

stated Ms. Madden. The Procurement Technology Assistance Center (PTAC) would be doing a group presentation rather than individual meetings. Ms. Madden suggested that the Moderator inform the attendees that the last individual meeting must be completed by 6:50 p.m.

Ms. Madden informed the committee that a State Office of Minority and Women Business Assistance (SOMWBA) certification meeting was held on October 14, 2003. Forty businesses attended this meeting.

Ms. Johnson stated that help would be needed to make the last minute calls to businesses. Each member of the subcommittee would be required to make telephone contact with five businesses.

Ms. Madden asked when the subcommittee could gain access to the Sala de Puerto Rico Room for set up. Mr. Monagle responded at 3:00 p.m. It was decided that the members of the Logistics Committee would be responsible for staff the mobile microphones. The exhibition tables would be assigned by alphabetical order. Mr. Monagle stated that a map would be e-mailed to all exhibitors. Ms. Johnson would have nametags printed for the subcommittee that stated BCI Staff—ask me!

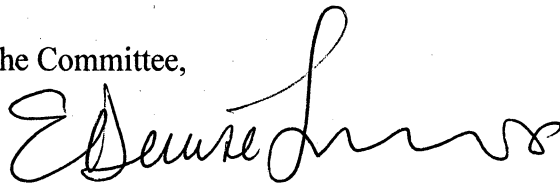
Ms. Tomeu informed the committee that the October 20<sup>th</sup> edition of the Globe would contain an article about the BCI. A media advisory would also be done.

Councillor Simmons suggested an evaluation form be prepared to assess the BCI event.

Councillor Simmons thanked those present for their attendance.

The meeting adjourned at ten o'clock and forty-five minutes a. m.

For the Committee,

A handwritten signature in black ink, appearing to read "E. Denise Simmons". The signature is written in a cursive style with a large initial "E" and a long, sweeping tail.

Councillor E. Denise Simmons, Chair



**CITY OF CAMBRIDGE**

**Buy Cambridge  
Initiative (BCI)**

*An Exciting  
Opportunity  
for Cambridge  
Businesses  
to Connect!*

**Wednesday, October 22, 2003  
4:30 p.m. to 7:00 p.m.**

**Massachusetts Institute of Technology (MIT)  
Sala de Puerto Rico, Stratton Student Center  
84 Massachusetts Avenue, Cambridge, MA**

**City of Cambridge  
795 Massachusetts Avenue  
Cambridge, MA 02139  
[www.cambridgema.gov](http://www.cambridgema.gov)**

**BUY CAMBRIDGE INITIATIVE.....  
AN EXCITING OPPORTUNITY FOR CAMBRIDGE BUSINESSES TO CONNECT!**

Dear Cambridge Business Owner:

I am inviting you to participate in an exciting program being offered by the City of Cambridge, through its Economic Development, Training and Employment Committee, which I chair.

The Buy Cambridge Initiative is a program for businesses to learn how to do business with the City of Cambridge, Cambridge School Department, Cambridge Health Alliance, Massachusetts Institute of Technology, Harvard University and other major institutions and companies in the City. This unique opportunity will put you face-to-face with people who are responsible for purchasing goods and services for their institutions or companies.

The event will:

- Provide access to large companies in Cambridge and give you an opportunity to speak directly with purchasing agents;
- Help you learn more about how to do business with the Boston 2004 Democratic National Convention;
- Show you how to get SOMWBA certification; and
- Provide hands-on information on who's who.

I look forward to your participation. Please respond by Friday, October 17, 2003 using the registration form in this invitation.

Sincerely,

E. Denise Simmons, Chair  
Economic Development, Training and Employment Committee  
City Councillor

Hosted by:  **Massachusetts  
Institute of  
Technology**

BCI Partners:



## EVENT HIGHLIGHTS

- *Learn how to contract with Cambridge businesses*
- *Visit vendor information tables*
- *Meet with potential buyers*
- *Learn how to do business with Boston 2004 Democratic National Convention*
- *Network with other businesses*

For more information, call Rona Holmes at 617-349-4637

**THIS PROGRAM IS FREE. REGISTRATION IS ENCOURAGED.  
WALK-INS WELCOME!**

*Parking is limited. Please use public transportation.*

### Register by:

**Phone:** 617-349-4637 TTY 617-349-4621

**Fax:** 617-349-4638

**Mail:** Economic Development Division  
Community Development Department  
City of Cambridge, 238 Broadway  
Cambridge, MA 02139

**E-Mail:** rholmes@cambridgema.gov

**Name:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_



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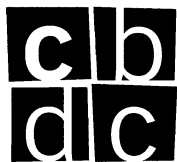
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City Councillor

Hosted by:



Massachusetts  
Institute of  
Technology

BCI Partners:



cambridge business  
development center



Massachusetts  
Institute of  
Technology



the women in business  
connection

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# 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 November 17, 2003

The Economic Development, Training and Employment Committee held a public meeting on Wednesday, October 15, 2003 at ten o'clock and ten minutes a. m. in the Ackermann Room.

The purpose of the meeting was to finalize the Buy Cambridge Initiative (BCI) to be held on October 22, 2003 at the Stratton Student Center at Massachusetts Institute of Technology in the Sala de Puerto Rico Room. (An original BCI Brochure has been filed with this report).

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, Cynthia Griffin, Purchasing Agent, Ini Tomeu, Public Information Officer, James Monagle, City Auditor, Duane Brown, Affirmative Action Officer, Mary Clover, Purchasing Coordinator, School Department and Donna P. Lopez, Deputy City Clerk. Also present were Laurie Taymorberry, 164 Pleasant Street and Nicola Williams, 8 Brewer Street, Cambridge.

Councillor Simmons opened the meeting and explained the purpose.

Councillor Simmons stated that the Moderator, Nicola Williams, would need introductory information on the Purchasing Agents on the panel. Ms. Johnson submitted to the Moderator information on the keynote speaker.

Councillor Simmons requested a status report on the BCI event.

Mr. Brown stated that Logistics is all set. Parking in the Kresege Lot would be sufficient.

Ms. Johnson distributed an updated program. Councillor Simmons stated that she would like the names of the subcommittee to be added to the program.

Councillor Simmons asked how many businesses have registered to attend the BCI. Ms. Johnson responded that fifty-five businesses are registered. A "Walk-Ins Welcome" sign would be posted on the front door. Community Development is preparing one hundred packets of information for the BCI. Sign up sheets for individual meeting would be included in the packets for the attendees and would be at the

4343

**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 October 15, 2003 to finalize the Buy Cambridge Initiative (BCI) held on October 22, 2003.

**In City Council November 17, 2003**

**REPORT ACCEPTED.  
PLACED ON FILE.**