

A discussion ensued about how the vendors would be identified. Councillor Simmons requested that the Logistics Committee inquire from MIT if it were possible for easels to be provided by MIT. The vendor names would be placed on the easels behind the display table. Table tents were also suggested.

Councillor Simmons informed the committee that a letter from her as chair of the Economic Development, Training and Employment Committee addressed to the CEO's was being prepared and would be mailed by the City Council Office. A copy of this letter would also be forwarded to the purchasing personnel. Ms. Madden would provide names and addresses for this letter. Councillor Simmons also requested that a letter addressed to business owners be included in the flyer. The business owner letter would be e-mailed by the City Council Office to the Public Information Officer for the flyer, stated Councillor Simmons.

Minor changes were made to the BCI Fact Sheet. Ms. Tomeu would type the text for the flyer and forward the text to the graphics department in CDD. It was agreed that the flyer would be printed on white paper with green ink, as would the note pads. Ms. Johnson stated that the typed text is needed so that the graphics department could proceed with the flyer.

Mr. Monagle asked Councillor Simmons what was her vision of the BCI. Councillor Simmons responded that she views the BCI as a proactive program to connect businesses to do business with each other.

The program was also changed. The committee discussed the keynote speaker.

Councillor Simmons outlined the timeline as follows:

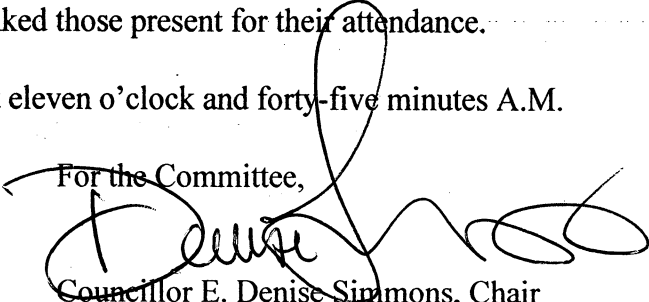
CEO letters	mailed by Council office	as soon as possible
Press kits	mailed by Ms. Tomeu	Sept. 22, 2003
Registration/flyer	mailed by Clerk's Office	Sept. 28, 2003
Program finalized	by Ms. Johnson	Oct. 15, 2003
Attendee packets	prepared by CDD	Oct. 15, 2003
Confirmation	needed by Logistics Committee	Oct. 1, 2003

Councillor Simmons scheduled the next meeting of the committee for Wednesday, September 17, 2003 at 10:00 a.m.

Councillor Simmons thanked those present for their attendance.

The meeting adjourned at eleven o'clock and forty-five minutes A.M.

