

Falmouth Economic Improvement Committee
Meeting Minutes
Wednesday, October 2, 2019

Present:

| | | | | | |
|-------------------------------------|---|--|---|----------------------------------|---|
| Pamela DiPietro- Hale, <i>Chair</i> | ✓ | William Lunt, III | ✓ | Marguerite Fleming, <i>Staff</i> | ✓ |
| Chris Wasileski, <i>Vice Chair</i> | ✓ | Mindy Schwartz | - | Theo Holtwijk, <i>Staff</i> | ✓ |
| Brian Bakke | - | | | Nathan Poore, <i>Staff</i> | - |
| Paul Bergkamp | ✓ | Janice De Lima, <i>Council Liaison</i> | ✓ | | |

Others Attending: -

Pam started the meeting at 4:36PM.

1. Establish Quorum

- Quorum was established with Chris' arrival at 4:45PM.

2. Review Draft Minutes of September 4, 2019 and September 18, 2019 Meetings

- Chris motioned to approve the two sets of draft minutes; Bill seconded.
Motion carried unanimously.

3. Review of Meeting Materials

- Theo reviewed the meeting packet which included the agenda, two sets of meeting minutes, Falmouth Business League cover letter and interview questions, personal property listing, and Very Merry Falmouth sponsorship materials

4. Public Comment

- No members of the public were present.

5. Discussion regarding draft Falmouth Business League Protocol

- Committee members provided feedback on the draft Falmouth Business League cover letter and interview questions
 - Cover letter
 - P1-change as a member to as a "volunteer"
 - P2-The Committee decided to remove the word "informal"
 - P2-The Committee decided to add the words "and individuals" after companies
 - P3-"The League would focus on the success"
 - P4-change by first getting to "We are now getting feedback from first-line stakeholders, such as you,"
 - P4-add period after Falmouth Schools. "Next, the FEIC"

- P5-add any between “and” and “similar”
- Concept Document
 - Vision statement-remove the word informal and add “and individuals” after companies, change the League could to the League “would”
 - #1-add welcoming between business and creation
 - #3-remove the word all
 - #5-Best “Practices sharing by promoting mentoring, shadowing, and volunteering in business topics, such as:”
 - Outreach Questions
 - Add “How should the League be governed?”
- Committee members discussed who would approach which businesses for interviews. Some of the businesses that were mentioned were:
 - Bill-Adams & Fogg, Allen Sterling Lothrop, Falmouth Vision Center
 - Chris-Falmouth Inn, Tyler Technology, Morong Falmouth, Portside Real Estate Group, TideSmart Global
 - Paul-Had submitted a list, Falmouth Schools
 - Pam-all the banks; will follow up with the Chamber and select some Chamber members to interview
 - Will reach out to Brian and Mindy about which businesses they would like to interview
 - Someone other than Chris needs to do Oceanview
 - Staff will look up the selected business’ addresses and then mail the cover letters.
 - Theo suggested that committee members complete mini reports on their interviews

6. Other Businesses

- Maggie said that the Town is seeking sponsors for Very Merry Falmouth as well as restaurants to participate in the Hot in a Pot Cookoff. Very Merry Falmouth will be held December 5-7, 2019.
- Theo described how town staff has started distributing copies of “Building Community” to Falmouth businesses to place in their waiting rooms as a thank you for customers doing their business in Falmouth..

7. Set Date and Agenda for Next Meeting

- The next meeting is scheduled for October 16, 2019. The meeting will be kept to 45 minutes so as not to overlap with the Town Council meeting.

8. Adjourn

- Bill motioned to adjourn; Paul seconded.
The motion carried unanimously.
The meeting adjourned at 5:25PM.

Draft meeting minutes prepared by Marguerite Fleming, October 3, 2019.