

VILLAGE OF LAKE IN THE HILLS  
BUSINESS RELATIONS COMMITTEE

April 15, 2008

The Business Relations Committee met on April 15, 2008 at the Lake in the Hills Village Hall, 600 Harvest Gate, Lake in the Hills at 6:00 p.m. Those present were, Chairperson Russ Ruzanski, Committee Members Mary Siewenie, John Andrea, Jeff Meyer and Thomas French. Committee Member Cindy Heidemann arrived at 6:05. Also present were Assistant Village Administrator Ms. Shannon Andrews, Recording Secretary Nancy Sujet and Ex Officio Member Trustee Bogdanowski. Committee Member Colin Taheny was absent.

**APPROVAL OF THE MINUTES MARCH 18, 2008**

Committee Member Siewenie motioned to approve the March 18, 2008 meeting minutes. Committee Member Andrea seconded the motion. Motion was approved by a sign of aye, no nays. Motion carried.

**OLD BUSINESS**

**Business Mentoring Site Visit Results**

Chairperson Ruzanski informed the Committee that he had talked to James Phillips from Wireless Wyzards and informed him about the Business Relations Committee and invited him to attend a meeting. Chairperson Ruzanski also tried calling Comfort King, but had to leave a message, he will try again.

**TABLE Committee Update**

Committee Member Meyer stated that there was not a meeting last month. Senator Pam Althoff had an open discussion meeting instead. Committee Member Siewenie stated that the next meeting will be held next Thursday, 8:30am at the Chamber's offices on Route 31. Committee Member Siewenie will be attending the meeting.

**Business Enhancement Update**

**Session 3 Review**

Committee Member Meyer stated that the third session went well. He informed the Committee that they actually ran out of time. A few people suggested having a Marketing 1 and 2 or a workshop to go into more discussion. Committee Member Meyer stated that Monica did a great job. Committee Member French stated that Monica's presentations engage everyone. Chairperson Ruzanski stated that we are learning from this year, maybe next year we need to have 2 sessions.

Committee Meyer suggested having a networking time built in to the sessions, more of a forced networking. Committee Member French stated that you want to be careful and give them the opportunity. Committee Member French suggested having an introduction social next year. Committee Member Siewenie suggested a Progressive luncheon with 3 different tables.

Committee Member Meyer stated that there should be nothing after the last class. Extend one more week and have everyone come back to receive the Certificates. He then asked Ms.

Andrews if that would be possible. Ms. Andrews stated that it would be possible for one week or one month later. Committee Member Heidemann suggested that the certificates be given out at the Business Relations Committee meeting following the last session. Committee Member French suggested going somewhere after the meeting. Committee Member Heidemann stated that it would be good for the businesses to see how the meetings are. Chairperson Ruzanski stated that he felt it was a good idea.

Committee Member Andrea asked if the Committee would actually present them with the certificates. Committee Member Heidemann stated yes, more formal. Committee Member French asked if everyone that attended the seminars would be invited to the ceremony or only the people receiving a certificate. Committee Member Heidemann stated that everyone could attend.

Committee Member Andrea asked if anyone has asked about making up sessions that they have missed. Committee Member Meyer stated no. He then asked Ms. Andrews if information has been forwarded to anyone missing a sessions. Ms. Andrews stated that if someone misses a session, they can receive that information at the next session. Committee Member Andrea stated that anyone that misses a session needs to attend the next one, in order to receive the information. He then asked if they miss 1 class can they still receive the certificate. Committee Member Meyer stated no. They need to attend all six sessions in order to receive the coupon and certificate. Committee Member Heidemann commented that if you let one person miss a session then you will have to do that for everyone.

Committee Member Meyer asked the Committee if the graduation should be at the July Business Relations Committee meeting or the August meeting. Committee Members French, Andrea and Heidemann all stated that it should be at the August meeting.

#### **Session 4 Preparations**

Committee Member Meyer informed the Committee that the next session will be about Human Resource issues, employee handbook, etc. The speaker is Denise Benagis. Committee Member Andrea asked what type of background does Ms. Benagis have. Committee Member Meyer stated that she owns her own Human Resources company. She helps businesses with payroll and handbooks.

