

handle the questions and answers and to handle mobile mike. Councillor Simmons further suggested that pre-briefing sessions be held with the speakers and the Logistics Committee.

The Large Company Contacts reported that five companies are interested in the BCI, but wanted more information. Ms. Dillon stated that she has the contact names to send this information. Councillor Simmons stated that her letter is being prepared and will be mailed from the City Council Office. She urged Ms. Dillon to forward the contact names to her so that the information will be mailed to these companies who are interested in the BCI.

Ms. Mintz asked if the large companies would be speaking about purchasing for their companies. Ms. Williams responded that there is a portion in the program where conferences with these companies could occur. She urged having a dialogue with the companies who have established relationships with vendors to inform them that Cambridge is trying to change this mind set and as a good corporate citizen their assistance is needed to help make this change.

The committee next discussed marketing and advertising. Press kits would be available. The kits would contain the following:

- Letter from Councillor Simmons;
- Fact sheet;
- Press release; and
- Flyer/brochure prepared by CDD.

Ms. Tomeu would be developing the text for the Registration Form in the program mailing. The date for submitted the RSVP would be October 17, 2003. This response could be made on-line, by fax (4638) or by e-mail (rholmes@CambridgeMA.gov) or by telephone to Rona Holmes in CDD, extension 4637.

The committee again made changes to the Fact Sheet. The changes made were to strike the words "to do business with municipal and state government" in the last bulleted item and to add the words "or women" after the word "minority" also in the last bulleted item. Councillor Simmons requested all to review the Fact Sheet and to forward all necessary changes to Ms. Tomeu by September 10, 2003.

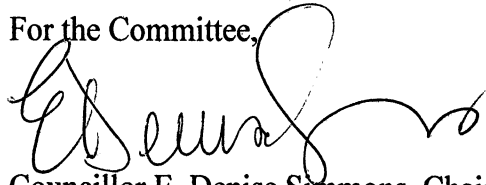
Councillor Simmons stated that CCTV would be asked to do an interview and the Municipal Cable should be requested to tape the BCI event. Ms. Tomeu suggested that information be secured about one of the speakers to draw in the audience.

At the conclusion of the meeting Councillor Simmons scheduled the next meeting for September 10, 2003 at 10 A.M.

Councillor Simmons thanked those present for their attendance.

The meeting adjourned at eleven o'clock and ten minutes A.M.

For the Committee,

A handwritten signature in black ink, appearing to read "E. Denise Simmons", written in a cursive style.

Councillor E. Denise Simmons, Chair

2

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 15, 2003

The Economic Development, Training and Employment Committee held a public meeting on Thursday, September 4, 2003 at ten o'clock and ten minutes A.M. in the Ackermann Room.

The purpose of the meeting was to continue discussing the "Buy Cambridge Initiative" (BCI) and any matter that comes before the committee.

Present at the meeting was Councillor E. Denise Simmons, Chair of the Committee, Estella Johnson, Economic Development Director, Community Development Department (CDD), Cynthia Griffin, Purchasing Agent, Joan Dillon, Assistant Purchasing Agent, Nancy McLeod, Manager, Construction Procurement, Purchasing Department, Ini Tomeu, Public Information Officer, Susan Mintz, Office of Workforce Development, Human Services Department, James Monagle, City Auditor, Duane Brown, Affirmative Action Officer and Donna P. Lopez, Deputy City Clerk. Also present at the meeting was Nicola Williams, 8 Brewer Street, Cambridge, Massachusetts.

Councillor Simmons opened the meeting and stated the purpose.

Councillor Simmons requested an update from the subcommittees.

The Logistics Committee is still waiting to make contact with Mr. Parravano about the room. The Twenty Chimneys Room would work better for the BCI, stated Councillor Simmons. If this room is unavailable she urged the committee to find out if the Sala de Puerto Rico room could be sectioned off. Mr. Brown would ask Mr. Parravano if the room could be reserved from 3-8 P.M. The Logistics subcommittee would update the committee at the its next meeting on site, time, parking, refreshments and audio/visual equipment.

The Program subcommittee met to review the program. The Public Information Officer would put the program on the Web. Mailing information about the BCI would be done by the City Clerk's Office. The Community Development Department staff would staff the sign up and the registration tables. A suggestion was made to include the logos of the supporters of the BCI. Logos of the larger supporters would be used; smaller supporters would be named. The committee suggested expanding the time of the BCI. The event would start at 4:30 P.M. and run until 8:00 P.M. Ms. Johnson would provide the final program for the September 10, 2003 meeting. She suggested that a moderator is needed for the BCI. Ms. Williams was selected as moderator. In addition to Ms. Williams, Councillor Simmons stated that two additional persons would be needed to

52A3

Committee Report #2

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 September 4, 2003 to continue discussing the "Buy Cambridge Initiative" (BCI) and any matter that comes before the committee.

In City Council September 15, 2003

**REPORT ACCEPTED
PLACED ON FILE**