

Business Development Committee Meeting Minutes
151 Martin Street, Conference Room 202
November 26, 2024, at 8:30 a.m.

J. Hockman called the meeting to order at 8:32 a.m.

In Attendance: J. Hockman (Chair), S. Surnow (Vice Chair), C. Quezada, D. Gilbert, A. Thomas, M. McKenzie, S. Quintal, S. Surnow
Staff: E. Bassett, S. Bahnsen
Guests: None
Absent: M. Sharrack
Public Comment: None

Approval of Minutes: Motion by Thomas, seconded by Sharrack, to approve the minutes from October 22, 2024. All ayes. Motion passes.

Business Recruitment and Retention

- **Available Spaces Report:** The committee reviewed the report. Bassett stated that an updated list is shared with brokers and property owners for input approximately every six weeks.
- **New Business Report:** The committee discussed the report and a status of businesses scheduled to open.
- **Workshops:** The committee approved moving forward with the 2-day consulting proposal from Keep it Real Social. Bassett to coordinate scheduling. The committee also approved a one-time mini workshop from Prodio to be added to a future Merchant Meeting.

Other Business

- **Tenant Recruitment: The committee reviewed the updated Business Mix Analysis Draft presentation.** Hockman presented the preliminary approach for recruitment strategy development and committee goals. Both draft presentations will be shared with the BSD Board at the December meeting. Further discussion to continue at future committee meetings.
- **Vacant Properties:** Bassett presented window covering pilot program concepts to the committee. The committee selected 4' partial covering option. Surnow to present the final option to the property owner for review.

Meeting adjourned at 9:55 a.m.

NEXT MEETING DATE – December 16, 2024, at 8:30 a.m.