

BROOKE COUNTY ECONOMIC DEVELOPMENT AUTHORITY

PO Box 11, Wellsburg, WV 26070 • bceda-2003@outlook.com

DATE: BCEDA Quarterly Meeting, 2/21/19, 5:30 PM, Station Grill, Wellsburg, WV

#	NAME	EMAIL	TELEPHONE	Volunteer Hours
1	TIM PERCE	PERCEMEDIA@MAC.COM	740 632 2800	
2	LARRY SWANSON	LSWANSON120@YAHOO.COM	304.281.6390	
3	Norm Schufz		304-737-3666	
4	Shirley Kemp	SKEMP@BETHANYWV.EDU	304-829-4342	
5	RUBY GREATHOUSE		304-737-4865	
6	Rita Hawkins	rhawkins@brookehancoclefrn.org	304-748-7850	
7	Dr Heather Stone	Heather.Ernie.Stone@gmail.com	304-280-5228	
8	JOAN Simonetti	jean-simonetti@mail.wvu.edu	304-670-9292	
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17	Mike Traubert present by email proxy			
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20				
			Total Page 1	

Brooke County Economic Development Authority
Treasures Report
As of: April 05, 2019

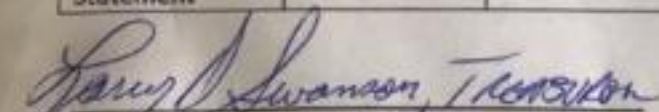
Date	Check Number	Description	Amount
3/5/2019		Beginning Balance	\$6662.88
INCOME			
EXPENSES			
		EXPENSES SUB-TOTAL	
Checked with Statement		Balance as of 4/05/2019	\$6662.88

Larry B. Swanson, Treasurer
 Larry B. Swanson, Treasurer

4/5/2019
 Date

Brooke County Economic Development Authority
Treasures Report
As of: May 05, 2019

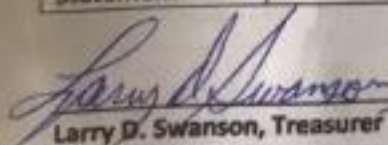
Date	Check Number	Description	Amount
4/5/2019		Beginning Balance	\$6662.88
INCOME			
4/17/2019		2019 Yearly funding from Brooke County Commissioners	10,000.00
5/3/2019		Member donations to cover food at Quarterly Business meeting at Follansbee Center	100.00
		INCOME SUB-TOTAL	\$1100.00
EXPENSES			
5/1/2019	470	City of Follansbee – Clean up fee for Community Center to support our Quarterly meeting	(80.00)
		EXPENSES SUB-TOTAL	(\$80.00)
Checked with Statement		Balance as of 5/05/2019	\$16,682.88


 Larry D. Swanson, Treasurer

5/5/2019
 Date

Brooke County Economic Development Authority
Treasures Report
As of: June 05, 2019

Date	Check Number	Description	Amount
5/5/2019		Beginning Balance	\$16,682.88
INCOME			
5/28/2019		Donation from Northern Panhandle RC&D Council – This was a donation to support the Ag Day Program that we support)	\$2,000.00
		INCOME SUB-TOTAL	\$2,000.00
EXPENSES			
4/30/2019	469	New Hon Kong – Appetizers for Quarterly EDA Meeting	(75.00)
5/9/2019	471	Stanley Kaldor-TDN Grain – Dirt for the Community Garden Program	(400.00)
5/15/2019	472	Cash – To pay the various Ag Day Vendor (paid 9 vendors \$30 each + 2 vendors \$15 each)	(300.00)
5/16/2019	473	Bethany College – Cost of Horse rentals at Ag Day Program	(242.00)
		EXPENSES SUB-TOTAL	(\$1,017.00)
Checked with Statement		Balance as of 6/05/2019	\$17,665.88


