



**SMALL BUSINESS ADVISORY BOARD (SBAB)  
MEETING MINUTES**

Jan. 18, 2018  
9:00 a.m. – 10:30 a.m.  
San Diego Downtown Central Library  
Mary Hollis Clark Conference Center  
330 Park Blvd.  
San Diego, CA 92101

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Catherine Arambula Edward Barbat Michelle Gray	Ruben Garcia Tristan Barnum Shane Beard Justin Fortier Gary Peterson Viviane Windmiller

<b>CITY STAFF</b>
Elizabeth Studebaker – Neighborhood Investment Manager Jocelyn Maggard – Business Development Specialist

**1. Call to Order and Introductions**

Elizabeth Studebaker, Neighborhood Investment Manager, called the meeting to order at 9:03 a.m. Board members, City staff, and members of the public were asked to give a brief introduction of their role within their respective organization.

**2. Public Comment:**

No public comments were made.

**3. Administrative Items:**

- A. Board Administrative Items and/or Non-Agenda Comments:** None
- B. Requests of Agenda Revisions (continuances, changes in order, etc.):** Elizabeth Studebaker requested that action items be removed, due to lack of quorum.
- C. Development Services Department Technical Advisory Committee (TAC) Report:** None

**D. Economic Development Department Liaison Report:** Elizabeth Studebaker outlined the future role of the Small Business Advisory Board being a more proactive role with city policy development.

#### **4. Approval of Minutes:**

The Board could not approve the minutes from the September 21, 2018 and October 18, 2018 meeting (NO QUORUM).

Yes: N/A, No: N/A, Abstain: N/A, Absent: N/A

#### **5. Action Item(s)/Discussion:**

At the request of Elizabeth Studebaker, action items were removed due to lack of quorum.

#### **6. Information Item(s)/Discussion**

A. **City of San Diego Economic Development Funding:** Elizabeth Studebaker presented the available funding sources from the Economic Development Department. She highlighted the Small Business Enhancement Program (SBEP) and the Transient Occupancy Tax (TOT) program as resources to promote San Diego as a business and tourism destination.

Presentations were made by TOT program recipients:

1. **LaunchBio:** Becky Beattie presented how LaunchBio supports early-stage life sciences companies through monthly educational programs. These programs assist entrepreneurs in navigating the regulatory landscape and shorten the time for a founder to start and grow a company
2. **New Media Rights:** Erika Lee showcased New Media Rights' one-on-one legal services and educational resources, both directed towards small businesses and creative professionals. These resources provide protections from infringements, and general know-how for small businesses and creative professionals.
3. **World Trade Center San Diego:** Hilda Mwangi detailed the World Trade Center San Diego's mission to cultivate a pipeline of export-ready companies, in an effort to increase foreign-direct investment to the San Diego region. The World Trade Center San Diego uses TOT funds for their MetroConnect program, which provides small and medium enterprises with the resources needed to take their business to the rest of the world.

#### **7. Adjournment**

The meeting was adjourned by Elizabeth Studebaker at 10:23 a.m. The next meeting will be held on February 15, 2019 at a to be determined location.

*APPROVED FEBRUARY 15, 2019*