



City of Doral Economic Development Advisory Board Workshop Minutes

Tuesday, October 6, 2015

8401 N.W. 53rd Terrace
3rd Floor Training Room
Doral, FL 33166

1. Call to Order / Roll Call of Members

Meeting was called to order @ 9:30 a.m.

Juan Casimiro	Present
Felix Murillo	Present
Dr. Vicente Rodriguez	Present
Luis Galindez	Present
Vacant Seat	

2. Roll Call of Members

Also present were:

Manuel Pila, From City of Doral Economic Development Officer
Marco Giron, Jenny Lafee, Evan Owen, Alex Trajero Karina La Rosa City Staff

3. Agenda / Order of Business

a. Discussion Item I– Annual Consulate / Executive Reception Logistics & Coordination:

Mr Casimiro gave the Scope and Background of the event. He also confirmed Budget Info and Objective for City.

Mr. Murillo brought up the issue of the invitations and the urgency to get them out as soon as possible due to time constraints.

Mr Evan Owen gave info and spoke about the invitation / protocol and a cut of date of November 12th for RSVP's

Karina spoke about using the same caters as last year and details on their proposal such as food and serving system as well as services provided.

Mr. Owen spoke / suggested on set up and receiving line & Proceedurs.
Mr. Casimiro Also spoke on other invitees that we wanted to address.
Mr. Owen Spoke on introductions and introductions as well as items such as the use of flags. Mr. Murillo asked about using event to make Sister City announcements. The Budget for the caterer of \$3000.00 was discussed. Mr. Pila spoke about different foods from different countries for future Events. Mr. Murillo asked / suggested Music for the Event. Mr. Pila gave info on sourcing and obtaining some music. Mr. Casimiro spoke about the possibility of an Art Exhibit in conjunction with the City's Arts and Culture Board. Mr. Galindez brought up the subject of gifts. Mr. Owen said they City was preparing a nice package for the guest. Mr Casimiro spoke on follow up and post contact. Mr. Owen along with other from City and board discuss several option including picture to retain interest. City spoke about Step and Repeat set up. Mr. Galindez suggested possible video of event. Mr. Murillo spoke as to urgency to get things moving. Name Tags were brought up for EDAB members
Also Mr. Pila spoke on possible donation such a Dinner, /SPA to Rafael at event to generate good will / interest for the event.

- 5. **Future Meeting Dates** – Regular Meeting was scheduled for Oct 13th, 2015 At 8:30AM
- 6. **Adjournment-** The meeting was adjourned by Chairman Casimiro and Seconded by Mr. Murillo at 10:40 AM

Respectfully Submitted,

Felix Murillo, Advisory Board Secretary

Motion to approve the minutes of the October 6, 2015 Economic Development Advisory Board Meeting made by _____ and seconded by _____

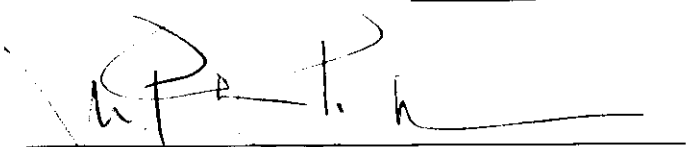
Board Member

Board Member

Board Member

Board Member





Chairperson