

Leith Chooses meeting 25 June 2025

Present: Abby, Bruce (minutes), Don, Jack, Sally, Susan

Apologies: Tremaine, Naomi

Definite actions are green-highlighted.

1 follow-up from meeting with Andrew Field

- Noted we need to 'tighten up', and that officers will attend once per month.
- There is interest for other folk to join the SG, and we want it to expand anyway. Susan proposes at least one meeting per month in the early evening so people who work full-time can attend this. The first would be 5:30 on 13 August.
- Noted we need to communicate with potential new members, e.g. via email, social media.
 - Action: Officers to issue formal invitation (signed by Jack and Susan).
 - Action: Sally to do social media and website, presumably after officers have issued invitation.
- Need to clarify whether officers will attend first Wednesday each month, or every 4th week.
- Action: Bruce to compile action-lists after each meeting, and circulate them as appropriate
- Action: Bruce to bring his laptop (for Teams) to each meeting apart from 5 to 20 July. (He's abroad then).
 - Action: Bruce to inform others if it's likely he can't attend, so they can provide the Teams connection.

1.1 Our meeting cycle

This assumes 4 Wednesdays per month. (If there are 5 Wednesdays in a month, we'll cross such bridges when we come to them.)

week 1. Officer-attended

week 2. Core steering group only. This is when we'll draft the agenda for the next officer-attended meeting.

week 3. No meeting

week 4. Open meeting (presumably in the evening)

2 Our title

- Agreed to be **LeithChooses** for text, but keep the graphic as **LeithChooses**.
 - Action: Jack to implement this globally through the website.

3 Application form

- Action: Bruce and Sally to finalise content.
- Noted that most applications will go through the Consultation Hub, so prettifying the Word document isn't needed.

4 Guidance notes

- The Word version of the guidance notes will contain the information on Boost votes.
- However, for the consultation hub version, we want each bit of guidance next to the relevant question, ideally in a disclosure box.
- The steering group must have opportunities to review the Consultation Hub version before it goes live.

5 Use of Napier students

- Action: Abigail to co-ordinate with lecturers to train Napier students (on a module that includes 20 hours of volunteering) for the voting day.
 - Susan to help with this.

Agenda for 2 July

- Feedback on 'new regime'
- Confirm final version of application form
- Discussion about guidance notes and boost vote information
- Review tasks on draft project planner
- Get more info on how Consultation Hub will be implemented
- Discussion of open meeting idea and participants