



**SMALL BUSINESS ADVISORY BOARD (SBAB) EXTERNAL COMMITTEE  
MEETING AGENDA**

This committee meets the 4<sup>th</sup> Thursday of every month at 3:30PM

**Thursday, September 23, 2021 from 3:30PM.**

To attend the meeting, use the Zoom Webinar login information below. Members of the public will be muted during the webinar; however, the public will be able to communicate with the host via the chat function.

**Meeting Link:** <https://us02web.zoom.us/j/88530712402?pwd=dGlsd280TkhlNXN5K2tZb21WbU1Gdz09>

Meeting ID: 885 3071 2402

Passcode: 942788

**1. Call to Order and Introductions**

**2. Public Comment**

Public comment may be made on any non-agenda topic in the committee's area of responsibility. Virtual attendees will be muted during the webinar. The host will take those off mute that wish to give public comment.

**Review of Last Small Business Advisory Board Meeting**

**3. Discussion of New Information**

- a. Building the meeting infrastructure of the SBAB External Committee
  - a. What do we work towards every meeting even if the SBAB does not bring anything back to the external committee?

**4. Outreach Coordination Tasks**

**5. Draft Monthly SBAB Approved Letter to Mayor & City Council**

**6. Report Back to SBAB**

- a. Small Business Priority Suggestions to focus on FY2023
- b. Discussion of External Committee Roles & Responsibilities

**7. Follow Up Assignments for Committee Members**

**8. Adjournment**

Unfinished business shall be tabled and placed on the agenda for the next committee meeting.

**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 Economic Development Department at least five (5) working days before the meeting at (619) 236-6700