

Town of Rochester

Business Development Committee Minutes

June 9, 2007

Present: Joan Atwood, Paul Champanier, Francis Gray, Toni Sindone

There was a discussion on The Red Carpet Team and the turnout. The Committee was quite pleased with both the presentation by the Team as well as the turnout for the meeting. The Red Carpet Team was informative, providing knowledge about the resources available for persons starting or operating a business. About 25 people attended the meeting. Considering this was the first meeting, the Committee was very pleased and hopeful for future meetings.

There was further discussion on getting out a Press Release about the presentation by The Red Carpet Team on Monday night. As a follow up, the BDC also wanted to set up regular meetings every two weeks whereby each member from the Team came to present their agency's specific services which would be in greater detail than was possible at the last meeting.

There was a discussion about writing a business handbook to address various requirements of doing or starting a business in the TOR.

Committee Assignments were given:

Paul is going to set up meeting schedules and write up the Press Release.

Francis is going to begin writing the Business Handbook of the Town of Rochester.

Joan and Toni will get the press release to the proper media outlets and to Marge.

There was some discussion of the need for additional Public Relations activity to assist with getting information out to newspapers, internet, etc. There was discussion that Marge does a great job on the internet. It was noted that Town of Rochester was not listed in many places such as the Ulster County Brochures.

The BDC approved reimbursement of \$54 to Toni Sindone for the refreshments on Monday night. Future refreshment expenditures will be kept to \$25 and be just hot and cold beverages with cookies or donuts.

Respectfully submitted,
Joan D. Atwood