

**DRAFT
MINUTES**

**Exeter Economic Development Commission
Business Retention & Expansion Subcommittee**

February 23, 2012

The Subcommittee meeting was called to order by Madeleine Hamel at 8:15 am. Members present were Madeleine Hamel, Christine Davis, Julie Gilman, Kathy Corson, and guest Sylvia vonAulock. The minutes of the February 9th, 2012 meeting were approved.

A. Finalize the reference sheets and questions for the meetings with the business community:

The Subcommittee discussed the papers being used for the Business Community Outreach to be included in a packet for the EEDC review at the March 6th meeting. The subcommittee reviewed and further revised the Meeting Notes Form drafted by Ms. Davis. We plan to use it following each meeting with the companies to summarize the meeting and request follow up if required. The subcommittee provided some background information on the EEDC and its mission from the original ordinance and the EEDC information sheet to Ms. vonAulock who offered to draft a card on the EEDC to leave with the companies after our meetings. We decided referrals to Town and State services could be included in the informational piece. Ms. Hamel will draft an EEDC background reference sheet for members to prepare them for the meetings with the companies.

B. Announcement plan for the new Exeter ER Zone:

For this first round of meetings, the businesses located in the proposed ER Zone were not included. Ms. vonAulock requested that Mr. Brown prepare an ERZ mailing list from the database to be used when we contact them. We deferred further discussion on this item to our next meeting as several members needed to leave for other appointments.

C. Other items:

Members discussed the importance of protecting the confidentiality of companies we work with. Each member relayed their experience with this within their professional arenas. We decided to inquire about the definition of and rules that govern a 501c3 chartered organization and how that may differ from governmental organizations and their procedures. Ms. Hamel will ask Mr. Sandberg, and Mr. Lortie for clarification on this matter.

D. Next proposed meeting date – March 8th, 8:30 am.

E. With no further business or announcements, the meeting adjourned at 9:15 am.

Respectfully submitted,

Madeleine S. Hamel
Business Retention & Expansion Subcommittee Member