

BUSINESS ADVISORY BOARD WORKSHOP AGENDA

Wednesday, January 12, 2022 at 6:30 PM in the Commission Chambers of City Hall

9000 SW 50th Place, Cooper City, FL

Hofit N. Lottenberg – Chair • Ray Briant – Vice Chair • David Wilson - Secretary

CHAIR: Call meeting to order

SECRETARY: Attendance

1. **Public Input**
2. **Community Development Department Director Carlos Vega will lead the workshop, providing updates as to the progress of the marketing, organizing, planning and execution of the upcoming Business Expo and Job Fair scheduled for January 22, 2022.**
 - a. **Board member assignment and final updates:**
 - I. **Any previously missing attendee registration information**
 - II. **Coordination of Donations**
 - III. **Final instruction contacts**
 - IV. **Announcements/MC instructions/ write-up to include door prizes, values, introduction of participating businesses. – This assignment includes making contact with each vendor to develop a brief narrative regarding their business. (one to 2 sentences, maximum).**
3. **Event Day Assignments:**
 - a. **Parking Lot and Vendor Guidance**
 - b. **Vendor Greeting and Set-up Assistance**
 - c. **Verification of Door Prizes for Announcements**

NEXT MEETING DATE: January 19, 2022

ADJOURNMENT:

*Reminder: The Business Advisory Board generally meets on the **third (3rd) Wednesday of the month at 6:30 p.m.** in the Commission Chambers of City Hall. A quorum of greater than 50% of the board's membership is required in order to conduct official board business or vote on board items.*

- *Please advise the office of the Board Liaison in writing regarding schedule conflicts that preclude your from future board participation or project participation. Thank you for your continued volunteerism and support of the Cooper City Business Community.*

*This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990. Any persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact **Carlos Vega, at 954 434 - 4300**, no later than two days prior to such proceeding. One or more members of the Cooper City Commission and/or Advisory Boards may be in attendance and may participate at the meeting. Agenda items may be viewed on line, or by contacting the City Clerk's Office at (954)434-4300 #220.*