

2024_01_24 LeithChooses steering group meeting notes – Leith Community Centre

Actions and decisions are green-highlighted.

Completed actions are blue highlighted

1 Dramatis personae

- Present: Jack Caldwell, Abi Cunningham, Don Giles, Jade Mooney, Sally Millar (online), Susan Rae (online), Bruce Ryan, Douglas Tharby, Tremaine Bilham

2 Online voting

- Bruce has just voted online – no indication it wasn't working smoothly ☺

3 Advertising and publicity

- Postering is in progress – *inter alia*, some have been sent/given to organisations, Utilita etc
- Banners are up
- Trams will have notices (on the 'next stop' displays and on the outside) on voting day (11-4)

4 Pre-voting event actions

- Rob Levick has confirmed today that he is happy to open the event at 12:00.
- Maps of LC area, and lists of eligible streets and postcodes have been printed, as have copies of the project gallery.
- Clickers have arrived.
- Rob Levick advises **hall capacity is 150 people**, given there will be tables etc.
- CEC Cllrs, MSP, MP have been invited, as has Andrew Field. Only Deidre Brock MP has replied (positively) so far.
- Risk assessment is complete, and CEC are happy with it.
 - NB no trip-hazards (cables to tables etc) are allowed!
 - NB Monty's risk-assessment info (extra 'attractions' at her table) has not arrived, so we cannot accommodate any potential hazards from this – or any other – source.
 - Jade and Tremaine are the 'appointed people' for first aid.
- Hi-vis vests have been obtained:
 - Steering group to wear blue vests
 - Volunteers to wear other colour vests

• Jade, Jack, Abi running volunteer briefing this evening 6pm to 7pm

• Action: Jack etc to update printed voting instructions. (These are from previous years, so numbers of votes were incorrect.

• Action: if/when possible, Jade to confirm when tables will arrive at Kirkgate.

• Action: all who can to be at the Kirkgate to bring in tables, help with set-up

- NB and AARRGGHH: **we will not be able to access the main hall until ~7:30 on Friday**: street soccer was not moved.
- Hence Action: Bruce (and others) to arrive prior to table-arrival, and stay on until set-up is done.
- Action: Douglas to be at Kirkgate to receive food delivery – early on Friday 26th
- NB: wear gloves when shifting tables to avoid splinters.

• Action: Abi to create evaluation/suggestions wallpaper

• Action: Sally to be nice to herself, and give things (balloons, pens, badges, platters etc) to her partner to bring in.

• Action: Jade to buy clipboards

• Action: Jack to print A4 sheets with hashtag

- Action: Cllr Bandel to live-tweet from the event.

• Action: Jade to borrow flipchart stands from her office and the Kirkgate's Persevere room

4.1 Catering

- Abi has approached Tesco about food – no joy so far.
- Jade and Tremaine have sourced some food, cups, napkins – these are the items arriving on Friday morning.
 - Action: Jade to source pastries.
- NB most or all food won't be vegan, gluten-free etc, apart from fruit (vegan) and biscuits (gluten-free)
 - Action: Jack to print relevant warning notice.
- Action: Bruce to bring sweeteners.
- NB milk will be fresh, so action: make sure it stays OK.
- Action: jade to bring tablecloth, banquet roll, fairy lights

5 List of roles

Role	Who? (steering group)	Who (volunteers, CEC staff)	Notes
Meet and greet	Douglas	--	--
Registration and queue-management	Jack, Abi, (Sally)	Jim, Gail, Jennifer (volunteers); Michael (CEC)	Use sum of numbers of people each register to find total number of in-person voters. Back this up with using second clicker to count people leaving, so we have an idea of how many people are in the whole building.
Main ballot-box	Bruce	Rob Levick, Andrew Brough	See instructions below
Kinnaird ballot-box	--	Helen, Jackie (both CEC), other volunteers if needed	--
Evaluation 'stall'	Abi, Douglas (Sally)	--	--
Catering	--	Jackie (CEC), other volunteers	See notes below
Recycling unused vote-card	Jade, Tremaine	None – this is an steering-group only task	Every 30 minutes or so, collect unused cards; then take them to Persevere room for sorting and giving back to tables
Smoothie bike	--	Miriam, Lisa (both CEC)	--
Tech support/PA	Jack	Michael (CEC)	--
Present best stall prize from kids' vote	Susan	--	Kids' vote closes at 2:30 to enable counting, then presentation before 3pm
Social media	--	CLlr Bandel	--
Volunteer co-ordination	Jack, Abi, Sally	--	--
Oversight and fire-marshals	Jade and Tremaine	--	--
Kid's competition	Don	--	--
Stall-holder happiness	Don	--	--

5.1 Catering notes

- There are three main roles: filling jugs (Jade, Jackie of CEC); clear-up; something else (I didn't hear this)

5.2 Ballot-box minders briefing

- When someone comes to vote, check first that they have an LC wristband.
- Then check that neither wrist has already been stamped.
- Check they have no more than 3 main votes (turquoise card) and no more than 1 boost vote (orange).
- If they have fewer than 3 main votes, encourage them to go back and use all 3 votes – they will not get another chance to vote in person today.
 - This is because they might come back with another vote for a project they've already voted for, and each voter's main votes must be different.¹
- Stamp them with 1, 2, or 3 if they main-vote. Stamp them with a star if they are placing a boost vote.
 - This is because even though they will have used their only chance for main-voting.
 - It might be that people don't 'get' the boost vote. If so, they place their main votes and can come back to boost-vote only.
- Thank them kindly, and encourage them to have their say at the evaluation stand.

Deleted: another colour

Deleted: – according to number of main votes

Deleted: if they do not boost-vote this time, they could (in theory) come back later to place their only boost-vote

¹ Thanks to Rob Levick for pointing this out!

6 Voting event timing

- 9am steering group arrival
 - 9:30 to 10am volunteers arrive and are allocated roles
 - 10am stall-holders arrive
 - 11am open for 'quiet' voting (Kinnaird hall)
 - 12 noon official opening by Rob Levick
 - 12 noon (approx.)face-painter arrives
 - 2:30pm close kids' vote, count those votes
 - 3pm announce best stall (result of kids' vote)
announce closure of in-person voting
 - 3:30 onwards clean-up and collapse
 - Afternoon of Monday 29: vote-counting
- o Action: Jade to email counts to Bruce

7 Date of next meeting

- 31 January 2024