



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

January 11, 2022, 4:30 p.m.
VIA Zoom Meeting

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

Absent: None

Staff: Cindy Rivarde, Rhonda Devan

Visitors: Craig Sarner and Russell King from Kiernan Trebach

1. Closed Session. The Committee voted to go into closed session at 4:34 p.m. for the purpose of consulting with the attorney on a legal matter under the provisions of Article Section 3-105(b)(7) of the Open Meetings Act regarding the SBA FY2018 Audit. The Committee conferred with Craig Sarner and Russell King from Kiernan Trebach. The Committee returned to open session at 5:08 p.m.
2. CEO report
 - a. Employee Handbook, Vaccination Policy, and MWBC Policies and Procedures. The Committee received proposed updates to the Employee Handbook and separate Vaccination Policy. Comments from Ms. Hester were previously incorporated. The MWBC Handbook was also presented, and proposed revisions align the MWBC Policies and Procedures with the Employee Handbook and Financial Policies & Procedures. **Ms. Hester made a motion to move the Employee Handbook, Vaccination Policy and MWBC Policies and Procedures to the full Board for adoption. The motion was seconded by Ms. Regelin and passed unanimously.**
 - b. Business Survey Update. Ms. Rivarde noted that the business survey is proceeding. The broker stakeholder meeting was held in December. The student intern is following up to get additional input from those who could not attend. The consultants are working on the online survey, and will be pulling the Dun & Bradstreet list for culling shortly. The six focus groups will be held in the spring.
 - c. Tourism Website Status. Visit Montgomery ran into some technical difficulties (and Staff COVID) which is causing some delay in launching. The Committee discussed the commercial district identification, which will be vetted through the Marketing Committee. Ms. Rivarde noted that the budget request to develop additional districts is pending with the City. It was noted that the Pike District already was developed by property owners and could be further developed. Mr. Pearson noted that at ICSC, it is helpful to attract national brands if there is a recognizable large district.

- d. MWBC Strategic Planning. An introductory meeting with the new Advisory Board members was held. They will have their first planning session on January 20th facilitated by Sylvia Henderson.
3. Board Business
 - a. Next Board Agenda. It was noted that the policies and procedures will be brought to the full Board. No other changes to the draft were requested.
 4. Other Business

Ms. Rivarde thanked the Mayor for having Mayor & Council approve Michael Scott as a REDI board member the prior evening.

Next Meeting February 8, 2022, 4:30 p.m., Via Zoom.