

**Business Recruitment Committee Meeting
 March 26, 2015 9:15 a.m.
 Coffee Culture
 Minutes**

1. Call to Order, Welcome and Attendance

The meeting started at 9:15 a.m.

Attendees: Tim Lalonde, Trish Krotki and Nicola Thomson (Staff)

Regrets: Wendy Andison, Kim Stephenson, Lorraine Allen

2. Approval of Agenda for March 26, 2015

Moved by: Tim Lalonde

Seconded by: Trish Krotki

Carried

3. Pricing for the Business Recruitment package

Three quotes were submitted to the Committee for presentation folder printing.

Vista Print, full colour.	Qty 250 - \$395.00	Qty 500 - \$750.00
Impression Printing, full colour.	Qty 250 - \$1192.00	Qty 500 - \$1271.00
Performance Printing, full colour.	Qty 100 - \$872.00	Qty 500 - \$967.00

The committee discussed their preference for local business. However, Vista Print was accepted as the company of choice, due to overall price point.

ACTION ITEM: Nicola to send email to Committee members regarding the decision to choose Vista Print.

ACTION ITEM: Trish is to have the presentation folder re-formatted to Vista Print specifications.

4. Layout

The layout graph listed below explains the order in which the information will be displayed in the presentation folder. The top titles (Downtown Initiatives and History) will be full page and situated at the back of each folder. The bottom titles (Welcome and Contact Information) will be shorter pages located at the front of each side pouch.

Left	Right
Downtown Initiatives (Nicola) - DBA Dollars - Facade Improvement - Marketing & Promotions	History and General Information (Lorraine) - Signage and By-Law (Tim) - SF Demographics (Tim)
DBA Benefits (Trish)	Small Business Resources (Nicola)
What is the Smiths Falls DBA? (Trish)	Municipal Services (Nicola)
Welcome (Trish)	Contact Information (Nicola)

5. Next Meeting

The next meeting will be held on **April 16, 2015** at 9:00 a.m.

6. Adjournment

The meeting ended at 10:20 a.m.