

Minutes

Town of Acton Economic Development Committee (EDC)

March 19, 2009

Attendees: Ann Chang, Kristin Alexander (staff), Terra Friedrichs, Dick Calandrella, Bruce Reichlen, Doug Tindal, Leigh Davis-Honn, Nick Francis, Chris Pappas, Nancy Dinkel (visitor)

Team Programs

- The EDC mission statement was discussed and amended. Motion was made to approve the mission statement as amended. All voted in favor.
- The EDC discussed and amended the demographics / research / inventory (demographics) team program. Motion was made to approve the demographics team program. All voted in favor.
- The EDC discussed and amended the public relations team program. Motion was made to approve the public relations team program. All voted in favor.
- The new business development team program tasks were discussed. The new business development team program will be discussed and finalized at a future meeting.
- The marketing and tourism team program will be discussed at the next meeting.

Team Leaders

- Motion was made for Nick Francis to be the demographics team leader, Dick Calandrella to be the public relations team leader, and Ann Chang to be the issues management / policy team leader. All voted in favor.
- The EDC directed Nick Francis to “launch” the demographics team.
- EDC members generally agreed that once a team leader is chosen and a team is “launched”, the team leader should come to the next EDC meeting with a detailed timeline and plan for the team program.

Upcoming Meeting/Membership

- The EDC discussed that generally, meeting tables should face the public.
- The EDC discussed making Leigh Davis-Honn an associate member of the EDC. Leigh Davis-Honn preferred being a full member.
- Motion was made to add associate members to the EDC in the future if team leaders are needed. All voted in favor.
- Staff was directed to contact the Town Manager’s office to ask them to hold all EDC membership applications for now.

Meeting Adjourned: 9:45 PM