



Community Development Coordinator Report Q2 2025

Business Inquiries/Outreach:

- Met with West Seneca business owners about larger location and sent them information
- Checked with property owner about location for West Seneca business - working through some final terms with a potential tenant
- Sent info about Rite Aid building owners to owners of West Seneca business
- Met with representative of Orchard Park business re: available larger space in West Seneca, emailed information
- Sent Benchmark contact info for former Seneca Mall site leasing to local businesses expressing interest
- Sent introductory email to Jeffrey and Erik for local entrepreneur with interest in a West Seneca Property who has zoning questions
- Sent links for grants to owner of apartment property in Cheektowaga that needs repairs – walk-in
- Sent information about lawn signs to business owner in West Seneca

Community Development:

- Featured Development
 - Updated local development map as needed
 - Added information on featured development to website, social media and newsletters
- Wrote Bee column
- Developmental Center Reuse meeting with NYS
- WNY Regional Economic Development Council Meeting
- Phone meeting with Ramsey Perry, Empire State Development re: programs for businesses, banks to provide access to capital

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 Guide
 - Wrote Community Guide articles
 - Researched and compiled demographic data for Community Guide
 - Editorial meetings with Townsquare Publications
- Women in Business
 - Women in Business Committee Meeting
 - Ordered bags and tickets for WIB and golf tournament
 - Put baskets together for Women in Business Breakfast
 - Women in Business Breakfast
- BurchFest
 - Updated website page and map
 - Created 2025 brochure
 - Created BurchFest Save the Date flyer
 - Ordered BurchFest flyers and brochures
- Golf Tournament
 - Checked with golf sponsors about giveaway items for golfer bags
 - Updated golf brochures as needed
 - Ordered golf towels for Axiom Coaching (tournament naming rights sponsor)
- Assisted with indoor yard sale for Alzheimer's Association

- Chamber Alliance Meeting at Amherst Chamber of Commerce office
- Attended Chamber Board Meetings
- Interviewed candidate for marketing/membership position
- Networking Event with John DiSciullo
- One Minute Networking - Tech Savvy
- Met with Joe Vitrano - Community Bank re: Chamber membership & involvement
- Ordered name tag for Meichle Latham
- Researched HelloNation (HelloWestSeneca)
- Created ad for WS Academy graduation program
- Shared link with board members to order polos and other apparel
- West Seneca Living ribbon cutting
- Attended WS 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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