



# MEMO

To: Mayor and City Council Members  
From: Debbie Charbonneau, Heritage & Tourism Manager  
Date: March 17, 2021  
RE: **March 2021 & April 2021**

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## COMMUNITY MEETINGS

Chamber of Commerce March Board of Directors Meeting (ZOOM)  
Chamber of Commerce March Meeting (ZOOM)  
Chamber of Commerce April Board of Directors Meeting (ZOOM)  
Chamber of Commerce April Meeting (ZOOM)

## BUSINESS CONTACTS/VISITS

I made twenty-four (24) business contacts/visits for the months of March and April.

## EVENTS

**Leadership Manor Class #1 – The first Town Hall was on Thursday, March 25, 2021 via ZOOM.** The agenda discussed some results from the survey that they had put together and to introduce four Manor businesses who were speaking and to give the audience and overview with names and numbers of many social services organizations that are available in our community and surrounding area.

**Leadership Manor Class Weekly Meeting (ZOOM) – Wednesday, March 3, 2021.**

**Leadership Manor Class Weekly Meeting (ZOOM) – Wednesday, March 10, 2021.**

**Leadership Manor Class Weekly Meeting (ZOOM) – Wednesday, March 17, 2021.**

**Leadership Manor Class Dry Run for Town Hall Meeting (ZOOM) – Monday, March 22, 2021.**

**Leadership Manor Class Dry Run for Town Hall Meeting (ZOOM) – Wednesday, March 24, 2021.**

**Leadership Manor Class Town Hall Meeting (ZOOM) – Thursday, March 25, 2021.**

**Leadership Manor MISD Day (ZOOM) – Wednesday, March 31, 2021 – I had a meeting with Jeanette Meador and Norma Franco from MISD to set up our April day.**



# MEMO

**Leadership Manor MISD Day – In person – Wednesday, April 14, 2021** – The agenda for the day is:

Welcome	Dr. Andre D. Spencer, Superintendent
Education Overview	Brandon Powell, Principal
Manor High School Tour	Brandon Powell, Principal
Office of Equity and Innovation	Dr. Tajah Gross, Chief of Equity & Innovation
Finance Department Overview	Melinda Gildart, Chief Financial Officer
Lunch	Provided by MHS
Police Department Overview	Christopher Sexton, Chief of Police
MISD Education Foundation	Geovanna Ricaldi, MEF Director & Board Member Lucy Cochrane, MEF Board President
Manor Schoolhouse Foundation	Becky Lott, Director of Partnerships/Wellness & Manor Schoolhouse Foundation
Closing Remarks	Wayne Williams, Assistant Principal

## **MANORPALOOZA 2022 – MAY 6 & 7, 2022**

The Friends of Manor Parks Board of Directors have been meeting planning the event.

## **INDEPENDENCE DAY CELEBRATION**

The Friends of Manor Parks met on Wednesday, March 10, 2021 to discuss the possibility of hosting this event.

The event for the 4<sup>th</sup> of July has been scheduled. It will be on Sunday, July 4, 2021 from 7:00pm – 10:00pm in the parking lot of Manor Senior High School. Music will be provided by PDA and the fireworks show will be by USG. More information will follow.

## **OTHER DUTIES**

**CivStart Bi-Weekly ZOOM Meetings** – These meetings are attended by the CivStart team, Tom Bolt, Mayor Wallace, Councilwoman Anne Weir, Scott Dunlop, Lydia Collins, Heath Ferguson, Matt Cody and myself.

CivStart is a nonprofit accelerator for government technology startups dedicated to creating an honest and inclusive ecosystem for innovative solutions to the more pressing problems faced by state and local governments.



# MEMO

**CivStart & Qwally Meeting – March 8, 2021** – CivStart scheduled the meeting to continue meeting with moving forward with Qwally. Qwally is a company that creates software systems to engage with, monitor, and support individual business owners. The City has signed an agreement with Qwally for a three-month pilot project. The team has expanded from the City team to include more business representation and the added members are – Libation Station, GeNell Sew Boutique, Café 290 and the Chamber of Commerce.

**Qwally Meeting – March 22, 2021** – This was our initial meeting with Qwally to being the pilot. A Manor team was put in place for the Pilot Program. They are: Debbie Charbonneau, Heritage & Tourism Manager and Project Lead; Tom Bolt, City of Manor City Manager; Scott Dunlop, City of Manor Assistant Development Services Director; Heath Ferguson, City of Manor IT Manager; Lydia Collins, City of Manor Finance Director; City of Manor Mayor Larry Wallace, Jr.; City of Manor Councilwoman Anne Weir; Libation Station, Mayokia Fowler; GeNell Sew Boutique

**Qwally Meeting – March 29, 2021** – Week 1 presentation. The following information was presented:

**Week 1: Conducted five interviews:**

THANK YOU!

Great discussions and feedback

**Key Themes:**

Welcoming community

Supportive ecosystem

Strong Chamber

Citizen friendly government services

Benefits of checklist and guides

**Persona Concept**

Entrepreneur with an idea

Needs to form their business

Does not have a business plan

Wants to locate their business in Manor

Looking for physical space downtown

**Next Week**

Interview Results

Draft Persona

Begin developing user journey

Begin structuring the site outline



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**City Council Meeting (ZOOM)** – Attended the City Council meeting on Wednesday, February 24, 2021.

**City Council Meeting (ZOOM)** – Attended the City Council meeting on Wednesday, March 17, 2021.

**Texas Downtown Association Webinar on Downtown Business Associations– (ZOOM)** – Friday, February 26, 2021.

**Regional Partners Meeting** – Friday, February 26, 2021 – **(ZOOM)** – Quarterly meeting with regional partners from Elgin, Taylor, Georgetown, Bastrop, Granger and Temple.

**“Spring Fling”** – The event runs from March 20, 2021 – April 17, 2021. It will be a smaller event than “Shop Small” “Shop Local” but based on the same premise. For every \$15.00 someone spends in a participating small business, they will enter one ticket into a drawing to win 1 of 2 gifts baskets from Manor. There are eight (8) participating businesses and they are: Libation Station, I’Wayne’s Caribbean Kitchen, Maxine’s Gumbo House, Duett’s Tire and Service, Texas Traditional BBQ, Café 290, Golden Beijing and Manor Party Rental.