For the Committee,


Councillor E. Denise Simmons, Chair

Logistic Committee Meeting with MIT

ATTACHMENT A

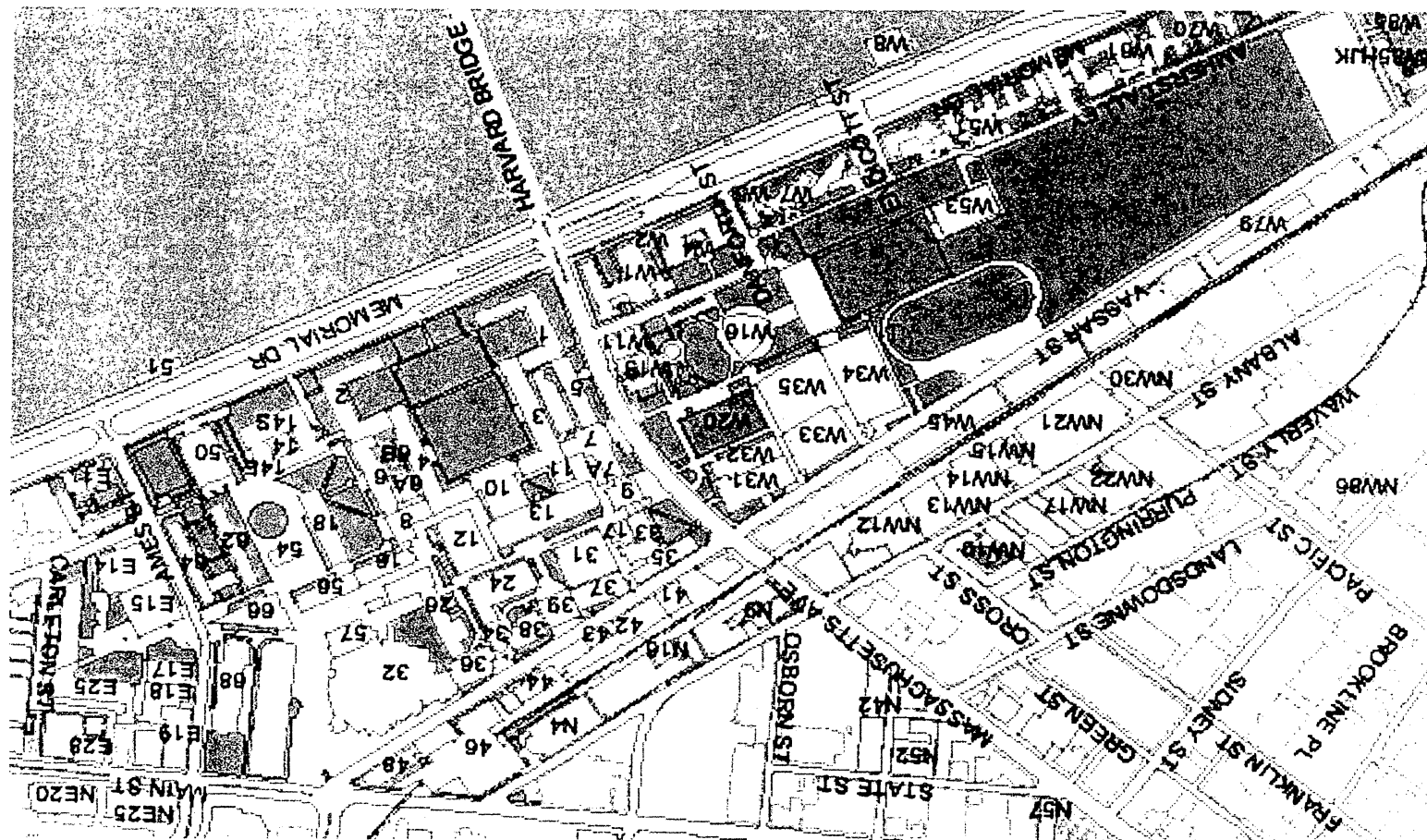
Had a meeting with:

