

from 2-5 p.m. Notices will be sent to businesses. There are a limited number of participants for the certification workshop of 40. Ms. Madden stated that the DNC workshop was helpful to businesses because it explained how to become a vendor at the DNC.

Councillor Simmons informed the committee that Ms. Burns informed her that the certification is continuous and that the certification book is updated. It is important for Cambridge businesses to be included in the 2004 DNC Vendor Directory, stated Councillor Simmons. The City Manager would like a venue to draw vendors into Cambridge. The restaurant and entertainment industry is being solicited to see what Cambridge can provide to the DNC. Councillor Simmons stated that the BCI would be used as an opportunity to let vendors know about the DNC. There are a few large conventions that are coming to Boston in the next few years and it is an opportunity for Boston to stay in contact with Cambridge businesses. The 2004 DNC is a major venue. Thought needs to be done on what could draw people into Cambridge.

A discussion ensued about areas where the BCI would require support. Ms. Johnson spoke about the logistics. Notices developed, mailed and RSVP's recorded, set-ups and signs prepared were mentioned. Ms. Madden stated that she would contact the larger purchasers. It was noted that support from various departments would be required to bring the BCI to fruition. Therefore, Councillor Simmons stated that she would be submitting a policy order at the City Council meeting scheduled for August 4, 2003 requesting that the City Manager direct appropriate departments to provide assistance to the Economic Development, Training and Employment Committee for the BCI. (This policy order appeared as Order Number 27 and was adopted by the affirmative vote of nine members at the August 4, 2003 City Council meeting).

Ms. Madden asked who was the targeted group. The targeted group is Cambridge small businesses to large businesses. It is important to match businesses to the large items purchased by the business.

Ms. Johnson distributed to the committee a draft brochure outlining how to do business with and in the City of Cambridge. Jamilah Morrell, a student intern at CDD, prepared this draft. Councillor Simmons commended Ms. Morrell on the brochures. Ms. Johnson stated that the graphic division would review the draft brochure and prepare it for printing as a pamphlet similar to other printed by the Community Development Department.

Councillor Simmons informed the committee that her assistant, Kimberly Sutherland, has a background in marketing and would be providing marketing support to the BCI along with Nicola Williams.

The following persons were assigned to specific support area pending adoption of the policy order being submitted by Councillor Simmons for the August 4, 2003 City Council meeting:

Logistics Committee

Duane Brown
Jim Monagle
Joan Dillon

Program/Brochure

Councillor Simmons
Estella Johnson
Nicola Williams
Jamilah Morrell

Marketing

Kimberly Sutherland
Nicola Williams

Large company contacts

Cynthia Griffin
Elaine Madden.

Ms. Madden informed the Committee that the large companies should supply a packet of information at the BCI.

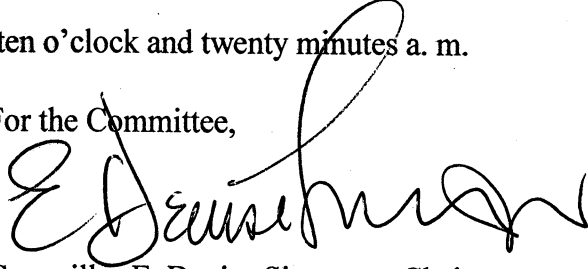
Vice Mayor Davis asked how could the BCI promote green product purchases. Ms. Griffin would bring green product information to the next meeting.

The next meeting was scheduled for Thursday, August 14, 2003 at 9:30 a.m.

Councillor Simmons thanked all attendees.

The meeting was adjourned at ten o'clock and twenty minutes a. m.

For the Committee,



Councillor E. Denise Simmons, Chair

City of Cambridge

**ECONOMIC DEVELOPMENT, TRAINING
AND EMPLOYMENT COMMITTEE MEMBERS**

*Councillor E. Denise Simmons, Chair
Vice Mayor Henrietta Davis
Councillor Kenneth E. Reeves*

In City Council September 8, 2003

The Economic Development, Training and Employment Committee held a public meeting on Thursday, July 31, 2003 at nine o'clock and thirty-five minutes A. M. in the Ackermann Room.

The purpose of the meeting was to continue discussing the Buy Cambridge Initiative (BCI).

Present at the meeting was Councillor E. Denise Simmons, Chair of the Committee, Vice Mayor Henrietta Davis, Susan Glazer, Deputy Director of Community Development (CDD), Estella Johnson, Economic Development Director, CDD, Elaine Madden, Project Planner, Economic Division CDD, Jamilah Morrell, Intern, Economic Division CDD, Cynthia Griffin, Purchasing Agent, Joan Dillon, Assistant Purchasing Agent, James Monagle, City Auditor, Duane Brown, Affirmative Action Officer, Sue Mintz, Office of Workforce Development, Mary Clover, Purchasing Coordinator, Cambridge School Department and Donna P. Lopez, Deputy City Clerk.

Councillor Simmons opened the meeting and stated the purpose.

Councillor Simmons stated that she has made arrangements with Mr. Parravano to conduct the BCI at MIT for October 22, 2003 from 4-6 p.m. Parking is and will remain an issue. The use of public transportation is encouraged. The program needs to be finalized. There will be one room used at MIT for the BCI so small group discussions will not take place. Presentations will be 5-10 minutes in length. The program sub-committee will continue to work on the program. Some portion of the BCI should be dedicated to discussing the 2004 Democratic National Convention (DNC), stated Councillor Simmons.

Councillor Simmons stated that 85 people and 52 businesses attended the DNC workshop held on June 25, 2003 at the Hotel Marlow. She thanked the Hotel Marlowe and the Chamber of Commerce for their assistance on the DNC workshop. At the workshop Julie Burns, Executive Director, Boston 2004 Democratic National Convention, representatives from the State Office of Minority and Women Business Assistance (SOMBA) and the Center for Women and Enterprise (CWE) spoke to the attendees. Statistics were distributed about the funds to be spent and the organization of the convention. The SOMBA representative stated that a certification workshop has not been held in Cambridge. Ms. Johnson informed the committee that a SOMBA certification workshop has been scheduled for October 14, 2003 at the Windsor Center

Committee Report #1

A communication was received from Donna P. Lopez, Deputy City Clerk, transmitting a report from Councillor E. Denise Simmons, Chair of the Economic Development, Training and Employment Committee, for a meeting held on July 31, 2003 to continue discussing the Buy Cambridge Initiative (BCI).

In City Council September 8, 2003

**REPORT ACCEPTED
PLACED ON FILE**