

**Town of Acton**  
**Economic Development Committee (EDC) Meeting Minutes 01/29/2009**

**Meeting Attendees**

Doug Tindal, Terra Friedrichs, Bruce Reichlen, Ann Chang, Nick Francis, Dick Calandrella, Joe Ianelli, Leigh Davis-Honn, Kristin Alexander

**I. Path Forward**

Mr. Tindal explained the background and the next steps of developing the work group (team) programs.

Ms. Chang recommended that the Demographics team program gets completed first because it relates to all teams.

**a. Finalize Team Programs/Agendas**

The EDC members reviewed and commented on the draft Demographics / Research / Inventory, Marketing and Tourism, and the Public Relations Plan team programs. The Committee briefly discussed the Business Development and Issue Management team programs and decided to table these two programs to a future meeting. Members who drafted the five team programs (above) were asked to revise the draft programs based on Committee comments and send the revised drafts to Mr. Reichlen to be placed on his computer for the next meeting.

**b. Identification of potential team leaders**

This item was not discussed.

**c. Discussion of upcoming meeting**

- The EDC members will continue discussing and commenting on draft team programs at the next EDC meeting (2/19/09).
- Mr. Francis will represent the EDC at the League of Women Voters/Volunteer Coordinating Committee Job Fair on February 11, 2009.
- The EDC members agreed to reschedule all 2009 EDC meetings to begin at 7:00 PM. The goal is to try to end EDC meetings by 9:30 PM.