Meeting Minutes

EDAB Business Retention and Expansion Subcommittee

Date/time: Monday, June 9, 2014
8:30 AM

Location: Benedictine University
51 E. Main St, Gregory Hall
Mesa, AZ 85201

Members Present: Jo Wilson, Sally Harrison, Tony Ham, Leah Palmer
Member Absent: Steve Shope
Staff Present: Andrew Clegg

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1. Chairman's Call to Order — Jo Wilson

   Chair Jo Wilson called the June 9, 2014 meeting of the EDAB/Business Retention and Expansion Subcommittee meeting to order at 8:33 AM at Benedictine University Gregory Hall, 51 E Main St., Mesa, AZ 85201.

2. Approval of Minutes — Jo Wilson

   Chair Jo Wilson asked for a motion to approve the minutes from February 12, 2014.
   Motion: Leah Palmer
   Second: Tony Ham
   Decision: 4-0

3. Items from Citizens Present — Jo Wilson

   None

4. Update on Business Retention and Expansion Plan and Activities — Andrew Clegg

   Chair Jo Wilson asked Mr. Andrew Clegg to discuss the Draft Business Retention and Expansion (BRE) program. Mr. Clegg explained that the draft plan was almost complete. Once the draft was completed, it would be finalized internally by the Office of Economic Development (OED). Once finalized, OED staff would set up meetings with identified

businesses and hold meetings with BRE team members. Initial meetings would be held in conjunction with Mesa Chamber of Commerce staff.

Mr. Clegg explained that OED staff would be responsible for making the outreach calls to City of Mesa businesses and provide the meeting information to Mesa Chamber of Commerce Staff. OED would also be responsible for maintaining the records of visits in its CRM, and reporting results. The format for the visitations would include a discussion using questions from the BRE questionnaire located in the City of Mesa CRM.

Visit teams would be identified by the Chamber President, and training would be held by Mr. Clegg prior to the visitation.

The BRE plan would be revised as needed based on the results of initial visits.

Committee members discussed when the next meeting should occur. It was decided that the next meeting would be called after the initial visits for the first quarter are completed.

5. Adjournment — Jo Wilson

Chair Jo Wilson adjourned the meeting at approximately 9:25 AM.

Submitted By:

William J. Jabjiniak
Economic Development Director
(Prepared by Andrew Clegg)