

more mailing and then telephone businesses. Ms. Johnson would contact the speakers to make sure that they are sure of the location of the BCI.

Ms. Madden stated that 43 businesses have registered. Ms. Johnson stated that she anticipates a large amount of walk-ins. Councillor Simmons suggested that follow up calls be made to the restaurants. Ms. Johnson stated that she has confirmed with the speakers and has asked for any handouts as well as their needs as an exhibitor. She confirmed that the local and national DNC would be represented. Ms. Madden distributed a list of confirmed speakers and exhibitors (ATTACHMENT A).

Councillor Simmons stated that she would talk to Deb Eisner and Mary Hurley about writing an article for their newspapers about the BCI. Ms. Tomeu stated that she has discussed the BCI with Mary Hurley and an article would appear in the Globe on October 20, 2003. She requested that Ms. Johnson e-mail to her information and a biography on the keynote speaker.

The table tents and exhibitor signs were displayed and would be produced by CDD.

Mr. Monagle stated that a count for the food of 250 would be given to MIT on October 15, 2003.

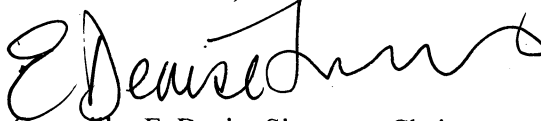
Ms. Johnson stated that she would call and order the BCI bags for the attendees to carry the information from the exhibitors.

The next meeting was scheduled for Wednesday, October 15, 2003 at 10:00 a.m.

Councillor Simmons thanked all attendees.

The meeting adjourned at twelve o'clock and twenty-eight minutes p. m.

For the Committee,

A handwritten signature in black ink, appearing to read "E. Denise Simmons", written over a horizontal line.

Councillor E. Denise Simmons, Chair

October 8, 2003

Buy Cambridge Initiative -

Confirmed Business Exhibitors and Speakers

City of Cambridge and Cambridge Public Schools

Cambridge Health Alliance

Harvard University

Massachusetts Institute of Technology (Sponsor)

Confirmed Exhibitors

BBN Technologies

Cambridge College

Commonwealth of Massachusetts,
Operational Services Division

Draper Laboratory, Inc.

Lesley University

Procurement Technology Assistance Center (PTAC)

State Office of Minority & Women Business Assistance

Awaiting Confirmation

Boston 2004—Democratic National Convention

Cambridge Business Development Center (Sponsor)

Camp, Dresser & McKee

U.S. Department of Transportation

Whole Foods/Bread & Circus

Sponsor Exhibitors

Cambridge Chamber of Commerce

The Women in Business Connection

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, October 8, 2003 at eleven o'clock and thirty-five minutes a. m. in the Sullivan Chamber.

The purpose of this meeting was to continue discussing the Buy Cambridge Initiative (BCI) and any other matters that come before the committee.

Present at the meeting were Councillor E. Denise Simmons, Chair of the Committee, Estella Johnson, Economic Development Director, Community Development Department (CDD), Elaine Madden, Project Planner, Economic Division, CDD, Ini Tomeu, Public Information Officer, Duane Brown, Affirmative Action Officer, James Monagle, City Auditor, Nancy McLeod, Manager, Construction Procurement, Purchasing Department and Donna P. Lopez, Deputy City Clerk. Also present at the meeting was Laurie Taymorberry, 164 Pleasant Street.

Councillor Simmons opened the meeting and stated the purpose. A discussion ensued about the logistics of the BCI.

Mr. Monagle stated that there would be three registration tables located in the hall. Each exhibitor will have a list with time slots so that the attendees can schedule individual time to speak with an exhibitor. Mr. Brown expressed concern about the individual interview with exhibitors because the room needed to be vacated by 7:00 p.m. It was agreed that the last interview should be completed by 6:50 p.m. Members of the BCI subcommittee would have nametags that would identify the subcommittee with BCI STAFF – ASK ME! Councillor Simmons suggested that information about the BCI STAFF – ASK ME! be displayed on an easel. She requested the Logistics Committee to secure the necessary easels from MIT.

Mr. Brown stated that the Logistics Committee has planned for 20 tables. In response to a question by Mr. Monagle it was agreed that the exhibitors would be assigned alphabetically.

Mr. Monagle stated that the Kresege lot will be used for parking and would be on a first come first serve basis. The attendees should be encouraged to use public transportation stated Councillor Simmons.

Ms. Madden suggested outside signage directing attendees to the BCI location. An easel in the basement listing the room was suggested.

The Logistics subcommittee would contact the confirmed businesses in an effort to accommodate the needs of the exhibiting businesses. Ms. Madden stated that she would do one

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Committee Report #9

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 October 8, 2003 to continue discussing the "Buy Cambridge Initiative" (BCI).

In City Council October 20, 2003

**REPORT ACCEPTED
PLACED ON FILE**