

## **The Basics**

Note-Taker's Name: Abigail Halal (Member and Secretary)

Organization Name: Economic Development Committee

Date, Time and Location: 3/11/2024, 7 PM – 8 PM, Starbard Building 1204 Main Street, Holden 01520

Meeting Participants: Cynthia Klocek (Chair), Abigail Halal (Secretary), David Shea (Member), Bruce (Member), David George (Town Planner)

Meeting Purpose/Agenda (Requested from Chair in advance.):

- A. Moving forward, we will start each meeting by approving the previous month's minutes.
- B. Review Submitted Annual Report for the Town
  - a. Approved and Submitted.
- C. Create Plan to Contact All the Town Businesses
  - a. Reach out to businesses to see how they can participate in the Holden Rec. Dept.'s event on 3/23/24. Best to send this notice out sooner than later so the businesses have notice.
- D. Sponsorship Event - Holidays in Holden
  - a. This is still tentatively scheduled.
- E. Discuss "Meet the EDC" (Bios/Photos/Videos)
  - a. Plan to ask photographer/videographer availability and schedule bios/videos from there.
- F. Review Sample EDC Newsletter
  - a. Can add anything the town wants to include... Empty building, vacant land, etc.
  - b. What do businesses need? Advertising, help wanted, QR Code, etc.
- G. Create Timeline for Newsletter Launch
  - a. April 15<sup>th</sup> Deadline for May 1<sup>st</sup> Publication
- H. Economic Development Master Plan Chapter Recommendations - Discuss Next Month's Agenda and Individual Assignments
  - a. Action Item 8.2.1.2. is very relevant to the current goals of the EDC.
  - b. Action Item 8.2.1.3. is an interesting newsletter topic.
  - c. Action Item 8.2.1.4. Let's reach out to the Commerce and see how we can collaborate.
  - d. Action Item 8.3.1.2. I'd be curious what grants are available and that's the way to approach businesses.

Additional Topics Discussed:

- A. Keep new members for the EDC in mind.
- B. Swear in Cynthia as Chair at next meeting.
- C. Touch base with Peter about EDC social media accounts.

Next Month:

- Review Minutes
- Holden Dec. Rept. Joins
- Continue Economic Development Master Plan Chapter Recommendations - Pick-Up from Objective 8.3.2.