

**EXETER ECONOMIC DEVELOPMENT COMMISSION  
BUSINESS RETENTION & EXPANSION SUBCOMMITTEE**

**September 19, 2013  
8:30 am  
Town Office, Wheelwright Room**

**AGENDA**

**I. Approval of Minutes**

July 16, 2013 meeting (no meeting held in August)

**II. Discussion/Action Items**

- A. Business Community Outreach Project
  - 1. Feedback reports on any business meetings completed
  - 2. Identify list of businesses and organizations for Mail Out 3, set date, review letter
  - 3. Submit contact information from completed meetings to intern for database input and updating
  
- B. Exeter Businesses and Properties Database
  - 1. Status of updating and maintaining data and access
  - 2. 501c3 status
  - 3. Project transferred to separate tools maintenance committee
  
- C. EEDC Information Packets
  - 1. What type of material and topics are needed
  - 2. Volunteers for packet design and content development
  
- D. Upcoming networking events
  
  
  
  
  
  
  
  
  
  
- E. Announcements
  - Next proposed meeting date – October 15<sup>th</sup> or 17<sup>th</sup>, 8:30 am
  
- F. Adjournment