



Community Development Coordinator Report Q1 2025

Business Inquiries/Outreach:

- Sent business start-up information to local resident planning to open a quilting business from her home
- Met with local lighting company and sent them info on current development projects
- Sent info to local business owner re: real estate show on A&E
- Sent introductory email to two local business owners re: winery/brewery
- Sent Facebook message to local restaurant owner re: available space in West Seneca
- Spoke with business owner about Bluebird Motel property and sent him information
- Reached out to owners of The Ground Round opening soon in Massachusetts re: returning to West Seneca at Seneca Mall site

Community Development:

- NYS stakeholder meetings re: Developmental Center property redevelopment
- 2025 Small Business Update - US Chamber of Commerce
- ECIDA Area Managers Meeting
- Wrote Bee column
- On-air interview with WKBW re: Seneca Mall property development
- Featured Development
 - Updated local development map as needed
 - Added information on featured development 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:

- Code enforcement meeting with Southgate Plaza re: development
- Code Enforcement meeting re: 5029 Clinton
- 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
 - Sent emails to sponsors and previous advertisers re: Community Awards program ads
 - Sent copies of last year's ads to Community Awards Program advertisers as requested
 - Sent Community Awards Program ads to Beyond Print Solutions
 - Awards program proofing and editing
 - Created table tent name cards for awards dinner
 - Awards Dinner setup and coordination
- Community Guide
 - Town Square Publications online meeting re: Community Guide
 - Town Square Publications Community Guide kickoff online meeting
 - Town Square Publications editorial meeting
- Women in Business
 - Committee Meeting
 - Purchased and picked up frame for poster to use in basket raffle
- Community Service organization check presentation at Grace Guest House
- Chamber finance meeting
- Created and updated 2025 golf brochure
- Zoom meeting with Adam Schiller - Liveability
- BurchFest meeting
- Attended WS Community of Churches meeting
- Attended One Minute Networking events
- Met with Meichle Latham and her intern Colton re: assisting at Chamber office

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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