



**ROCKVILLE ECONOMIC DEVELOPMENT, INC.
EXECUTIVE COMMITTEE
MINUTES**

March 9, 2021 4:30 p.m.
VIA Zoom Meeting

Committee Attendees: Susan Prince, Nancy Regelin, Jennifer Hester, Bridget Donnell Newton
Staff: Cindy Rivarde, Morgan Wortham

Not Present: Scot Browning

1. CEO Report
 - a. Deputy Director Recruitment Update. Interviews are scheduled for March 11th.
 - b. Administrative Coordinator recruitment, a candidate has been selected.
2. Board business
 - a. File Retention Policy – this item was tabled until all comments have been gathered.
 - b. Agenda for Board Working Session – the Committee finalized the agenda for the session on March 20th. Staff will post the information and note there is no regular March meeting.
 - c. Board of Directors next agenda – the next regular meeting will be April 28th. The Open Meeting Act training for the Board and Staff will be in closed session. Ms. Rivarde will inquire from Morgan Sullivan how long he would like to present a market overview, and whether the presentation would be preferred for April or May.
3. Other Business
None.

Next Meeting: April 13, 2021, 4:30 p.m., Via Zoom.