

NC STEP Leadership Team  
Ned Delamar Center, Pamlico Community College  
November 19, 2009 @ 5:30PM

Joseph Himbry called the meeting to order and welcomed everyone. He proceeded to give a brief review of the NC Rural Forum that the NC Rural Center recently hosted on November 5 & 6, 2009. Pamlico County was represented by seven STEP Committee members.

Chilton Rogers, STEP Coach from the NC Rural Center, took the floor and again welcomed everyone. Ms. Rogers stated that there was a wonderful contingency that came to the Rural Forum and that it was great that so many people were there. It was announced at the Forum that there is a STEP Phase 3 coming up in the spring of 2010, resulting in Ms. Rogers leaving us in the first quarter of 2010. It is very important that Ms. Rogers leaves the STEP Committee in a good position to carry on after she leaves. Ms. Rogers will still be available for consulting, although there will not be the structured meetings that the Committee has had in the past. The relationship with the Rural Center will change to a more contractual relationship.

There was a brief reference to the Entrepreneur Educational Conference held in Virginia. A delegation attended that conference and a report will be forthcoming at the January 2010 meeting.

First thing on the agenda was to discuss the upcoming schedule for the rest of the year and to do a project development evaluation. After a brief discussion, it was decided to not meet in December due to the Holidays, but to resume meetings in January 2010. Ms. Rogers is planning to do a PowerPoint presentation on January 6, 2010 at the Ned Delamar Center. This presentation is primarily for the Town of Bayboro Town Council, but all of Pamlico County's Municipalities are invited and encouraged to attend. This will be an excellent opportunity to bring everyone up to speed due to the fact that the presentation will go over everything from the visioning to the project development. Ms. Rogers stated that she would like to see the project developments finished with templates and know what each committee is going to do by the beginning of the year. It will still take time to transition from being coached to being more contractually independent. Ms. Rogers sees the transition time as being January thru March of 2010.

Ms. Rogers gave out copies of a summary of everything that was talked about since the committee started developing projects. We are starting our project evaluation and trying to identify and fill in any holes in our project development statements. This will help decide where the money needs to go. The handout was discussed and reviewed. (To be attached to minutes). Strategy statements are to be discussed and resulting projects will be reviewed for implementation. This may lead to other projects developing or some projects being shelved for a later date. This is not to say that any project will be discarded.

The Tourist strategy was discussed and it was determined that the strategy statement of "Build on what we have to access what we need" needs to be more fleshed out and developed into a more global statement. The tourism committee will work on developing a more defined

statement. The 5 tourism projects were discussed. Mr. Himbry stated that we are working with the Pamlico Chamber of Commerce and the East Carolina Council with regards to our brochure project. By January first the committee will have a more developed project cost list to be shared amongst the different committees as a lot of the projects are bleeding over into other committees and their projects.

Regarding the waterfront development, the tourism committee had decided to narrow down the project to just establishing bathroom facilities and playground equipment to the waterfront park to make it more user friendly. This being that more contact and collaboration needs to be developed amongst the property owners and business owners as to planning development. Focus is being given to applying for a PARTF Grant to help with establishing bathrooms and playground equipment to the waterfront park. The PARTF grant requires matching funds, which will hopefully be split between STEP funds and the Town of Bayboro. Some discussion was given to attracting boaters to the waterfront park.

There was some discussion regarding obtaining a feasibility study for a hotel complex for Pamlico County. The committee has already received a proposal from a consultant regarding the feasibility study and the committee will obtain several more proposals for comparison purposes. Possible private investors were one possibility that was discussed to obtain funding for a hotel complex.

The Business/E-ship Committee went over their project development strategies and the subsequent price tags. (See attached report) There was some discussion about creating a support network for entrepreneurs as they develop their business. This network also involves preparing students for employment in these businesses.

The Retirees Committee reviewed their project development strategies and the subsequent price tags. (See attached report) The committee is looking at the base line as to what are retirees looking for and what is here for them. There was some discussion about collaborating with the tourism committee on the brochure and developing a website with details toward content and design. There was some discussion about the need to appoint a committee to set up a website. The website would be a standalone project. Jude Dodds volunteered to be on the committee to set up a website and to recruit other members, possibly tapping the students at the college.

There being no representation for the Commuters Committee, Ms. Rogers briefly reviewed the commuters development strategy and the projects that were being planned with regards to commuters.

Ms. Rogers discussed the tentative project costs, to be revised as the details become more developed.

|                              |              |
|------------------------------|--------------|
| Tourism Brochure             | \$ 10,000.00 |
| W/front park amenities       | 2,500.00     |
| (10,000) Total—Bayboro 2,500 |              |
| Feasibility Study—Hotel      | 8,500.00     |
| Retiree Comm. Assessment     | 6,500.00     |

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|                             |                  |
|-----------------------------|------------------|
| Web Development (Est.)      | 9,000.00         |
| Retiree Marketing Materials | 6,000.00         |
| ECU Consultants             | 10,000.00        |
| Strategic Plan ECC          | 4,500.00         |
| E/Ship mentoring, etc.      | 20,000.00        |
| Street Lights               | ?                |
| Town Signs                  | <u>10,000.00</u> |
| TOTAL                       | \$ 87,000.00     |

\$100,000.00  
+ 20,000.00  
\$120,000.00

Ms. Rogers charged each Committee to continue to work at tweaking their projects and be ready to give a fairly accurate cost analysis to the individual projects at the January Committee Meeting. There being no further business, the meeting was adjourned.

Respectfully submitted,

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Barbara Baker, STEP Coordinator

**In Attendance:**

Chilton Rogers, STEP Coach  
Barbara Baker  
Beth Bucksott  
Carla Byrnes  
Dr. Cleve Cox  
Clark Dimond  
Brian Dodds  
Jude Bloom/Dodds  
Joe Himbry  
Vinnie Himbry  
Ann Holton  
Mark Howell  
Larry Moolenaar  
Jerry Prescott  
Ruth Rice  
Candy Roberts  
Bill Sage  
Dee Sage  
Barb Venturi