



Community Development Coordinator Report Q4 2025

Business Inquiries/Outreach:

- Emailed info to resident looking to open a gym in West Seneca
- Emailed links re: funding programs for developmental disabilities services – walk-in looking to reopen a SASI building in Angola
- Meeting with new business owner re: renovation and historical status
 - Reached out to Sue McCartney (SBDC) and Paul Lang (WS Historical Preservation Commission) for information - provided information to business owner
- Emailed contacts for permitting at the county and state to business under construction
- Spoke with owner of new business - will share grand opening info
- Sent info on space for lease to local business owners

Community Development:

- ECIDA Area Managers Meeting
- LISC NY Partner Convening - virtual meeting
- 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:

- 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
- Wrote info for business page on town website

Chamber Assistance:

- Women in Business Breakfast
 - Contacted Kloc's and The Columns for quotes for the Women in Business Breakfast
 - Signed contract with Kloc's for Women in Business
- Community Holiday Party and Auctions
 - Ordered decorations for Chamber Christmas tree for auction
 - Decorated Chamber tree for Holiday auction
 - Prepared auction items for Holiday Party
 - Ordered raffle tickets, table tent cards and address labels
 - Created table tent cards for Holiday Party
 - Attended and worked at Community Holiday Party
- Community Awards Dinner
 - Sent emails re: ads for Community Awards Program Book
 - Coordinated ads for Community Awards Program Book
- Attended Board meetings
- Check presentation to the West Seneca Food Pantry from Community Bank
- Citizen of the Year Award Presentation
- One Minute Networking
- Ribbon cutting - Siwy Chiropractic
- Sent Chamber update to Community of Churches for meeting
- Meeting with Joe Vetrano and others from Community Bank
- Created certificate for Ray Nowicki - recognition of service & donation to West Seneca Community Food Pantry
- Wrapped Chamber gifts
- Ordered name badges for new board members
- Purchased printer/copier for Chamber office
- Submitted claim to Discover card for class action settlement
- Subscribed to Wyze Cam Plus for better monitoring of the office
- Recovered and consolidated Instagram accounts
- Working with contacts at all service organization to get vector logos for signs for town entrances to be recreated by town as requested by Kiwanis

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 members with international sales
- Delivering membership plaques to new members as needed

Time sheets on file in Chamber office

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