

MEMORANDUM

DATE: February 17, 2011
TO: Business Advisory Committee
FROM: Jeremy Graves, Community Development Director
SUBJECT: Selection of Chair, Vice-Chair, and Recording Secretary

In recognition, that Mayor Weiner has expressed interest having the BAC meetings lead by an individual other than a council member, staff suggests the BAC take the following actions:

- Select a BAC member to serve as chair;
- Select a BAC member to serve as vice-chair in the chair's absence;
- Select a BAC member to serve as recording secretary. This position will be responsible for the recording and preparation of the meeting minutes in order to allow City staff to focus on managing the consultant contracts and other technical support work for the BAC.