



Community Development Coordinator Report Q4 2024

Business Inquiries/Outreach:

- Met with local therapist re: space in West Seneca and Chamber membership
- Met with West Seneca resident who is starting a mobile auto detailing business
- Sent info to company located in Lancaster re: available space on Indian Church Rd.
- Sent info on 2028 Union to insurance agent
- Sent info on available space to chiropractic office
- Sent info on available space to hydroponic store
- Sent info on possible grants to salon owner
- Sent info to manufacturing company re: space in West Seneca
- Sent info to business owner re: available space for winery/brewery

Community Development:

- Spoke on behalf of liquor store at 3232 Transit at NY State Liquor Authority board meeting
- Developmental Center tour with NY State
- Zoom meeting with Empire State Development re: developmental center property
- 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:

- Trade Show/Wellness Fair/Job Fair Event
 - Created artwork for tumblers to use as speaker gifts
 - Created graphic for Facebook/Instagram for trade show event
 - Prepared for and attended event
- Community Holiday Party and Auction
 - Created flyer for Community Holiday Party
 - Created flyer for Holiday Auction
 - Decorated Chamber tabletop Christmas tree for auction
 - Updated auction bid information on board and social media as needed
- Askana Beauty ribbon cutting
- Groundbreaking event at Agile Cold Storage
- One Minute Networking Event at Systems Technology Group
- Chamber board meeting
- Proofed Chamber membership brochure
- Created QR code for Chamber website
- Ordered stickers for Hallo-West Seneca-ween event
- Created & launched order form for West Seneca merchandise on website
- Negotiated changes to golf tournament contract with Chestnut Hill
- Wrote article for the Bee
- Learned invoicing and receiving in Quickbooks
- Met with Justine Duquette - Women's Business Center at Canisius University re: partnership opportunities
- Met with Marissa Jeffery, West Seneca Living, re: her magazine
- Sent info about health insurance member providers to Holidays Nightclub
- Announced Chamber Member of the Year Award to West Seneca Art Society
- Announced Citizen of the Year Award to Claudia Emmerson

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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