

**MINUTES OF A REGULAR MEETING OF THE BUSINESS AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF HIGHLAND PARK, COUNTY OF LAKE, STATE OF ILLINOIS, HELD ON TUESDAY, JANUARY 19, 2016, PRE-SESSION CONFERENCE ROOM, CITY HALL, 1707 ST. JOHNS AVENUE**

**I. CALL TO ORDER**

Chair Miller called the meeting to order at 6:05 p.m.

**II. ROLL CALL**

PRESENT: Chair Miller, Vice Chair Cox, and Commissioners Amdur and Oberman

Business Development Coordinator Hersch declared that a quorum was present.

ABSENT: Commissioners Dytrych, Hart and Lichtman

STAFF PRESENT: Business Development Coordinator Hersch, Business Development Assistant Rosen

COUNCIL PRESENT: Councilman Knobel

ALSO PRESENT: Highland Park Chamber of Commerce Executive Director Glasner

**III. CHAIR WELCOME**

Chair Miller introduced himself as the new BEDC Chair and thanked former Chairman Mintz for his leadership.

Chair Miller noted the success that the BEDC has had over the past several years and asked that the current Commissioners let him know of any thoughts or ideas that they have for the BEDC moving forward.

Chair Miller discussed his goal of increasing direct engagement with current and new businesses.

#### **IV. INTRODUCTION OF THE NEW AND CURRENT COMMISSIONERS**

BEDC Commissioners, Chamber Executive Director Glasner, Business Development Coordinator Hersch and Business Development Assistant Rosen introduced themselves.

#### **V. APPROVAL OF THE NOVEMBER 17, 2015 BEDC MEETING MINUTES**

Chair Miller asked for a motion to approve the meeting minutes of the BEDC meeting held on Tuesday, November 17, 2015.

Vice Chair Cox moved to approve the November 17, 2015 minutes.

Commissioner Oberman seconded the motion.

On the voice vote, the Chair declared that the motion passed unanimously.

#### **VI. SCHEDULED BUSINESS**

##### **1. Consideration of the 2016 BEDC Workplan**

Business Development Coordinator Hersch noted that the objectives in the Workplan are a continuation from the 2015 Workplan and asked if the Commissioners had any items they would like to add.

Commissioner Amdur asked if the Workplan includes a line item for the Business Summit.

Coordinator Hersch explained that the Business Summit is in the Business Development Budget for \$12,000 all of which is covered by sponsorships.

Vice Chair Cox explained that sponsorships are solicited by the BEDC Commissioners as well as staff.

Councilman Knobel suggested that work groups be assigned via email as several Commissioners were not present.

Vice Chair Cox agreed that it would be prudent to refrain from assigning work groups.

Coordinator Hersch discussed the current work groups and responsibilities of the Commissioners.

Councilman Knobel noted that the current list of workgroups should be reviewed as City Council Members already attend certain community group meetings and it may not be necessary for the BEDC Commissioners to attend those meetings.

Commissioner Amdur expressed an interest in assisting with the 2016 Business Summit.

Coordinator Hersch reported that the brand launch is scheduled for April 2016 and that materials will be brought to the BEDC for review.

Chair Miller and Coordinator Hersch discussed their desire for BEDC Commissioners to focus on outreach to current and future businesses in the upcoming year.

Chair Miller called for a vote to approve the 2016 BEDC Workplan.

Commissioner Amdur moved to approve the 2016 BEDC Workplan, as presented by staff.

Vice Chair Cox seconded the motion.

On the voice vote, the Chair declared that the motion passed unanimously.

## 2. Workgroup Reports

Chair Miller explained that due to the new makeup of the BEDC and timing of the meeting after the holidays, there were no Workgroup Reports.

## 3. Student Commissioner Report

Student Commissioner Kapnik was not present at the meeting due to Finals, however Coordinator Hersch gave a report in his absence.

Coordinator Hersch explained that Student Commissioner Kapnik had collaborated with a teacher at Highland Park High School and herself to coordinate a “Shark Tank” style event for the students at Highland Park High School.

Coordinator Hersch went on to discuss the involvement of local business owners in the event at the High School.

Commissioner Amdur noted that she was one of the judges and that it was an extremely successful project and a positive experience for both the students and business owners who were involved.

#### 4. Chamber of Commerce Report

Chamber Executive Director Glasner reported that the 2016 Board held their first meeting.

One of the Chamber's new resources is an online forum called The Member Information Center which is currently being rolled out to the members.

The Chamber also introduced a new Membership Value Based Membership Model which allows members to self-select what type of membership package they would like based on their specific needs and interests.

### **VII. OTHER BUSINESS**

Councilman Knobel reported that Coordinator Hersch will be giving the City Council an update on the Business Development Strategic Plan at the January 25 meeting. She encouraged members of the BEDC to attend.

Councilman Knobel went on to explain the Student Job Shadow Program that the City, the Chamber of Commerce and School District 113 are collaborating on. Students will be matched with participating businesses to get a unique perspective on that specific business and get real life, hands on experience.

Chair Miller noted that the BEDC complies with the regulations of the Open Meetings Act. He reminded the Commission not to "Reply All" on email communication. He also reminded the new Commissioners to complete the Open Meetings Act Training.

Chair Miller explained that a detailed Business Development Report will be emailed to the Commissioners.

Coordinator Hersch announced several new businesses; True Juice, Ming Qing Homes, Summer Classics, Workshop, Ravinia Brew Pub as well as a new restaurant in the Ravinia BBQ space.

Commissioner Amdur noted that she saw a sign in the window of Jolie Mason announcing the owner's retirement and closing of the store.

Commissioner Amdur discussed her knowledge of the CBD Alliance and noted that they are working on their app and website and moving towards a launch date.

Councilman Knobel added that the Alliance is working on publicizing their grant program.

Councilman Knobel went on to explain that the Alliance has officially changed their participation in special events and will no longer be automatically participating in events that they had been involved with in the past such as the Holiday Lighting and Halloween trick-or-treating.

Commissioner Amdur added that the Alliance will also be rolling out their brand this year.

Coordinator Hersch announced that the next Regular meeting of the BEDC is Tuesday, April 26, and that the next Mayor's Breakfast is Friday, March 18.

## **VIII. ADJOURNMENT**

Chair Miller entertained a motion to adjourn the meeting.

Commissioner Amdur moved to adjourn the meeting.

Commissioner Oberman seconded the motion.

On the voice vote, the Chair declared that the motion passed unanimously.

The Commission adjourned its meeting at 6:55 p.m.

Respectfully Submitted,

Melissa Rosen  
Business Development Assistant