 Larry D. Swanson, Treasurer

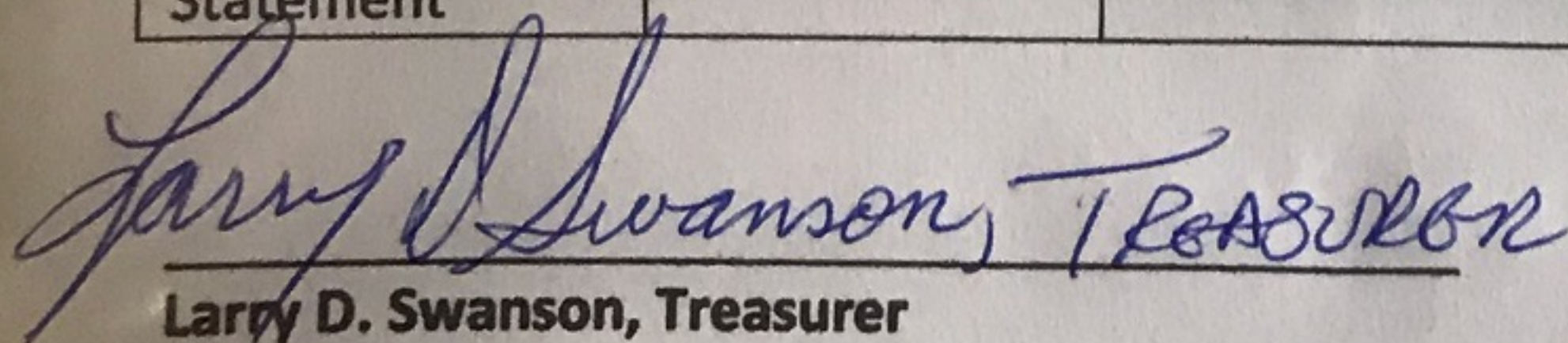
6/5/2019
 Date

Brooke County Economic Development Authority

Treasures Report

As of: July 05, 2019

Date	Check Number	Description	Amount
6/6/2019		Beginning Balance	\$17,665.88
INCOME			
		INCOME SUB-TOTAL	
EXPENSES			
6/4/2019	474	Brooke Hills Park – Rental Fee of Park to Support Ag Day Program	(1,000.00)
6/18/2019	475	Downtown Wellsburg – Donation to support the WV State Celebration Program to promote City	(150.00)
		EXPENSES SUB-TOTAL	(\$1,150.00)
Checked with Statement		Balance as of 7/06/2019	\$16,515.88


 Larry D. Swanson, Treasurer

7/6/2019
 Date

AmeriCorps/VISTA Report
Brooke County Economic Development Authority – Quarterly Meeting
July 18, 2019

FOCUS AREAS:

- Brooke County Economic Development Authority
- Brooke County Business, Community, Economy, and Workforce Development

BUSINESS EDUCATION TEAM:

- **Business Survey:**
 - GOAL: Understand our business/community training needs
 - METHOD: Business Education Survey
 - ACTIONS:
 - Continue to pilot survey through BCEDA/Chamber participation – 5/19 through 8/19 ([HANDOUTS can be picked up and completed this evening, if you didn't have a chance to complete in May.](#))
 - Establish internship with area school (s) to convert the manual survey to an on-line survey with auto tabulation of responses – 9/19
- **Speakers Bureau:**
 - GOAL: Develop a list of volunteer resources to share expertise with schools and business community
 - METHOD: Short survey - Page 2 of Business Education Survey, May 2019 – Present
 - ACTIONS:
 - Recruit “guest speakers” through survey and personal interaction with business, community, social media venues, and guest speaker engagements.
- **Business Building Workshops:**
 - **WV Invests:** 7/18/19, 6:00 – 8:00 pm VISTA helped coordinate a community education event, working with the BCEDA and Larry Tackett, Vice President of Economic and Workforce Development, WV Northern Community College, Weirton, WV. The WV Invests legislation is intended to build a stronger workforce <http://wvinvests.org/>
 - **Google:** 7/31/19, 10:00 am – 5:30 pm; one can register through <https://events.withgoogle.com/join-google-in-west-virginia/#content> (special appreciation to Rik Rekowski, Library Director, Weir Library, Weirton, WV)
 - **Business2Business Marketing** – 9/19
 - **Integrated Marketing & Social Media** – 10/19
 - **Customer Service/Dealing with Difficult People/Situations** – 11/19
 - Develop **Panel Workshops** (a 3-person panel by subject area representing Wellsburg-Follansbee-Weirton businesses):
 - Financial Controls for Your Small Business (run by local CPAs)
 - Developing a Great Relationship with Your Banker (run by local Banks)
 - Real Estate Location Tips for Small Business (run by local real estate agents)
 - Insurance Tips for Small Business (presented by local insurance agents)

NOTE: We are going to try to devise a plan for pre-submission of questions for each event to maximize the effectiveness of the forum.
 - **WVSBDC Workshops:** Business Fundamentals & *Show Me the Money* (D. Schramm, WVSBDC, and Tim James, SBA Microloan Program - TBD)

COMMUNITY HEALTH:

- **Brooke County Farmers Market:**
 - Launched 7th season June 19/22 and multi-media campaign to support initiative (radio to launch soon).
 - Scheduling special events to augment market; events can be initiated by entrepreneurs, artists, musicians, as well as civic organizations. Contact Joan at 304.670.9292 if you wish to schedule an event.
 - Cross marketed events, e.g., shared Brooke Hancock Pitch Contest with Farmers Market Vendors, etc.

