



Community Development Coordinator Report Q3 2024

Business Inquiries/Outreach:

- Discussed space for retail business – may sublet space in West Seneca
- Emailed business owner (website contact form)
- Met with business owner about available office/storage space and emailed links
- Sent A&W franchise contact information to property owner
- Sent info about 1419 Union to business owner
- Sent info about Chamber to restaurant owner - opening restaurant (take-out burgers) at 174 Orchard Park Rd. in mid-Sept
- Sent info to business owner re: tax incentives, grants, loans
- Spoke with business owner – opening retail store at 979 Union Rd.
 - Sent Chamber and resource info
 - Coordinated ribbon cutting event for October
- Sent property contact info to Lancaster business owner - looking for building in West Seneca

Community Development:

- Wrote column for West Seneca Bee
- Featured Development
 - Updated local development map as needed
 - Added information on featured development to website, social media and newsletters
- Attended Women's Business Center Open House at Canisius University

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
- Attended Moment of Silence event

Chamber Assistance:

- Created Chamber ad for Rotary booklet
- Created Chamber ad for town newsletter website banner
- Proofread Chamber membership brochure
- Attended One Minute Networking - Lawley Insurance/Southgate meeting room
- Golf Tournament
 - Contacted golf sponsors about items for gift bags
 - Coordinated number of golfers with Michael Protos at Chestnut Hill
 - Filled out golf tournament organizer
 - Prepared spreadsheet for golf scoring app
 - Registration sheets for golf tournament
 - Created signs for golf tournament
 - Tickets/envelopes for golf tournament
 - Loaded cars with items for golf tournament
 - Delivered beverages to Chestnut Hill
 - Worked at golf tournament
 - Reserved date for 2025 golf tournament: 7/30/25
- Chamber social media
 - Met with Tracey M. and Joe K. re: Instagram
 - Set up Meta Business Suite and shared posts to Instagram
- Community Guide
 - Ads update sent to Beyond Print Solutions
 - Sent proofs to advertisers
 - Proofread Community Guide – ads and articles
- BurchFest
 - Shared BurchFest "save the date" poster with committee

- Created BurchFest maps
- Designed BurchFest brochure
- Requested quotes for BurchFest brochure and flyer printing
- Sent artwork to Xoar for BurchFest brochure and flyer
- Picked up BurchFest flyers and brochures at Xoar
- BurchFest final meeting
- Created flyers and website order form for Burchfield coasters
- Christmas Auction
 - Reviewed options and pricing for Christmas auction items
 - Ordered items for Christmas auction

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

Cheri Forsythe, Community Development Coordinator
West Seneca Chamber of Commerce
1300 Union Road, West Seneca, NY 14224
716.674.4900
cforsythe@westseneca.org