

Business Development Committee Meeting  
**MINUTES –August 21 , 2008**

Time: 12:00 p.m.

Location: Basement City Hall



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Present: Stephanie Schlittler -Chair, Jane Cartwright, Mary Heikkinen, Vicki Hartman, Al Patterson, Charlotte Swann, JR Smith, Nathan Voght ( DDA Director) Absent: Kevin Brady, Norb Boes.

**1. Call to Order:** S. Schlittler called the meeting to order at 12:05 pm.

**2. Approval of Meeting Minutes**

**Motion by J. Cartwright to approve Business Development Committee Meeting Minutes from August 21, 2008; Motion seconded by C.Swann; Carried.**

**3.** S. Schlittler thanked the committee for there appreciation and voting her Volunteer of the year for the Business Development Committee.

**4. Retail Development Strategy Business – Recruitment.** The last edits to the DVD are submitted and the deadline for script to be recorded is Sept 15<sup>th</sup>. The Business Recruitment Team (BRT) will be meeting on Sept 3<sup>rd</sup> for the 1<sup>st</sup> meeting. At this time a set of priorities will be set and duties given to the members.

**5. Available Building Signs.** C. Swann will pay a visit to J. Howell to see if a sign can be put in the former Cottage Kids Building. We are waiting for a final closing to put a sign in Aria. Also, N. Voght will be contacting T. Sova to get the status on the Remax building.

**6. Howell Happenings Live.** A date of October 1<sup>st</sup> was set as the next HHL. S. Schlittler contacted Cleary's and the room is reserved. She also contacted the community groups to speak and they are all confirmed. Cleary's will provide the Doughnuts and Coffee. The Agenda will be set at the Sept 18<sup>th</sup> meeting.

**7. Property Profile and Business Update.**

**8. Business Retention Survey.** The surveys are planned to be sent out the 3<sup>rd</sup> or 4<sup>th</sup> week of September and the due date being mid October. We want as many in by November 3<sup>rd</sup>. N. Voght was going to check with Janie at the Chamber to see if they use Survey Monkey and if this is something that we could use.

**7. Other Business.**

**Wally.** No Update

**Volunteer Hours.** -- hours, plus meetings. S. Schlittler 18, P.Convery 5

**8. Motion by V. Hartman at 12.42 PM, 2nd by M. Heikkinen, Motion Carried.**

Next Business Development Committee Meeting: Thursday October 15, 2008.