



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Strategic Planning Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: December 3, 2024
Meeting Time: 12:00 PM

Present: Sean O'Connell, Rick Lundborn, Sam Haddadin, Kristen Hopkins, Derek Fisher, Nathania Sitiwatjana, Abby Bachman, Guy Eaton

Ex Officio Members Present: Christopher Parker, Deputy City Manager

Staff Present: James Burdin, Business Development Coordinator, Reid Bickley, Business Development Specialist

1. CALL TO ORDER

The Chair called the meeting to order at 12:15 pm. A roll call was conducted, and a quorum was confirmed.

2. APPROVAL OF MINUTES

Motion: A.Bachman made a motion to approve the November 12, 2024 meeting minutes. Seconded by S.Haddadin. Roll call vote: U/A

3. REVIEW MISSION/VISION/VALUES

J.Burdin delivered a PowerPoint presentation outlining the role, purpose, and history of DBIDA. He also distributed the results of the pre-retreat survey to Board members. Discussion focused on the survey findings and their relevance to the retreat's objectives and future board initiatives.

G.Eaton entered the meeting at 1:23 pm.

4. DEFINE STRATEGIC PRIORITIES

J.Burdin went over the pre-retreat survey regarding the eight pillars that make up the City's Master Plan Vision, and Board members decided what was important for them to work on as a Board. Discussion ensued regarding the results of the survey.

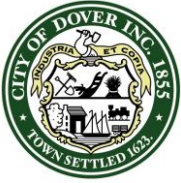
5. GOAL SETTING

Board members discussed key objectives focusing on improving tools and systems to enhance the flow of information for business attraction, retention, and engagement. Discussion continued identifying opportunities to raise public awareness and streamline information management in addition to marketing and promotional efforts.

6. ACTION/IMPLEMENTATION PLAN

Specific actions for each goal were reviewed and timeframes and difficulty levels for implementation were defined.

Chair S.O'Connell left the meeting at 2:55 pm. Vice-Chair Rick Lundborn now presiding.



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7. NEXT STEPS

Staff will refine the three identified goals to ensure they are concise and coherent. The ideas generated during the discussion will be organized into bullet points under each goal, with similar ideas consolidated into single points for clarity. A draft matrix outlining the goals and actions will be prepared for review at the next meeting. During the next meeting in January, the Board will identify any omissions and prioritize objectives for the strategic plan implementation.

8. ADJOURN: VOTE

Motion: S.Haddadin made a motion to adjourn. Seconded by G.Eaton. Vote: U/A.