



Community Development Coordinator Report Q3 2025

Business Inquiries/Outreach:

- Emailed Jignesh (Jay) Pandya re: possible Boston Market location in West Seneca (follow up on Business First article)
- Emailed Benchmark to check on Seneca Mall development
- Sent health insurance contact information to local business owner
- Sent info about business loans and grants to local business owner - looking to put on a new roof
- Sent info on tax incentives to local resident (adding a recording studio to his home)

Community Development:

- Featured Development
 - Updated local development map as needed
 - Added information on featured development to website, social media and newsletters
- ECIDA Area Managers Meeting
- Wrote Bee Columns

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:

- Golf Tournament
 - Ordered NRT banner for golf outing
 - Ordered Axiom banner for golf tournament
 - Ordered Axiom golf shirts
 - Updated signs for golf tournament
 - Created golf tournament starter envelopes
 - Filled out golf tournament software spreadsheet
 - Sent foursome information and confirmed golf details with Mike at Chestnut Hill
 - Finalized starting holes with Chestnut Hill
 - Worked at golf tournament
 - Delivered leftover golf balls to Synchronet
 - Contacted Chestnut Hill and Ironwood re: 2026 golf tournament
- Community Holiday Auction & Party
 - Attended committee meeting
 - Ordered one additional tree
 - Contacted Hope Chest about donation from Community Holiday Party
 - Created WS Community Holiday Party flyer
- Ribbon Cuttings
 - Buffalo Optical Zilliox
 - Community Bank
 - Corgi Candle
 - Flourishing Hope
- Attended Chamber board meetings & informal meetings
- Ordered address labels
- Created handout for Vendor Showcase
- Attended West Seneca Community of Churches meeting
- Proofed and made 250 copies of bio sheet for board election
- Compared printer/copier/scanner options

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

Time sheets on file in Chamber office

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