

**SSA #42**  
**Executive Committee Meeting Minutes**  
**Submitted By Commissioner Adrienne Irmer, Commission Secretary**  
**10/14/2020**

**Purpose**

- The purpose of the Executive Committee is to lead the full commission by acting on behalf of the commission, establishing commission priorities and completing necessary commission duties in between full Commission meetings.

**Rules**

- Other Commissioners are permitted to attend, but priority will be given to officers during this meeting.
- Voting is required for action, but only by officers who comprise the Executive Committee.
- The public must be notified about the meeting and is permitted to attend.

**Minutes**

- Call to order at 4:36pm
- Attendance: Cmsr. Lewis, Roy, Perkins and Irmer Present
- **Action Item: Approval** of Agenda with changes (Roy moves, Irmer seconds) (4:40pm).
- **Action item:** Move **Approval** of September Exec Committee minutes to next agenda due to technical limitations on Zoom (could not get share screen function to work properly).
- **Discussion Item:** That the grant writer should focus on the ambassador program and other general grant opportunities
- **Discussion Item:** Chairman reported that DPD indicated the need for an MOU with Service Provider for new contract period
- **Action Item:** Decision to add agenda item for next regular meeting: discussion about adding a December regular meeting to the calendar to focus on the grant writer respondents to the RFP because the prospective writer would need to know who will be managing the Ambassador Program. (5:39pm)
- **Action Item:** Agreed to present a budget modification recommendation that would move \$4,900.00 into line item 4.06, from 4.11, for the purpose of supporting the South Shore Chamber's small business impact fund development, and that the allocation for a grant writer, via RFP, should be \$15,000.00.
- Meeting adjourned at 5:44pm