



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

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: Meeting was called to order at 9:03 a.m.

Member	Present	Absent
Jeff Barger	x	
Tristan Barnum		x
Shane Beard	x	
Donna DeBerry	x	
Austin Evans	x	
Michelle Gray	x	
Sarah Mattinson	x	
Jason Paguio		x
Natasha Salgado	x	
Jim Schneider	x	

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](#)
Natasha Salgado & Austin Evans, External Subcommittee
 - Natasha and Austin shared recommendations from the External Subcommittee Meeting. This item was further discussed among SBAB board members and feedback was collected by City staff.
- B. New Member Background Needed to Reflect the Small Business Community
Sean Karafin, Economic Development Department, City of San Diego

- Sean reviewed the requirements in the Municipal Code for the board's responsibilities to acknowledge the perspectives and skills needed before making recommendations to the Mayor for nomination of new members. The board members discussed what skills and perspectives were missing from the group and agreed to review this information at September's meeting.
 - Michelle Gray is stepping down December 31, 2021, which leaves two seats vacant.
- C. In-Person Meetings
- Alex Southard, Economic Development Department, City of San Diego
- Alex provided an update from the Office of Boards and Commissions regarding in-person meetings. Recent direction from the state requires boards to meet in-person after September 30, 2021.

3. Administrative Items

- A. Approval of July 16, 2021 Minutes
- With a motion by Jim Schneider and a second by Austin Evans, the board voted to approve the July 16, 2021 minutes. Yes; Jeff Barger, Sarah Mattinson, Austin Evans, Natasha Salgado, Michelle Gray, Shane Beard, and Jim Schneider. No: None. Absent: Donna DeBerry, Tristan Barnum and Jason Paguio.
- B. Development Services Department Technical Advisory Committee Report
- No update.
- C. Economic Development Department Staff Report
- Sean will provide an update next month.

4. Action Items

- A. Draft Advising Letter(s)
- Michelle Gray volunteered to finalize the letter and will share with the board before it's sent to Council and the Mayor
- B. Suggested Items for Future Meetings

5. **Adjournment:** The meeting was adjourned at 10:36 a.m.
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.