

## Meeting Minutes

Job: Wither's Swash District Plan  
 Meeting: Director's Meeting #3  
 Location: City of Myrtle Beach Conference Room  
 Date: October 12, 2009  
 Start Time: 2:00 pm

## Attendees

Name	Company	Abbreviation
Janet Wood	City of Myrtle Beach	JW
Jack Walker	City of Myrtle Beach	JOW
Jimmie Walters	City of Myrtle Beach	JRW
John Pedersen	City of Myrtle Beach	JP
Michael Guthrie	inFORM Studio	MG
Robert Miller	inFORM Studio	RM

## Old Business

- 0.01 Action Items** (previous meeting)
- AI.1 Calendar updated and emailed as a PDF
  - AI.2 Letters written for impact groups
  - AI.3 Questionnaire development has begun
  - AI.4 Waiting for Mark Kruea to respond
  - AI.5 Transit information downloaded from website

## New Business

### 1.01 Executive Summary Review

- Simplify map
- Overlay TMS
  - Extents of Map
    - Tracing of area for study to be emailed for final image request **(AI.1)**
  - Who is being invited for study?
    - Contact Lorena Anderson for publicity **(AI.2)**
    - Contact Mark Kruea for Friday Fax publicity **(AI.3)**
    - Allow JOW flexibility in determining extents for mass mailing

## 1.02 DPAC Scheduling

Need to contact members for meeting schedule (AI.4)  
Schedule determined by member availability  
Monday, October 19 as a tentative day, with the time TBD  
Add Andrea Richards and Karyl Brown to DPAC (AI.5)  
Contact information to be provided (AI.6)  
Email out agendas prior to meetings

## 1.03 Impact Groups

Letter for impact groups to be completed this week and emailed accordingly (AI.7)  
Ensure same representative can attend all meetings  
Consider combination of groups based on response  
Combine Residential and Commercial group letters for mass mailing  
Change date from November 3<sup>rd</sup> to November 4<sup>th</sup> (AI.8)

## 1.03 Action Items (AI)

AI.1 MG to generate requested map for study area  
AI.2 MG to contact Lorena Anderson  
AI.3 RM to contact Mark Kruea  
AI.4 RM to contact DPAC members to schedule meeting  
AI.5 RM to add Andrea Richards and Karyl Brown to DPAC  
AI.6 JP to provide contact info to RM  
AI.7 MG to complete Impact Group letters  
AI.8 RM to change workshop date

## 1.06 Meeting Dates

*DPAC meeting tentatively Monday, October 19<sup>th</sup> (TBD)*  
*Next meeting Monday, October 19, 2009 at 2:00 pm at the city conference room.*

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

**End of Minutes**

Prepared by: Robert Miller of inFORM Studio