



Community Development Coordinator Report Q1 2026

Business Inquiries/Outreach:

- Met with owner of space to lease in industrial park - gave him contact info for Hanna and Hunt
- Reached out via Facebook to company that lost lease in Clarence
- Sent info about possible funding opportunities for a community garden for Seneca Pointe Senior Apartments
- Met with business owner and provided Chamber letter of support for town board meeting
- Spoke with barbershop owner about moving to Orchard Park Rd. in West Seneca from Lackawanna

Community Development:

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

Property Updates:

- Met with Chuck Scaccia, Recckio, re: properties he would like featured
- 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
- Meeting with Andrea Ball and town officials to discuss Chalet Village idea
- Sent logo files to town for community service signs

Chamber Assistance:

- Community Awards Dinner
 - Assisted with mailing of invites
 - Coordinated ads for program
 - Sent email requests and reminders to previous advertisers
 - Tracked ads purchased
 - Approved ad designs
 - Proofed program book
 - Got check for Tony Martin Awards signed and mailed
 - Created and printed table tents
 - Set up and worked at event
- Women in Business Breakfast
 - Created and updated flyer
 - Finalized press release
 - Sent requests to previous event sponsors
 - Tracked sponsorships, reservations and payments
- Golf Tournament
 - Signed contract with Chestnut Hill
- Community Guide
 - Kickoff meeting with Town Square Publications
 - Editorial meeting with Town Square Publications
- Board meetings
- Chamber Alliance Zoom Meeting
- One Minute Networking Events
 - WNYFCU
 - The Beauty Parlor
- Meeting with Andrea Ball (Signature Events)
- Discussed Chamber membership with Richard Streck, CSL Plasma
- Check presentations for non-profit recipients from Community Holiday Party and Auction
- Helped sort items for Food Drive
- Meeting with Kyla - US Chamber

- Speaker Series at Synchronet
- Updated Chamber apparel website to provide to board members
- West Seneca Community of Churches Meeting
- Certified Tourism Ambassador training class

Coverage Provided to Chamber:

- Office hours – Mondays, Tuesdays & 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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