



# MEMO

To: Mayor and City Council Members  
From: Debbie Charbonneau, Heritage & Tourism Manager  
Date: March 15, 2023  
RE: **February & March 2023**

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## COMMUNITY MEETINGS

Chamber of Commerce Executive Board Meeting – Monday, February 6, 2023  
Chamber of Commerce Executive Committee Meeting – Tuesday, February 21, 2023  
Chamber of Commerce Board Meeting – Monday, February 6, 2023  
Chamber of Commerce Board Meeting – Monday, March 6, 2023  
Chamber of Commerce February Monthly Membership Meeting – Thursday, February 9, 2023  
Chamber of Commerce March Monthly Membership Meeting – Thursday, March 9, 2023  
City Council State of the City – Monday, February 6, 2023  
City Council Meeting – Wednesday, February 15, 2023  
City Council Meeting – Wednesday, March 15, 2023  
Staff Meeting – Tuesday, February 14, 2023  
Staff Meeting – Tuesday, February 21, 2023  
Staff Meeting – Tuesday, March 7, 2023  
Juneteenth Meeting – Monday, March 6, 2023  
Texas Downtown Association Meeting – Tuesday, February 7, 2023  
Manor Heritage Society Black History Planning Meeting – Thursday, February 16, 2023  
Manor Heritage Society Black History Month Celebration Lunch – Friday, February 24, 2023  
Elgin Chamber of Commerce Meeting – Tuesday, February 21, 2023  
Austin Business Journal Summit Meeting – Wednesday, March 15, 2023

## BUSINESS CONTACTS/VISITS

I made 28 business contacts/visits for the months of February & March 2023.



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## EVENTS

### **SMALL BUSINESS COFFEE – MARCH 22, 2023**

I am holding the coffee on Small Business Emergency Preparedness. Deidre Pattillo from the SBDC will present the program. The program includes the following:

#### WOULD YOUR BUSINESS SURVIVE IF....

- The road to your business closes as result of contraction or bad weather?
- A key supplier/customer goes out of business:
- A key employee gets sick for an extended period of time?

#### WHY PREPARE:

From workplace disruptions to natural and man-made disasters, as a small business owner, you should be ready for anything. Unexpected events can quickly interrupt your business putting you and your employees at risk. If you are not prepared, your business could shut down forever. This session discusses those areas critical to protecting your business, employees, and the community, as well as resources to develop your own business continuity plan.

### **MANOR ARTISANS MARKET – FEBRUARY 19, 2023 & MARCH 19, 2023**

The Market will be located at Timmermann Park. Please join them the 3<sup>rd</sup> Sunday of each month and support local artisans from 11:00am – 2:00pm.

### **MANOR COMMUNITY FARMER’S MARKET**

The Market is located at Shadow Glen Club House. Please join them every Wednesday from 4:00pm – 7:00pm and support your local small businesses.

**MANOR HERITAGE SOCIETY BLACK HISTORY MONTH LUNCH** – The lunch was held on Friday, February 24, 2023 in the Parish Hall at St. Joseph’s Catholic. The Society partnered with the City and it was a huge success and well attended.