

Leith Chooses 2nd August 2023

Present: Douglas, Jade, Bruce and Jack

Assets and procurement

- Jade has sourced various things for the awards evening including gold envelopes and the large blank cheque
- Jade has sourced various items for the in-person voting day including boxes of blank cards, red dots for people who don't want photo taken, and photo frame.
- Andrew is coming next week regarding the resource funding among other things. LC Steering group will meet at the Edinburgh Central Youth Hostel at 2pm next week for pre-meet
- Jade has got quote for tables and chairs.

Date changes

- Voting date moved to Saturday 27th January.
- Online voting now opens on Monday 22nd January and closes 4th February at midnight.
- The steering group needs to contact Emma and Julie at CEC Consultation Hub re the new dates.
- Jade has alerted David about date changes for artwork.

Final checks before applications go live

- Action: Jack to triple check application form and guidance.
- Action: Jack to implement Jade's red highlights in the marketing/comms emails.
- Action: Bruce upload LC forms to website on Monday 14th in a draft form.
- Action: Jack to send notes from this week along with the above 2 completed actions.

Communications

- Discuss engaging press releases next week for Nextdoor, third sector publications, and local publications as well as finalise plans for videos, social media etc.