

Date: May 30, 2018

Memo To: Town of Bluffton Town Council; Don Ryan Center for Innovation Board of Directors; Marc Orlando, Town Manager



May 2018 Report

Operations

- Engaged Thomas P Miller and Associates on Membership Strategy.
- Edited Strategic Plan with Dustin Lester, Thomas P. Miller and Associates.
- Established VP Innovation Job position to be posted.
- Conducted research of best practices for future HUB space.
- Operations Manager wrote CEO Release.
- Operations Manager connected with PR requests from Lowcountry CEO and Bluffton Sun.
- Operations Manager maintained social media engagement: create and schedule posts, monitor channels, seek content.
- Operations Manager wrote sponsorship program overview – description, investment levels
- Operations Manager initiated onboarding/retention plan
- Operations Manager finalized new member welcome packet.
- Operations Manager Overall annual event plan/sponsorship opportunities
- Operations Manager finalized the location, found presenting sponsors, and secured speakers for Business Grind Monthly Events.
- Operations Manager strategized a fundraising event to be held in fall.
- Operations Manager conducted Board engagement- Agenda/Minutes/Calendar Invites.
- Operations Manager worked with Hazel Digital Media to make appropriate website updates.
- Operations manager established engagement with Mentor Network.

Economic Development

- Worked with four confidential prospects considering Bluffton. One prospect considering Buckwalter Place.
- Attended Urban Land Institute Opportunity Zone presentation.
- Participated in Planner's Workshop hosted by Beaufort County Economic Development Corporation.

Date: April 25, 2018

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Incubation

- Met with Innovator Dose To Go.
- Worked with innovator Goal Hero.
- Completed Kauffman FastTrac online training.
- Worked with potential innovator- Strap Commander.
- Worked with "Green Sense", Bluffton High School Innovators, about obtaining a patent.
- Developed two new leads for innovators.

Outreach

- Attended Hampton Lake Lakeside, Downtown Deli, and Bluffton Fire ribbon cuttings.
- Participated in Beaufort Business Startup Program.
- Attended Town Council "Coffee Talk" hosted by the HHI-Bluffton Chamber.
- Attended Chamber event with South Carolina Economic Development Association and SC Commerce.
- Attended weekly meetings with Chairman Matt Green.

Town of Bluffton

- Membership article for the Town of Bluffton release.
- Attended Town Council meetings.
- Attended budget workshops.
- Attended Department Head Communications Meetings.