



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

October 12, 2021, 4:30 p.m.
VIA Zoom Meeting

Committee Attendees: Susan Prince, Nancy Regelin, Jennifer Hester, Todd Pearson, Bridget Donnell
Newton

Staff: Cindy Rivarde, Rhonda Devan (Vault)

Visitors: Judy Rudolph (Citizen)

1. CEO report

- a. Vaccination Policy. Ms. Rivarde noted that a vaccination policy requiring employees to be vaccinated and for any persons coming on the work site to be vaccinated has gone into effect. A copy of the policy was provided to the Committee.
- b. Business Survey. Technometrica was selected as the consultant for the survey after an RFP process. They have had a kick off meeting and are planning the stakeholder meetings late October/early November. The information gathered will be used to create survey and focus group topics/questions. The survey and focus groups will be scheduled after the holidays. Their preliminary findings should be available by the Board working session in the spring, and final report by end of the fiscal year.
- c. Tourism Website. The website being developed by Visit Montgomery per the MOU with REDI is scheduled for launch in December.
- d. Annual Report. REDI's annual report for FY2021 is scheduled for Mayor & Council on October 18th. The Mayor noted that the presentation needs to stick to the schedule set forth in the agenda.
- e. Proclamations. Also at the Mayor & Council meeting on the 18th, REDI will be presented with proclamations for Economic Development Week and the Rock East District creation. Ms. Prince will accept the proclamations.
- f. Board Information Packet. Paul Newman assisted with editing the packet. A gift policy was incorporated as directed by council. Ms. Regelin reviewed the gift policy and concurred that the policy was in good shape. It was agreed the packet would be circulated at the next Board meeting.

2. Board Business

- a. Nominating Committee. The Nominating Committee has moved Michael Scott forward for Board vote at the next meeting.
- b. The Board of Directors next agenda. The next Board meeting will include presentation by Snyder Cohn of the annual audit.
- c. Holiday Party. The Holiday Party will be at Ms. Prince's home. She is planning to have outdoor areas with heaters so people can spread out with fresh air. Due to the pandemic, the Committee decided that invitations would be for the Board, Staff

(including Vault), and selected City Staff without the ability to bring a guest. The invitations will state that vaccination is required for attendance, and that guests should dress for the cold weather as the windows will be open and they may be outdoors. The pandemic situation will be monitored as we get closer to the event.

3. Other Business
None.

Next Meeting: November 9, 2021, 4:30 p.m., Via Zoom.