Paul Parravano, Director of Government Relations

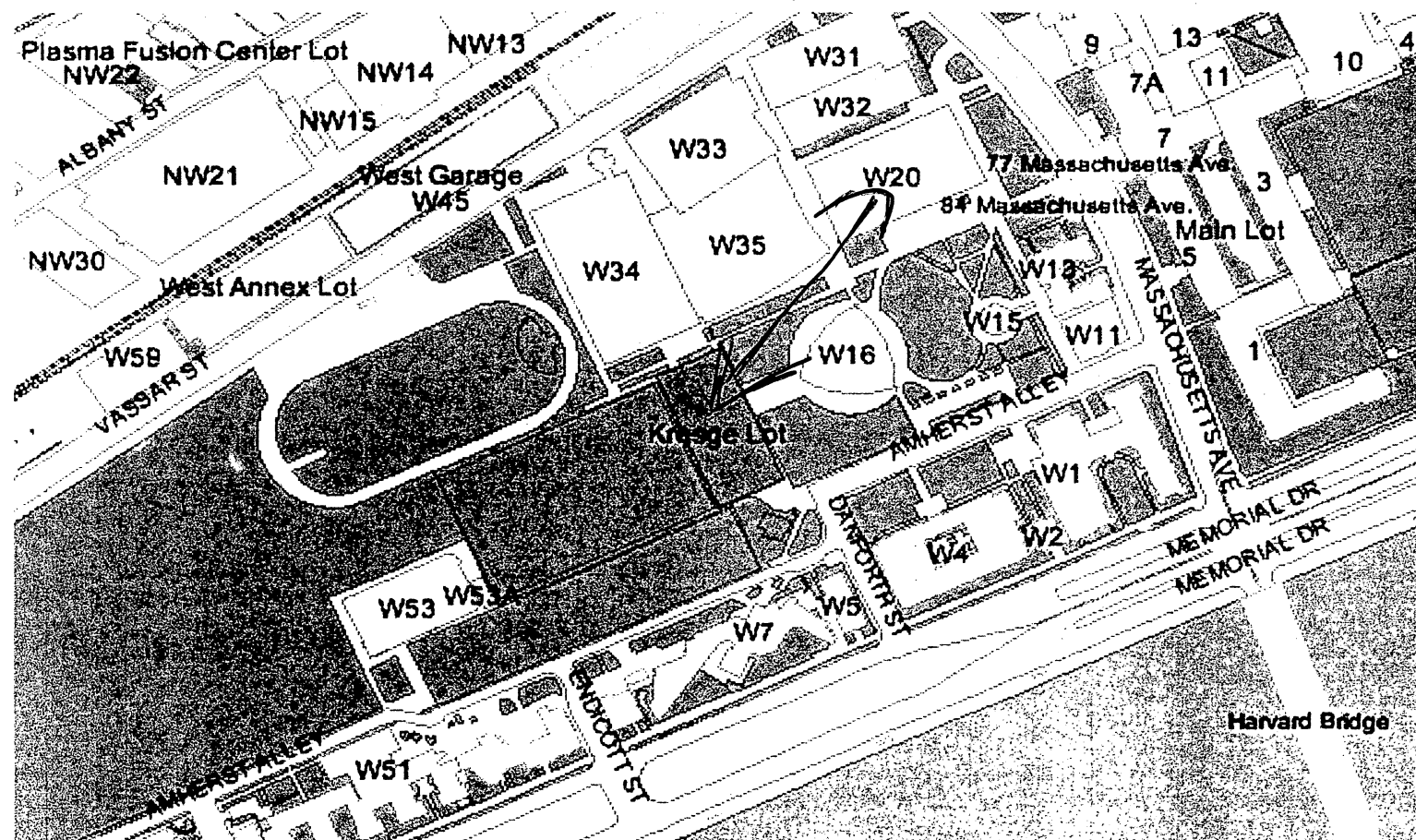
Rachel Jellinek, Assistant, Government Relations

Information obtained:

