Memo

**To:** Bridget Saladino

**CC:** Kirsten Wyatt

**From:** Danny Crossman

**Date:** October 1, 2010

**Re:** Minutes of Economic Development Committee Meeting of September 24, 2010

**Attendees:** Gail Holmes; Jill Thorn; Jim Edwards; Karen Hensley; Tim Tragressor; Thomas Boes

**Minutes:** The meeting was called to order at 8:05 am. Everyone was welcomed to the meeting and thanked for getting involved. Each person then introduced themselves, giving their background, talking about why they wanted to be involved in economic development and what they hoped to achieve.

Everyone was given a copy of the minutes from the August 26, 2010 meeting. A discussion was held on options for communicating with each other and the public. An EDC web-page on the City’s web-site was discussed as a means to communicate with the public. It was agreed to set up a Google group to facilitate the committee’s work. Thomas Boes agreed to set up the Google group.

Everyone received a draft copy of a Business Survey and a Consumer Survey. After discussion, it was agreed that everyone would review the drafts and provide input on each one prior to the next EDC meeting.

Everyone was given information on resources available from the state: an Economic Opportunities Analysis, with related funding, and Transportation and Growth Management Gants & Incentives.

A Strategic Planning process known as VMOS was introduced and discussed. The committee feels this would be a viable process to follow in creating an Economic Development Plan for West Linn.

Lastly, meeting time and dates were discussed. Due to vacation and the upcoming holidays, it was decided to move the next 3 meetings of the EDC to the 1st Friday of November, December and January. The committee will keep meeting at 8:00 am.

Next Steps:

* Thomas Boes to set up a Google group and communicate its operations to the EDC
* Danny Crossman to work with the City to get an EDC web-page set up on West Linn’s web-site
* Everyone to review Survey drafts and provide input
* Everyone to review VMOS Strategic Planning process.

**Action Items:**

* Determine which Friday of each month works best for the committee to meet.
* Determine if and how the WL website can be utilized for communication among the members and with the public
* Share historical Economic Development information
* Share varied Economic Development strategies
* Share VMOSA process for Strategic Planning