

the Registration flyer were: striking U.S. from registering by mail and the addition of the website.

Councillor Simmons stated that the day of the event, October 22, 2003, is in the hands of the Logistics subcommittee. She requested a tabletop podium with a mobile microphone so that the moderator would stand to the side of the center table. She also stated that on October 22, 2003 she would like the staff and committee members to be identified.

Ms. Tomeu stated that she needed to obtain the media labels from Ms. Williams to mail the press kits. She further stated that she would follow up with the Municipal Cable and she would also take photographs at the BCI.

Ms. Madden reported on the business contacts. There are eighteen businesses who have confirmed, these include the purchasing agent speakers. She would send out packets in an effort to get more businesses involved in participating in the BCI. She would also provide tips for exhibiting. Mr. Monagle stated that the Logistics subcommittee would like to talk to the businesses personally to confirm their participation and their needs for the BCI.

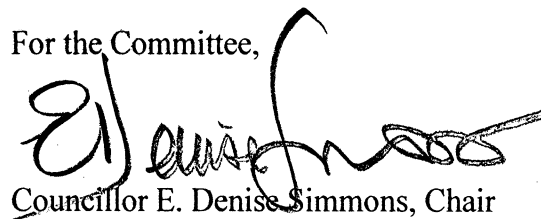
Ms. Johnson submitted 3,600 labels to the Deputy City Clerk for the mailing of the Registration flyer.

Councillor Simmons scheduled the next meeting for Wednesday, September 24, 2003 at 10:00 A.M.

Councillor Simmons thanked those present for their attendance.

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

For the Committee,

A handwritten signature in black ink, appearing to read "E. Denise Simmons", is written over the printed name.

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 October 20, 2003

The Economic Development, Training and Employment Committee held a public meeting on Wednesday, September 17, 2003 at ten o'clock A. M. in the Ackermann Room.

The purpose of the 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 (CDD), Elaine Madden, Project Planner, Economic Division, CDD, Ini Tomeu, Public Information Officer, Joan Dillon, Assistant Purchasing Agent, Nancy McLeod, Manager, Construction Procurement, Purchasing Department, Duane Brown, Affirmative Action Officer, James Monagle, City Auditor, Susan Mintz, Office of Workforce Development and Donna P. Lopez, Deputy City Clerk. Also present at the meeting was Caryn S. Saitz, Director of Public Affairs, Cambridge Chamber of Commerce.

Councillor Simmons opened the meeting and stated the purpose.

The committee received an update from the Program subcommittee. Ms. Johnson reported that the keynote speaker would be Mr. Henry Owens. Ms. Tomeu suggested obtaining a biography on Mr. Owens. A letter of acknowledgement to Mr. Owens from Councillor Simmons is being prepared. The ending time for the BCI was changed to 7:00 P.M. because MIT has another function and needs the Sala de Puerto Rico Room by 8:00 P.M. Ms. Johnson also reported that Davida Craig Celestine from SOMWBA would not be a speaker. However, SOMWBA will have a display table with SOMWBA information. The remaining speakers, including the purchasing agents, would have a specific period of time to address the audience in an effort to keep the program on track. Councillor Simmons requested that the Logistic Committee ask MIT if a mobile microphone is available. It was decided that the Program subcommittee would give final approval on the brochure entitled "How To Do Business In and With The City Of Cambridge." Signs prepared by CDD would identify the vendors at the BCI; said signs would be adhered with double-sided tape.

It was decided that the image of City Hall would be eliminated at the bottom of the Registration Flyer behind the block containing the date, time and place of the BCI. The Print Shop would require a PDF file to print the Registration flyer. Other changes to

Committee Report #3

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 17, 2003 to continue discussing the "Buy Cambridge Initiative" (BCI).

In City Council October 20, 2003

**REPORT ACCEPTED.
PLACED ON FILE.**