



## **Community Development Coordinator Report Q2 2024**

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

- Reached out to governor's office re: developmental center for softball training complex
- Sent contact info for listing agent of hair salon to local business
- Sent info on vehicle storage options to local resident
- Sent available properties to contractor looking for 2.5-3 AC of land
- Sent available space to local business for auto repairs
- Sent available warehouse space to local business
- Sent info to restaurant about loans, grants and tax incentives - planning addition starting in October
- Sent space info to local bike shop
- Restaurant looking for new site to lease
  - Phone meeting about West Seneca location
  - Sent list of properties for lease
  - Sent introduction email to property owner
  - Set up introductory meeting with property owner – discussions continuing

### **Community Development:**

- Wrote column for West Seneca Bee
- Sent Business First article about USL stadium to Scott Congel - possibility for Seneca Mall site
- Created Community Development summary for board members to use in presentations
- Sent West Seneca demographics link to Joan at EUCC
- Ombis2 Filming Event - 14 Holy Helpers
  - Helped studio find suitable location and attended filming
- 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:**

- Women in Business Breakfast
  - Prepared baskets for raffle
- Golf Tournament
  - Visited Chestnut Hill to discuss golf tournament
  - Updated golf brochure as needed
  - Posted golf tournament on Step Out Buffalo
  - Coordinated order of golf towels for Devil's Lettuce (giveaway sponsor)
- Eclipse Event
  - Prepared items for eclipse event
  - Attended event and coordinated arts activities
- Cars & Coffee event
  - Designed artwork and created The Chamber Cup
- Retail Items
  - Created display for West Seneca retail items
  - Added travel tumbler to retail items available
  - Added coasters to retail items available
  - Promoted retail items on social media
- Attended West Seneca Community of Churches meetings
- Attended Burchfest Meetings
- Attended One Minute Networking events
- Met with members of Recreation Committee re: Walk in the Park events
- Dropped off membership brochure and community guide flyer to Queen of Heaven

- Met with Systems Technology Group re: Chamber membership and working together
- Community Guide
  - Coordinated advertising in Community Guide
    - Contacted potential advertisers
    - Collected ad information/designs
  - Updated tax incentive article to use in Community Guide

**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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