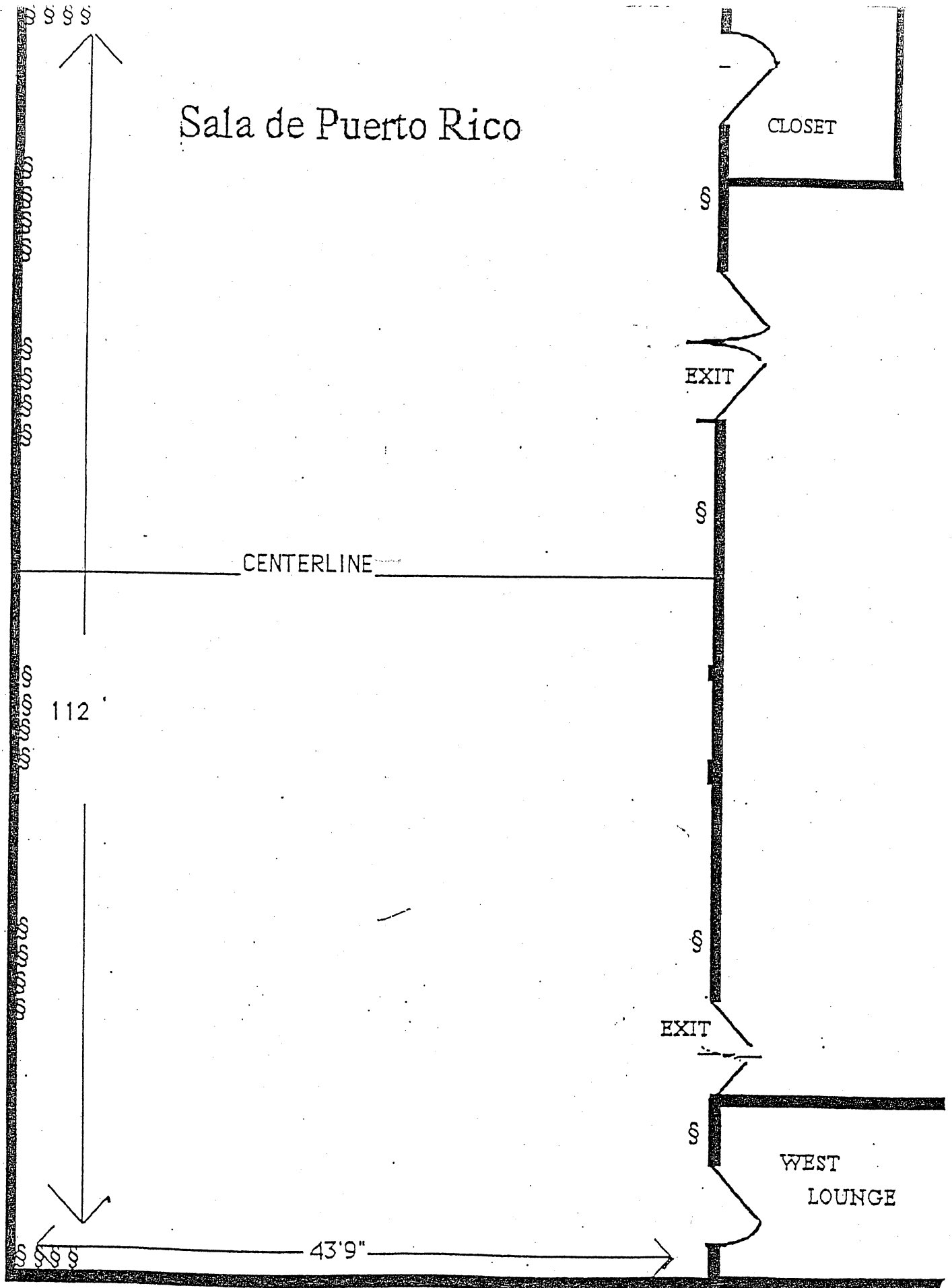
1. Room is 124 X 48 ft.
2. Vendors can set-up starting at 3pm
3. Room was booked until 6:30. We requested an extension until 7:30. Paul will let us know if this is ok.
4. MIT will provide Tables, w/skirts, chairs A/V equipment and power for vendors
5. We need to determine how we want the room to be set-up. See floor plan
6. Parking will be at Kresge parking lot. Paul is working on additional parking
7. We need to let MIT know what the City and the Vendors require by no later than October 1.



