



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

**Meeting Minutes from
May 19, 2017 | 9:00 a.m. Rainy River Community College | Room SC 114
Meeting Facilitator: Tammy Riley | Minutes Recorder: Sheila**

The February – April minutes from the subcommittee’s meetings were reviewed and accepted.

Tammy gave an update on the Strategic Action Plan and where the team is at in this process. Current priority is to complete the *Data Summary Report*.

An overview of the subcommittee’s process for developing the report was provided by Tammy. The results from the survey were exported and restructured in Excel by Kevin. Tammy used the Excel data to transport into PowerPoint. Each slide was formatted for consistency in displaying the data and overall appearance.

The team reviewed the draft copy of the *Data Summary Report* and provided input on the Introduction, Survey Methodology, and the content of the data slides. Tammy will make suggested changes.

Next Steps:

- Make corrections suggested by the team to the *Data Summary Report*.
- Team members email 3-5 key findings to Tammy by May 31, 2017.

**Next Meeting: Thursday | June 15, 2017
2:00 p.m. | RRCC Room SC114**

Stewards Present: Kris Foss, Tammy Cook, Jean Evens, Kevin Grover, Bill Maki, Tammy Riley, Sheila Demenge