



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

**Friday, August 20, 2021 from 9:00 to 10:30 A.M.**

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](#)

**Call to Order and Introductions**

**Public Comment**

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

**1. Administrative Items**

- A. Board Administrative Items and/or Non-Agenda Comment
- B. Requests for Agenda Revisions (continuances, change in order, etc.)

**2. Discussion Items**

- A. [10 Key Steps to Starting a Business](#)  
External Committee
- B. New Member Background Needed to Reflect the Small Business Community  
Sean Karafin, Economic Development Department
- C. In-Person Meetings  
Alex Southard, Economic Development Department

**3. Administrative Items (Continued)**

- A. Approval of July 16, 2021 Minutes (**ACTION**)
- B. Development Services Department Technical Advisory Committee Report
- C. Economic Development Department Staff Report

**4. Action Items**

- A. Draft Advising Letter(s) (**ACTION**)
- B. Suggested Items for Future Meetings

**5. 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 to ensure availability.