



## **Community Development Coordinator Report Q1 2024**

### **Business Inquiries/Outreach:**

- Spoke with resident about business proposal on residential land - fix up garage and rent as apartment - provided Jeffrey Schieber's contact information
- Spoke with local business re: 485b, ECIDA and Chamber membership
  - Sent info about 485b (adding warehouse)
- Sent info to chiropractor re: 485b
- Spoke with local businessman re: opening a fencing company
- Spoke with new owner of former Mooney's
  - Sent info re: ECIDA, the Buffalo & EC Workforce Investment Board and SBDC
  - Spoke about tax incentives, grants, loans and emailed more information
  - Sent info re: contacts from Microenterprise Collaborative for loans
- Met with local film studio re: location for filming in June
  - Forwarded information about possible locations
  - Coordinated contact with local church
- Contacted owners of restaurant chain re: current property and new options
- Contacted local restaurateur through LinkedIn - looking for southtowns location per Business First
- Sent info on available space to businessman (for golf simulators)
- Company interested in Seneca Mall site for travel plaza - forwarded info to Scott Congel
- Sent info about loans/grants for small businesses to resident operating an online business
- Spoke with winery from Lancaster about relocating to West Seneca

### **Community Development:**

- Attended Regional Economic Development Council Meeting
- Wrote column for West Seneca Bee – topic: restaurants
- Featured Development
  - Updated local development map as needed
  - Added information on featured development bi-weekly to website, social media and newsletters

### **Property Updates:**

- Updated property database as needed
  - Online research
  - Drive-by of for-sale and for-lease properties
  - Information provided by contacts
- Bi-Weekly Featured Property to promote commercial real estate in West Seneca
  - Added property information to feature on website, social media and newsletters
  - Contacted individual brokers about featuring selected properties
- Reviewed real estate transactions in Buffalo News weekly
- Reviewed Business First weekly

### **Town of West Seneca:**

- Bi-weekly Economic Development Meetings
- Shared Property for Sale and Property for Lease reports monthly with Economic Development Team
- Reviewed town, planning, zoning board minutes and agendas

### **Chamber Assistance:**

- Community Awards Dinner
  - Created flyer for awards dinner sponsors/ads
  - Community Awards Program
    - Contacted advertisers and followed-up with them
    - Coordinated ads, designed as needed
    - Proofed program book
  - Created and printed table tents and attendee lists for awards dinner
  - Set up for awards dinner
- Eclipse Event
  - Attended committee meeting
  - Prepared suncatcher activity
  - Researched keepsake items for eclipse event & photo contest awards
  - Created photo contest awards
  - Purchased supplies as needed
  - Researched viewing locations for eclipse at BNAC
  - Met with Carol Yetter at BNAC to coordinate event
- Women in Business Breakfast
  - Attended committee meeting
  - Purchased supplies as needed

- Golf Tournament
  - Contacted local golf courses for golf tournament pricing and information
  - Confirmed golf tournament with Chestnut Hill, signed contract
  - Created new golf tournament brochure and updated as needed
  - Picked up TV donation from West Herr
- Clothes Mentor expansion
  - Met with Dana and Lauren from Clothes Mentor re: grand-reopening and ribbon cutting, posted Galentine's event info on Chamber Facebook page
  - Met with Lauren Andres re: ribbon cutting and Women in Business event
- Met with Kate Kotecki re: membership and ideas for events
- Sent information about Chamber membership to Molly & Kevin Barrett - new owners of Country Peddler
- Ribbon cuttings
  - Clothes Mentor
  - Queen City Meadery
- Attended One Minute Networking Event at Chiro First
- Met with Tony Ando and Jeff Surdej re: automatic membership renewals on website
- Attended Chamber Alliance Meeting - in person (hosted by Cheektowaga Chamber)
- Attended West Seneca Community of Churches meeting

**Coverage Provided to Chamber:**

- Office hours – Mondays & Wednesdays 8:30-2:30, additional coverage as needed
- Answering phone calls/messages
- Providing town information or contacts
- Notifying Chamber director about requests involving Chamber activities (dues payments, reservations, new member inquiries)
- Handling walk-ins
- Issuing “Certificates of Origin” for local businesses with international sales
- Delivering membership plaques to new members as needed

**Time sheets on file in Chamber office**

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