

Minutes of the Incentive Review Committee
Regular Meeting
City Hall, 101 W. Broadway, Silver City, NM 88061
May 14, 2014, 8:30 AM

Present:

Sherri Lyle, Chair
Robert Donnelly, Vice-Chair
Sherry Ann Clements
Annie Lessem

Also Present:

Jaime Embick, Town Planner
Ann Mackie, Town Clerk

- 1. Call to Order** - Chair Lyle called the meeting to order at 8:30 AM
- 2. Roll Call** - A roll call of the Committee was taken and a quorum was present. There is a vacancy for the member representing District 2.
- 3. Changes to the Agenda** - None.
- 4. Approval of the Minutes** - April 9, 2014 Regular Meeting. Chair Lyle asked for a motion. Ms. Clements moved to approve the Minutes of April 9, 2014 Regular Meeting. Ms. Lessem seconded. All were in favor, motion carried.
- 5. Reports** - None.
- 6. Unfinished Business** - None.
- 7. New Business** -
 - A. Create an introductory letter with request for suggested survey questions.**

The Committee discussed the following before drafting the letter: different types of business incubators; how they were working on a resource directory; the Volunteer Center in Silver City and how their kitchen could be rented; the National Center of Frontier Communities; and how they could check if the professor of the Business Department of Western New Mexico University would allow the students to conduct the survey, collect the data, and evaluate the data for the Committee. The Committee discussed the intent of the letter and came up with a draft introductory letter that was written down by the Town Clerk. They asked the Town Clerk to type the letter and send it back out to each member so they could review it and revise it, if necessary, before the next meeting.
 - B. Discuss survey.** The Committee discussed the survey in relation to their draft letter and how the letter was intended to request information from not for profit businesses, small businesses, and large businesses in the community to learn what they needed from economic development organizations in order to be more successful, and to ask them to share any survey questions that they would like to see included.

C. Schedule the next meeting and discuss agenda items for the next meeting.

The next meeting was scheduled for the second Wednesday of June or June 11, 2014 at 8:30 a.m., and the Committee said before the next meeting they wanted to review and make revisions to the draft introductory letter and discuss it at the next meeting. Also at the next meeting they said they wanted to continue discussions on Items A and B above by placing them as Unfinished Business on the June 11th agenda. Under New Business they said they wanted to review the Project Participation Agreement Application to see if it needed any changes due to a recent new Ordinance regarding the Town's Economic Development Plan in Chapter 16 of the Town's Code of Ordinances. Chair Lyle said her term was up on May 31, 2014 so she would not be returning. She said she did not intend to re-apply, but would help the Committee if they actually received an application before her position was filled.

8. Adjournment - Chair Lyle asked for a motion to adjourn. Ms. Clements moved to adjourn at 10:05 a.m. Ms. Lessem seconded. All were in favor, motion carried.

/s/

Robert Donnelly, Vice-Chair

Attest:

/s/

Ann L. Mackie, Town Clerk