Committee Member French commented that this next session, someone may skip because it is not interesting to them. They may not have employees now, but could in the future and they need to be aware of things. Committee Member Meyer stated that people are looking for immediate results. Where are you at and where do you need to go.

Committee Member French asked how many people attend the last session. Committee Member Heidemann stated that there were 22 people.

#### **NEW BUSINESS**

Committee Member Meyer asked the Committee if now that 3 sessions have been completed, is this a program the Committee would like to continue. If the Committee wants to do this again, then the Committee needs to start thinking about it. Committee Member French asked if this is something to do once a year or every six months. Committee Member Meyer stated that maybe

next time the program could be more in depth, more involved workshops and maybe two or four a month. Committee Member French asked Ms. Andrews if the budget would support another one for this year. Ms. Andrews stated not necessarily. The Committee initially stated every six months, but if the Committee is looking into another Holiday Party and the Village is looking into cutting back on the budget, various costs are involved. The Committee will have to decide. Committee Member French asked if it was because of the overtime that has been paid to set-up for the current sessions. Ms. Andrews stated that Public Works is setting up at 6:30 in the morning for the sessions. Committee Member French asked if the Committee could work around that next year. Ms. Andrews stated yes. Having the sessions in the morning is fine, not just the 3<sup>rd</sup> Tuesday of the month. Set-up has to be done the day before.

Committee Member Meyer asked Ms. Andrews if the Committee was ahead on the budget. Ms. Andrews stated that with printing the Committee is. The Committee is using miscellaneous items. The Village is looking at cutting back on the budget. Ms. Andrews doesn't know what the picture is right now pertaining to the budget.

Committee Member Andrea stated that he feels the program should be done once a year so that they can think about what they are looking for. Committee Member Siewenie asked if surveys were being handed out at the sessions. Committee Member Heidemann stated that there was a survey at this last session. Committee Member Meyer stated that the Committee needs to push for responses from the surveys.

### **STAFF REPORT**

Ms. Andrews informed the Committee that Agendas and Staff Reports have been pre-set for when Ms. Andrews is on maternity leave. Items can be added to either report.

### **Business Enhancement Program – “Building Your Business Plan”**

Ms. Andrews reminded the Committee that they will start making phone calls next month to remind people about the program. There are seven different groups and each Committee Member will have the same people to call each month. Ms. Andrews then went over the May schedule and informed the Committee that they will have to call the Police Department's dispatch to be let into the building for the Business Enhancement Program for the month of May.

### **Gordon Larsen Business Achievement Award**

Ms. Andrews informed the Committee that no new nominations have been received this month.

### **Algonquin/Lake in the Hills Chamber of Commerce**

Ms. Andrews informed the Committee that the Chamber's TABLE Committee will meet on the 4<sup>th</sup> Thursday of the month, which is April 24<sup>th</sup> at 8:30am.

### **New Businesses**

Ms. Andrews informed the Committee that there are four new businesses this month, whose applications have been attached for their reference. The zone and individuals assigned to contact the businesses are located at the top of each page. Ms. Andrews also told the Committee that they no longer will be seeing the Emergency Information that is provided on the application. They will only see the business name, address, phone number and contact information.

### **TRUSTEE LIAISON REPORT**

Trustee Bogdanowski informed the Committee that 14 businesses have already signed up for the Summer Sunset “EXPOsure”. He also informed the Committee that the “EXPOsure” could hold up to 60 businesses.

### **DISCUSSION**

None

### **AUDIENCE PARTICIPATION**

Mr. Jim Philips introduced himself to the Committee. He just recently opened an Engineering Consulting business and has two clients. He just wanted to attend the meeting to see what the Business Relations Committee was about.

### **ADJORNMENT**

A motion was made by Committee Member French to adjourn the meeting. Committee Member Andrea seconded the motion. Motion was approved by a sign of aye, no nays. The meeting was adjourned at 6:30 p.m.

Submitted by:

Nancy Sujet