

2024_01_10 LeithChooses steering group meeting notes – McDonald Rd Library

Actions and decisions are green-highlighted.

1 Dramatis personae

- Present: Jack Caldwell, Don Giles, Sally Millar, Susan Rae, Bruce Ryan, Douglas Tharby, Tremaine Bilham
- Apologies: Susan Rae

2 Advertising and publicity

- Map-post wraps will go up on Friday (19 January)
- We've received 3 banners – Jade and library staff will install them by Monday (22 January)
- We've received A4 and A5 posters/flyers. Action: all Leith-based people (including Monty) to distribute them

3 Pre-voting event actions

- Jade to bring pink voting cars (for kids' vote) for stickering at next week's meeting.
- Action: Douglas to be at community centre to receive food early on Friday (19 January)

3.1 List of roles

- Action: steering group to complete this list!
 - Oversight and fire-marshals: Jade and Tremaine
 - Kid's competition: Don
 - Registration and queue-management: Douglas
 - Main ballot box: Bruce, Rob Levick (They will stamp each other with 1, 2 or 3 for number of main votes they place, a star if they boost-vote. NB stamp both hands to minimise re-voting.)
 - Kinnaird ballot box: CEC volunteer
 - Catering: TBC
 - Evaluation: Sally
 - Stall-holder happiness: Don

4 Voting-event

- Jade and Tremaine are undertaking risk assessment. They have shared the first draft for comment and completion next week. Action: all to review that draft
- First aiders are needed. (Debbie Douglas is qualified. Jack's certification has expired. PC Crawford will be at the event – is she qualified?)
- First-aid kits have been ordered.
- Sally has ordered badges.
- Jade has signage for people who wish not to be photographed.
 - Action: front-of-house people to tell people about photography as they enter
- Jade has printed table-numbers.
- Sally warned not to hire professional photographers, because they won't do as instructed.
- Action: Sally to bring pens
- Action: Jack to arrange 'suggestions for next year'/feedback bit
- Action: Jade to print maps of the eligible area, list of eligible streets, list of eligible postcodes.
- Action: Jade to order clipboards
- Action: Jade to print voting instructions
- Action: Jade to bring small flipchart stand
- Action: Jack to print internal signage, including face-painting sign
- Action: Jade and Tremaine to continue work on food, cups etc.
- Action: Sally to buy other food, and provide tea-bags and coffee.
- Action: Sally to invite MP, regional MSPs, relevant CEC cllrs etc. Andrew Field has been invited
- Action: Jade to print some copies of the gallery for Kinnaird Hall voters

4.1 Potential overcrowding and similar issues

- Action: Jade to check the hall's capacity
- The risk assessment will say 'we will observe numbers of people and react appropriately to potential overcrowding'.
- Numbers of people will be observed by 'clicking' as each person enters. (Jack has ordered two clickers.)
 - There was discussion of how to click-count the people leaving, so we know how many people are still in the event.
- Monty's project wishes to bring performers etc. Action: Monty to provide relevant risk information to Jade

4.2 T-shirts and hi-vis vests

- Sally has graphics for t-shirts, and has found potential printers – but costs are too high.
- Action: Jade to bring hi-vis vests.

4.3 Kids' vote

- Action: Don to supervise counting (as well as providing prizes).
- We need to give Debbie Douglas info-sheets. Sally has enabled her to easily count kid-votes.

5 Next year's LC

- Action: Sally to write a n info-piece on what LC is – because so many people do not know.
 - Action: Bruce to print this
- Monty has volunteered to join the steering group

6 Date of next meeting

- 24 January 2024 – in-person at community centre