



CITY OF West Linn

ECONOMIC DEVELOPMENT COMMITTEE (EDC) Meeting Notes of April 13, 2023

Members Present:	Chair Shannon Ilas, Vice Chair Shannen Knight, Heather Jones, Josh Cheney, Tanner Woody and Josh Carter.
Members Absent:	Russel Williams
Council Liaison:	Pending appointment
Staff Liaison:	Alena Schnarr, Business Support and Econ. Development Coordinator

- **Call Meeting to Order:**
Vice Chair Shannen Knight called meeting to order at 6:01 p.m.
- **Approve Meeting Notes from 2.9.2023**
Jones moved to approved meeting notes. Cheney seconded this. **Ayes:** Jones, Knight, Cheney and Carter. **Nays:** None. **Abstentions:** None. This motion passed 4-0-0.
- **Tourism Video Update | Shatrine Krake**
West Linn Chamber of Commerce Executive Director, Shatrine Krake, provided update on a West Linn Tourism video she will be working on in collaboration with Mt. Hood Territories, Business Recovery Centers, and the City of West Linn. Filming will be happening in late May and finalizing video by end of June. Shatrine will reach out with more information and for feedback from the EDC. Members Josh Cheney, Tanner Woody and Shannen Knight expressed interest in being involved. Krake is also working on a photoshoot project to capture photos of the community that can be used for future marketing.
- **Business Support Toolkit Update | Alena Schnarr**
Schnarr provided update on new [business toolkit](#) that will be available in printed versions at City Hall and through our partner organizations. There is also a web version that is being developed to get up on the website and will be emailed to new business licensees welcoming and connecting them to the City.
- **Business Recovery Center & Chamber of Commerce | Shatrine Krake**
Krake provided update on collaborations happening with SBDC, HR Annie Series and outreach regarding ODOT/tolling. Workforce development update and a web page they've created to help promote local job listings. Schnarr recommended creating a link to job openings from the West Linn website.
- **Technical Assistance Grant | Alena Schnarr**
Schnarr provided update on Technical Grant program – application period open April 3 – April 21, 2023.
- **2023 Work Plan | Discussion**
Shannon Ilas joined meeting. Committee members discussed our 2023 goals which were recommended to City Council via the [2022 Economic Development Report](#). City Council has yet to adopt goals for the year. EDC would also like to update our mission/purpose on our website. Knight has suggested using a worksheet/matrix and will provide sample for next meeting. New member, Tanner Woody, offered new ideas about engaging business community. Knight suggested having a business mixer that connects businesses to each other. Schnarr echoes this and would like

to include home-based business owners as noted in the 2022 report. Continue working on adopting a work plan for 2023. Ilas offered feedback from her Women in Business group – noted that we are making progress on supporting the business community by creating more outreach, transparency and smoother processes. Discussion about doing a business mixer at McLean house.

- **EDC Items of Interest:**

- Create FAQ's list for website | Shannon Ilas
- Highlight businesses in the West Linn Tidings | Shannon Ilas
- Discussion on how to get more feedback from businesses – suggestions boxes, surveys | Tanner Woody

- **Adjourn:** Adjourned meeting at 7:30 pm