

Note: These minutes are not official until approved by the DeKalb County Business Incubator Advisory Board at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government

Business Incubator Advisory Board Minutes

Tuesday, September 12, 2017

The DeKalb County Business Incubator Advisory Board convened Tuesday, September 12, 2017 at 6:00 p.m. in the Barton Room of the DeKalb County Community Outreach Center. Chairperson Jennifer Bristow called the meeting to order. Members present: JeaNae Remala, Mike King, Jeff Whelan, Anita Zurbrugg, Sandra Polanco, and chairperson Bristow constituting a quorum. Members absent: Jerry Foster and LaCretia Konan. Also present: Derek Hiland, Community Development Director, and Jolene Willis, Economic Development Coordinator, DeKalb County and Brandon Cliffe and Courtney Olson of New Traditions Publishing.

APPROVAL OF THE AGENDA

Motion by Anita Zurbrugg, seconded by Sandra Polanco, and carried to approve the agenda.

APPROVAL OF MINUTES

Motion by Jeff Whelan, seconded by Sandra Polanco, and carried to approve the minutes.

PUBLIC COMMENTS

There were no public comments.

PROSPECTIVE TENANT APPLICATION INTERVIEW

The Advisory Board interviewed Brandon Cliffe and Courtney Olson of New Traditions Publishing who have applied for tenancy in the Incubator. Motion by Anita Zurbrugg, seconded by Sandra Polanco to approve Brandon Cliffe and Courtney Olson of New Traditions Publishing for tenancy in the DeKalb County Business Incubator, contingent on positive reference checks. Motion approved unanimously.

COORDINATOR'S REPORT

Jolene Willis reported on the status of current tenants. DeKalb County Community Gardens is electing to graduate from the incubator with their final date being October 10, 2017. Executive Authors has moved to a smaller office and Comprehensive Rehabilitation Services is planning to downsize too by October.

Willis met with NIU's Eigerlab and Center for Product Development who expressed interested in using the incubator as a client meeting location. She has also met with numerous other business consultants, DeKalb County communities and partner organizations. She also updated a marketing flyer for the incubator.

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Jeff Whelan mentioned another possible partner of the regional workforce board based in Kane County as well as the Jobs Plus program at NIU.

Sandra Polanco reviewed some of the original goals of the incubator including reviewing the business plan and Jennifer Bristow commented on creating a calendar of goals for short and long term planning. Anita Zurbrugg and Jolene Willis will identify funding opportunities to add and increase business consulting services based at the incubator.

MARKETING STRATEGY DISCUSSION

This discussion was tabled until the next meeting.

A regular meeting schedule of the third Tuesday of the month was decided. The next meeting is scheduled for Tuesday, October 17th at 6 p.m. at the DeKalb County Community Outreach Building.

Motion by JeaNae Remala, seconded by Anita Zurbrugg, and carried to adjourn the meeting at 7:30 p.m.

Respectfully Submitted,

Jennifer Bristow
Chairperson, Business Incubator Advisory Board

Jolene Willis, Recording Secretary