



THE CITY OF SAN DIEGO

SMALL BUSINESS ADVISORY BOARD (SBAB) MEETING AGENDA

Friday, August 19, 2011 at 8:45 a.m.

****Balboa Park Club/Santa Fe Room
2150 Pan American Road West, San Diego, CA 92101**

1. **Call to Order and Introductions**
2. **Approval of Minutes** – June 17, 2011
3. **Public Comment – 8:50 a.m. (TIME CERTAIN)**
Public comment may be made on any non-agenda topic in the Board's area of responsibility. Presenters have three (3) minutes to address the Board.
4. **Administrative Items:**
 - A. Board Administrative Items and/or Non-Agenda Comment
 - B. Requests for Agenda Revisions (continuances, change in order, etc.)
 - C. Internal Standing Committee
 - D. External Standing Committee
 - E. Economic Development Division/Office of Small Business
 - F. Equal Opportunity Contracting/Purchasing

Information Items/Discussion:

1. **Entrepreneurship Clinic/University of San Diego School of Law** – USD Law Students Phillip McGill & Jamie Hylland will present on the Entrepreneurship Clinic which provides pro bono legal services to low- and moderate-income entrepreneurs who want to start or expand their small businesses. The Entrepreneurship Clinic focuses on advising clients on legal matters relating to starting their business and assisting in drafting and filing necessary documents. Services include determining the appropriate business entity, assistance in obtaining necessary permits and licenses, advising on copyright, trademark, and trade secret issues, drafting and reviewing commercial contracts and leases, and assisting with the establishment of non-profit organizations.
2. **Small Business Law Center (SBLC)/Thomas Jefferson School of Law (TJSL)** – TJSL Professor Luz Herrera will provide a presentation on the new Small Business Law Center scheduled to open in October 2011. The mission of the Small Business Law Center is to support community entrepreneurship, and provide law students with opportunities for practical skills development. TJSL students, under the direct supervision of California licensed attorneys provide legal assistance to micro-entrepreneurs, small businesses, and non-profit organizations that do not have the means to hire an attorney to advise them. Services will include assistance on business formation, nonprofit tax exemption, contract review and negotiation, commercial leasing, subsidized property transactions, business acquisitions, permitting and licensing, and employment issues.

3. **Small Business Enhancement Program (SBEP) Grant Awards** – Lisa Gordon, Small Business Ambassador - Announcement of SBEP grant recipients and funding awards.
4. **BID Council Monthly Report** – Warren Simon

Action Item:

5. **Annual Small Business Advisory Board Community Outreach Event** – Ideas, planning and discussion for annual outreach event scheduled for October 21, 2011 at the Balboa Park Club/Santa Fe Room.
6. **Next Meeting Date and Location – October 21, 2011 at the Balboa Park Club/Santa Fe Room** located at 2150 Pan American Road West, San Diego, CA 92101
<http://www.sandiego.gov/park-and-recreation/parks/balboa/balboaparkclub.shtml>

Directions/Parking:

From 163 South, take the Park Blvd. exit, and go left at the stop light unto Park Blvd., then another left at the next stop light to turn west onto Presidents Way. Continue to the stop sign (Balboa Park Club is straight ahead beyond parking lot) where you can go straight to park in the Pan American Plaza parking lot or make a right and park in the Organ Pavilion lot. The Balboa Park Club is located in the South Palisades area of Balboa Park, just north of the Puppet Theatre.

7. **Adjournment – (TIME CERTAIN)** Unfinished business shall be tabled and placed on the agenda for the next Board meeting.

Unless noted as an Information Item, the Small Business Advisory Board may take action on any agenda item.

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in City Planning & Community Investment at least five (5) working days before the meeting at (619) 236-6493 to ensure availability.