



BEST Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
2/3/2025 1:00 PMEST

Attendance

Present: Remote

Members: Chair- Zach Stanfield, Tate Borcoman, Scott Gafvert

Staff: Becky Ehling, Traci Stivers, Brittney Stephens, Amy Miller

Guests: Tom Duffy, Chelsea Engel, Kimberly Imwalle, Eric Plummer, Paige Sheridan, Amy Smith, Dan Bates

Absent:

Members: Kevin Boehner, David Fehr, Josh Hisle, Ron Rohlfing, Matt Schnipke, Mike Stater, Steve Whayne

I. Welcome & Attendance (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield opened meeting at 1:02pm.

A. Meeting Minutes from November 4, 2024

 [BEST Committee Meeting Minutes 11-4-24.docx](#)

There are no questions, comments, or corrections to minutes. Minutes will stand as official record.

II. Roles & Responsibilities (Presenters: Zach Stanfield)

 [Business Relations Committee - 7-19-22 \(2\).docx](#)

III. Director of Community Relations Report (Presenters: Traci Stivers)

DCR, Traci Stivers presented her report to committee and highlighted all of her speaking engagements.

A. DCR Presents Report

 [January 25 BEST Committee Report.pdf](#)

B. Q&A with DCR

IV. Discussion (Presenters: Zach Stanfield, Becky Ehling)

A. "Looking Ahead"

 [Upcoming.pdf](#)

DCR Traci Stivers presented this document to the committee so that they can see all the projects and initiatives that are being worked on behind the scenes.

B. Membership Fee/Due structure for 501c3

 [Membership Plans for BCW.pdf](#)

DCR Stivers presented this document to Committee. She reports that this is also a working document and numbers can be changed. This is more for a visual to pass through Committees and receive feedback. Chair Stanfield feels that these numbers could be set higher. Committee also made a suggestion that recognition should be a big seller for the due structure.

C. Clearing house for businesses to send donations

D. 2024 Retreat Planning Tool

Thoughts on how to set up Businesses as trainers.
(red on working document)

 [2024 BCW Workforce Strategic Planning Working Document.pdf](#)

Dan Bates suggested a video launch for the 501c3 "Why the Transition", make it 45 seconds on social media and 2 minutes to partners.

Suggestion were made about "train the trainer"- Staff will work on getting a list together for topics of training ideas for example soft skills, leadership, employee to supervisor transition and present at next meeting.

V. Adjourn (Presenters: Zach Stanfield)

Next Best Committee meeting is March 3, 2025, from 1:00 - 2:00 pm

Committee Chair Stanfield closed meeting at 1:53pm.