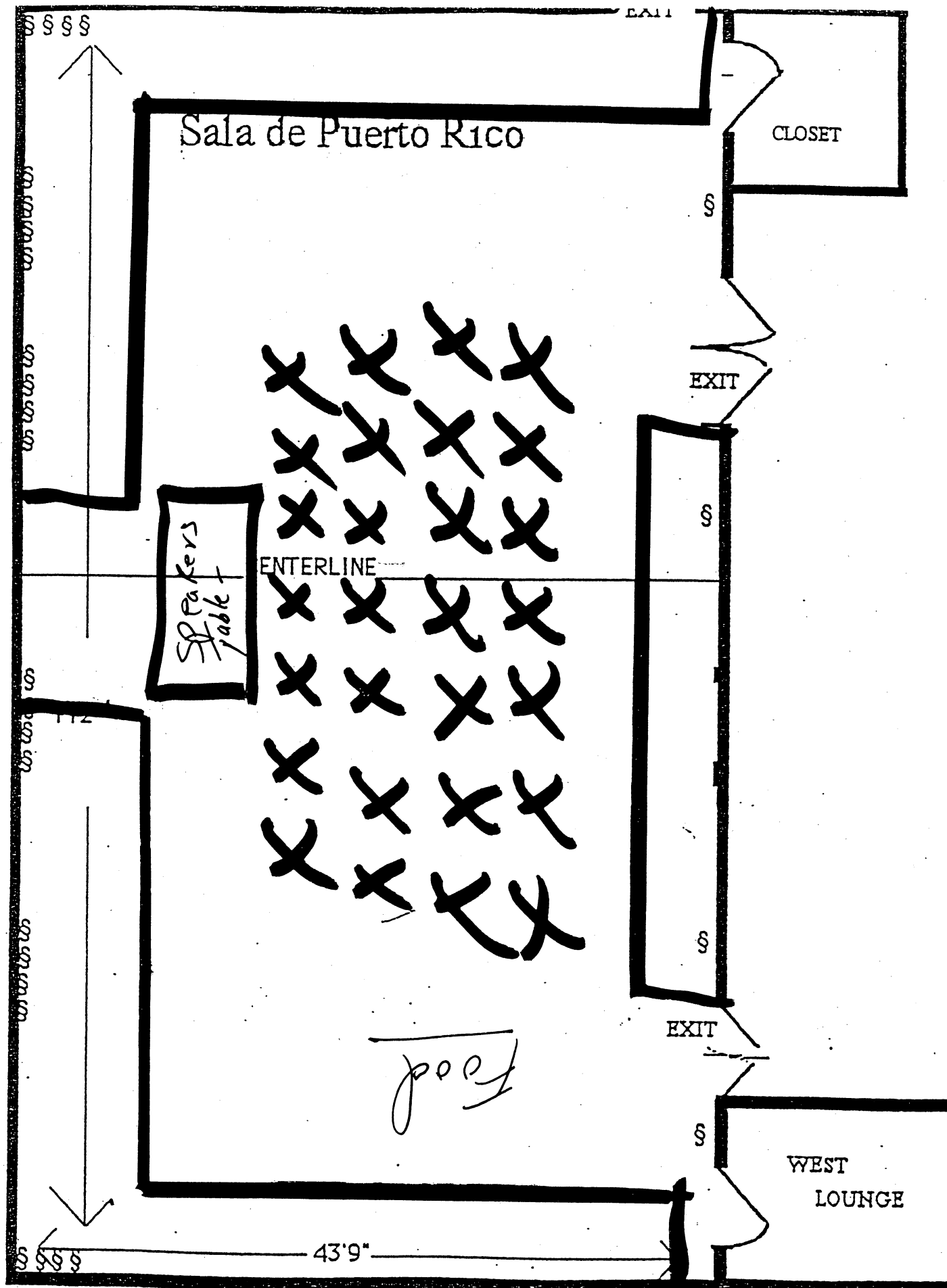
Kresge Lot



Sala de Puerto Rico



Dimensions 48' x 124'



Dimensions 48' x 124'

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 October 20, 2003

The Economic Development, Training and Employment Committee held a public meeting on Wednesday, September 10, 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 other 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), Elaine Madden, Project Planner, Economic Division, CDD, Cynthia Griffin, Purchasing Agent, Joan Dillon, Assistant Purchasing Agent, Ini Tomeu, Public Information Officer, James Monagle City Auditor, Duane Brown Affirmative Action Officer, Mary Clover, Purchasing Coordinator, Cambridge School Department and Donna P. Lopez, Deputy City Clerk. Also present was Nicola Williams, 8 Brewer Street and Laurie Taymore Berry, 164 Pleasant Street.

Councillor Simmons opened the meeting and stated the purpose.

Councillor Simmons asked for an update from the sub committees.

The Logistics Commission distributed information regarding the room size, parking and equipment (**ATTACHMENT A**). A map to the parking facility and written directions would be provided. The directions would also be supplied on the web site. Two microphones on a raised podium and a mobile microphone would be provided by M.I.T. The room can accommodate 20 vendors. The tables are six foot long and would be set up theatre style.

Ms. Madden suggested that the food be set up outside the room. Ms. Dillon responded that there is enough space to place the food inside the room. Mr. Monagle asked for an estimated number of attendees. Estimate given was 100 plus city officials.

It was decided by the committee that advance registration was "encouraged," but that walk-ins would be welcome.

Councillor Simmons requested that packets be prepared for all attendees. The packets would be prepared by the Community Development Department. The committee agreed that the packets should contain a note pad and a pen to allow attendees to take notes.

5320

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 September 10, 2003 to continue discussing the "Buy Cambridge Initiative" (BCI).

In City Council October 20, 2003

**REPORT ACCEPTED.
PLACED ON FILE.**