



**STEERING COMMITTEE MEETING # 5 ~ August 3, 2012, 9:00 – 11:00 AM**  
**UB Regional Institute, 77 Goodell St., Suite 302, Buffalo, NY**

**In attendance:** Kelly Dixon (GBNRTC), Ben Bidell (Niagara County Economic Development), Hal Morse (GBNRTC), Darren Kempner (NFTA), Supervisor Dennis Powers, Bill Parke (City of Buffalo OSP) Bart Roberts (UBRI), Bradshaw Hovey (UBRI), Brenda Stynes (UBRI), Matt Hartrich (BNP), Laura Smith (BNP), Anthony Armstrong (LISC), Willie Dunn (NF Housing Authority), Michael Ball (BNMC),

**I. Welcome**

**II. Administrative Update**

**a) Consortium Agreement**

- Greater Buffalo-Niagara Regional Transportation Council (GBNRTC) gives update on deliverables: Announcement on project Binders available at door.
- GBNRTC states they are working on wrapping up Memorandum of Understanding agreements.

**b) In-kind contribution documentation**

- GBNRTC stated they are revisiting the blended rate option for hourly rates for in-kind contributions with the U.S. Department of Housing and Urban Development (HUD) going forward.
- GBNRTC hands out sample of Flagship Indicators, and states that that they are trying to come up with common set of indicators (fine-tuning) for work ahead
- They also discuss the Logic Model and state that the last major administrative deliverable is due at end of month. Work with HUD to wrap up the logic model is expected to be finished within in the next 3 weeks.

**III. Steering Group Expansion Nomination Process**

**a) Discuss nominated Candidates**

- The Committee discusses Steering Group Expansion nomination candidates
- Committee members speak about possible involvement of Buffalo Superintendent of Schools, noting education as important vehicle for the project. General consensus welcomes educational component. Need to discuss options further with Superintendent.
- Committee notes gap in Steering Committee representation from grassroots organizations. Focus groups and sub-committees are mentioned as opportunities to bring in more players

**b) Voting and approval of final candidates**

- Committee motioned to have the nomination process proceed on a rolling basis. Motion seconded.

**IV. Project Launch Timing & Early Activities**

**a) Review of the Regional Planning Schedule and discussion of identifying a logical timeframe for launching One Region Forward to the public**



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- UB Regional Institute (UBRI) introduced One Region Forward project communications update. Proposed second week in November as time to launch activities (the “Roll-out”). Floor was opened for discussion on scheduling.
- A Committee member suggested one big congress to introduce public to project in November, then introduce the Private Sector Council work later in December
- It was noted that ‘Western Environmental Congress’ takes place Nov. 10, conflicting with Community Congress.
- A member proposed waiting till January to roll-out initiatives, in the meantime the committee could focus on more localized outreach activities
- Another member proposed “nibble approach,” instead of one big Congress, UBRI piggybacks on other meetings and events, waiting to roll out big congress in January
- Buffalo Niagara Partnership (BNP) mentioned 24-28 September event hosted by Preservation Buffalo Niagara, suggests someone from UBRI/steering committee could talk about project at event.
- It was proposed that Communications sub-committee formulate an approach for timeline of events, to be discussed at next meeting. Group agrees to continue discussion on launch date at next meeting.

**b) Review of major One Region Forward planning activities in Quarter IV and Quarter I 2012**

- UBRI further discussed review of major One Region Forward planning activities in Quarter IV 2012 and Quarter I 2013. Mentions that if project rolls out in January, there will be more time to develop/plan further initiatives

**V. Project Communications Update**

- UBRI presented *One Region Forward* website onscreen
- Issue of HUD Seal absence discussed.
- It was agreed that text could be fine-tuned
- It is suggested having more introductory social media content in order to begin building social media presence.
- Project has to wait for HUD approval to be active on social media sites.

**a. Vote on activating the interim website**

- Website is ready to be activated at any time and opened floor for discussion of dates
- Committee member moved for approval and deploy of website upon review from HUD. Motion passed.

**b. Intra-Consortium Communication Forum**



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- UBRI introduced inter-consortium communication forum (TeamworkPM site), asking committee to use it as general forum for events and efforts in the region

**c. Project Video Update**

- Topics for video are suggested, including sustainability footprint, composting, combined sewer overflow (CSO) work
- BNP was suggested for help on media work. Another suggestion was personalizing media message: “what’s your sustainability story?” using a citizen response approach, celebrating local initiatives.
- Video timeline: wanted to get it out before winter but pace it- not put everything out at once.

**d. “Talking Points” update**

- A Committee member motions that interested individuals from the steering committee should meet outside of steering committee meeting to discuss further GIS sub-committee options. Motion seconded.

**VI. Geographic Information Systems “Subcommittee”**

- UBRI introduced site and idea that a subcommittee will be formed with open nominations from committee members. It is noted that improvements needed to be made to the website
- Group was in positive agreement about progress of site and looked forward to future developments

**VII. Good of the Order**

**VIII. Adjournment**