

Cambridge Economic Development Advisory Committee

Meeting Minutes

August 26, 2014

I. Call to order

Jeff Costlett called to order the regular meeting of the CEDAC at 7:01 on August 26, 2014 at the Varnum Memorial Library.

II. Roll call

April Tuck conducted a roll call. The following persons were present: Laurie Cartwright, Jeff Costlett, Mark Delaney, Ron Elliott, Bruce MacMillan, John Mandeville, April Tuck

III. Open issues

- a) The selection of a Chair: Jeff Costlett was unanimously nominated and approved to position of Committee Chair.
- b) The selection of a Secretary: April Tuck was unanimously nominated and approved to the position of Secretary.
- c) Town Plans: There was a brief discussion of the two Town Plans. It was decided to look at them more closely at a later meeting.
- d) The Introductory Plan for CEDAC: Committee members requested a copy of the original plan developed by Larry Wyckoff.
Action: April stated she would send everyone a copy.

IV. New business

- a) Review of Open Meeting Rules: April Tuck provided a brief overview of the Open Meetings regulations.
- b) SWOT: John Mandeville provided an overview of the SWOT process. Cambridge Artists and Entrepreneurs previously had undertaken a SWOT analysis with John.
Action: Laurie Cartwright will send the committee copies of the documents.
Action: The committee asked John to assist the committee with the SWOT process over the next 1 – 2 meetings.
- c) Meeting dates and times: The committee decided to hold its meetings on the fourth (4th) Tuesday of each month at 6:00pm at the Varnum Memorial Library. The next meeting will be September 23.

- d) LEDC brochure: John shared copies of the pocket guide to resources for the community.

V. Adjournment

Jeff Costlett adjourned the meeting at 7:41pm

Minutes submitted by: April Tuck

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