportioned for Voyage Forward. Once Backus receives the funds, Mike Wellcome (Voyage Forward Coalition member) will purchase the Survey Monkey Gold Plan on behalf of the Voyage Forward Initiative and provide the Workforce Development Destiny Driver Team with the username and password to access the account. It was suggested to inquire if the survey could be purchased before Backus receives the funds and seek reimbursement once the funds are in place. This request will be brought to Mike's attention.

Kevin Grover has graciously volunteered to enter the survey questions into Survey Monkey. The team is hopeful the survey will be ready to review and test by the end of October. Todd Coulombe will complete a test run of the survey as a business owner and provide feedback. The Workforce Development team will also meet and review the online survey together. As requested, the survey questions will be emailed to all team members again.

The business email lists will be compiled and ready for use by the end of October. Kevin suggested accessing business web sites to acquire email addresses for those that could not be reached by phone. Also, businesses not contacted by phone may take the initiative to complete the survey based on marketing efforts. There was also discussion on conducting a follow-up on the survey depending on the response rate.

The survey "Introduction" letter to be emailed to businesses will need to be finalized at the next meeting. Items to be added to the letter include: the time needed to complete the survey, contact information, survey deadline, and web link for the survey.

Next Steps:

- Acquire username and password for Survey Monkey account.
- Enter survey questions.
- Review online survey once complete and conduct a test run.
- Finalize survey "Introduction" letter.
- Finalize and compile business email list.

**Next Meeting: Thursday | November 3, 2016
9:00 a.m. | RRCC Room SC114 (Note: Tentative date depending on completion of online survey)**

Stewards Present: Tammy Riley, Jean Evens, Kris Foss, Todd Coulombe, Kevin Grover, Sheila Demenge.