

# Memorandum

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**Date:** October 15, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Monroe Business Assistance Team

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As I mentioned at the September MSM/DDA Board meeting, I am working with Jeff Green, City Interim Planning and Recreation Director, to put together a business retention program. I have attached a draft of the Monroe Business Assistance Team description which will be used as a tool in the program. I have met with Jeff Green, Tim Lake (MCIDC, MI-SBTDC) and Barry Kinsey (MCCC) who are very interested in participating in the facilitation of this program. Michelle Dugan (MCCofC) was unable to attend the meeting, but has stated that she is interested in participating. These organizations will help compile professionals that will volunteer their time to meet with business owners as part of this program. Once demand and other program operations are understood, this program has the potential to be expanded geographically throughout the City and possibly County. I have already had people approach me with interest in volunteering their time.

At this point, I am creating the documents that will help facilitate the program. Those documents can also be used to recruit volunteers (explain the program). Please review the attached description which describes the program in further detail.

Thank you.