AmeriCorps/VISTA Report
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ENTREPRENEURISM:

- **Entrepreneur Portal:** <https://portaportal.com/Biz-Hive-WV> Testing practical effectiveness of this resource center and identifying opportunities for improvement with new and existing “entrepreneurs”.
- **Brooke Hancock Pitch Contests:** Supported team by setting up Pitch Application Centers (Brooke/Hancock libraries, WVU Extension); generating multi-media releases; assisting Luke Diserio and Bud Billiard with scheduling media interviews. Worked with M. E. Yancosek Gamble and Luke Diserio to recruit judges for the event.
- **Small Business Support:** Promoted business-to-business partnering between various Brooke County entrepreneurs; met with prospective new businesspersons to assess needs and refer mentors as well as resources
- **Upper Ohio Valley Regional Tourism:** Wrote minutes for this tri-state consortium; the next meeting is planned for July 25, 11 am, Green County, PA.

RESOURCE DEVELOPMENT:

- Attended Grant Writing workshop at Community Foundation of West Virginia, 5/14/19;
- 80% complete with construction of Grant Funding Section in **BCEDA Resource Portal** <https://portaportal.com/BCEDA-WV> using the WEIR LIBRARY FOUNDATION DIRECTORY. **Next Steps:** Brief potential users on resource, August 2019; get feedback from user test group on effectiveness of this tool to enhance organizational funding efforts, 3rd Quarter 2019.

COMMUNITY ENGAGEMENT:

- **Internships:** The Business Education Team meets quarterly. Goal is to engage this team to assist us with expanding internship opportunities within the region. Developed an *Education/Academic Network Contact List*; this list can be shared with organizations seeking interns in Brooke County.
- **Voluntarism:** VISTA is working with community members to develop resource list of existing or new vehicles for recruiting volunteers, e.g., Brooke County School System, Scouts, RSVP, 4-H, etc.; this will be followed by identification of projects that could capitalize as well as better utilize this capacity.
- **Wellsburg Community Engagement:** Attended Downtown Wellsburg, Chamber, Museum, and Rotary meetings with State Senators, Delegates, Commissioners, and other Community Leaders; supported activities for WV Day, vendor recruitment, publicity, etc.
- **Follansbee Community Engagement:** Supported publicity via social media or e-blasts for Resume Writing Workshops, Chamber events, etc. Working with City Councilman, John Casinelli, to schedule a meeting with Follansbee Mayor, City Manager, Council and/or Chamber representatives to discuss potential project support.
- **Weirton Community Engagement:** Scheduled to meet with one of the two Weirton chapters on 7/23/19, utilizing this and other forums to share information, survey needs, receive new ideas, and recruit volunteers.

ADMINISTRATIVE & MARKETING SUPPORT:

- **Media Connections:** Working with project chairs, continue to build media relationships with television, newspaper, online, and radio contacts. Media list available to small businesses who express an interest in the resource.
- **Social Media:** Utilize the Brooke County Economic Development Facebook Page (developed by M. E. Yancosek Gamble) to maximize event communications and information sharing. The administrative team (Heather, Norm, ME, and Joan) respond to community inquiries usually within 24 hours. Current following: 236+growing. - ONGOING
- **Press Releases/Public Service Announcements** - Prepare press releases and public service announcements to support key projects and community initiatives, e.g., BC Farmers Market, City Chamber events, special visitor events, etc. – ONGOING.
- **General Administrative** – Support BCEDA and project teams with meeting preparation, telephone calls, minutes, research, etc.
- **Central Retain:** Developing a resource center in the WVU Extension Office consisting BCEDA records, area studies, research papers, and reports, which can be accessed by Board Members for reference purposes.

Respectfully Submitted By:

Joan E. Simonetti

304.670.9292

WV INVESTS Agenda

July 18, 2019

6 P.M.

WV Northern Community College-Weirton Campus

Room 245

- **About the Grant**
- **Participating Colleges and Eligible Programs**
- **Requirements**
- **Applying for the Grant**
- **Maintaining Eligibility**
- **Discussion and Questions**