


**MEMORANDUM**

TO: Austin City Council

FROM: Rosie Truelove,   
Board President  
Austin Economic Development Corporation

DATE: February 9, 2022

SUBJECT: Cancellation of AEDC February Board Meeting

Fellow board members,

I am pleased to let you know that today, Theresa Alvarez has officially started in the role of President and CEO for Austin Economic Development Corporation. Staff has prepared a two-day orientation for her arrival and will be working with Theresa to bring her up-to-speed with all the advancements you have helped to achieve over the past year of service to the board.

To provide the appropriate space for staff to begin shaping the organization's work and flow with Theresa, we have agreed to cancel the AEDC February Board Meeting, scheduled for February 14, 2022. With the additional time between onboarding and reconvening for the monthly Board Meeting scheduled for March 21, 2022, Theresa will be connecting with you to set individual meetings.

Please let me know if you have any questions or concerns and join me in sending a brief note to welcome Theresa to the helm of this incredible team. Theresa can be reached via email at [theresa@austinedc.org](mailto:theresa@austinedc.org).