

**SSA #26 Commission Meeting**  
**Edgewater Chamber of Commerce**  
**12-14-22**

Commissioners in Attendance: Margaret Hagerty, Helen Cameron, Jill Metz, Daryl Sneed, Jenny Yang

Chamber Staff: Christina Pfitzinger, Lynn Kardasz

1. Call to Order: Hagerty called the meeting to order at 3:15 pm
2. Adoption of the Agenda: *Hagerty motioned to adopt the agenda. Cameron seconded the motion and the motion passed.*
3. Approval of September 14, 2022 Minutes: *Cameron motioned to adopt the September 2022 meeting minutes. Sneed seconded the motion and the motion passed.*
4. Soon to Drop RFPs: *Pfitzinger explained that lead times and overall timeframes of certain projects are taking longer than expected due to lack of staff at some organizations or due to the amount of work a company already has. Because of this finding the SSA Manager will be sending RFPs out sooner with longer lead times to ensure more bids and a diversity of bidders. Kardasz then explained the upcoming bids for Design Guidelines and a Market Study. Pfitzinger will be sending out the Branding and PR bids in early 2023.*
5. Program Notes: *Kardasz reviewed the different happenings within the SSA and the deliverables. SBIF recipients were announced. Yang corrected the list by stating Phoenix Bean was not approved.*
6. Financials: *Pfitzinger went over the financials and discussed the pending tax bills regarding funding of the SSA.*
7. Public Input: None
8. The 2023 Meeting Calendar was distributed
9. Adjournment: *Cameron made a motion to adjourn. Sneed seconded the motion and the motion passed. Meeting adjourned at 3:50 pm*