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U.S. Small Business Administration
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June 25, 2020

This letter is in response to your Freedom of Information Act ("FOIA") request SBA-2020-001798, in which you requested the meeting minutes for the three most recent National Small Business Advisory Board meetings.

Please find the attached documents for the National Small Business Advisory Board meetings on January 11, 2018, March 20, 2018, and May 15, 2018. The Advisory Board did not meet in 2019 or 2020.

Sincerely,

A handwritten signature in blue ink that reads "Andrew Coffield". The signature is written in a cursive style with a large, stylized "A" and "C".

Andrew Coffield
Office of Entrepreneurial Development
U.S. Small Business Administration



Office of Small Business Development Centers
U. S. Small Business Administration
Washington, D.C 20416

**National SBDC Advisory Board
Conference Call
January 9, 2018
1:00pm EST**

Board Attendees:

Louis Foreman
Latha Ramchand
Sandy Cajas
Mark Williams

OSBDC/OED Attendees:

Adriana Menchaca-Gendron – Associate Administrator for the Office of Small Business Development Centers
Alanna Falcone – Acting Designated Federal Officer for the National SBDC Advisory Board
Vicky Mundt - Deputy Associate Administrator for the Office of Small Business Development Centers
Andrew Coffield – Special Advisor, Office of Entrepreneurial Development

Not in Attendance:

Becky Takeda-Tinker
Karen Smaw
Glenda Washington
Miguel Zabludovsky

Guest Listener(s):

Richard Kingan – SBA's White House Liason
Suzanne Wrasse – Director of Outreach and Policy Adviser for Chairman Jim Rich of U.S. Senate Committee Small Business & Entrepreneurship

Associate Administrator Menchaca-Gendron Updates

The government is currently under an additional Continuing Resolution until Friday, January 19, 2018.

The Office of the General Counsel will conduct a mandatory training, “Standards of Conduct” for the Advisory Board. Training is scheduled for Wednesday, February 14, 2018. Please contact Monika if you have any questions. A calendar invite will be sent to everyone.

The National Small Business Week is scheduled for April 29, 2018 through May 5, 2018. All nominations are due to the Small Business Administration District Offices by Tuesday, January 9, 2018.

The Board's choice for the 2018 SBDC of the Year is due Monday, February 19, 2018. We ask that the Board discuss and select the winner and provide the Board's choice after training on Wednesday, February 14, 2018. Please provide the Board's choice to Monika.

All SBA programs and services are extended to the public on a nondiscriminatory basis.



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Unfortunately, Becky Takeda-Tinker's term expired at the end of December. Because of her other professional commitments, she will not be able to extend her term to continue on the Board. Even though she is not on the call, I would like to personally thank her for all of her hard work she has done during her tenure.

A question was posed about Miguel's term expiration date. Vicky looked it up and his term expires at the end of June 2018.

Louis Foreman – Chairmen Updates

The Host Training Summit is scheduled for Tuesday, February 13, 2018.

Has everyone sent their travel plans to Monika yet? Travel request have been submitted by Louis, Latha and Glenda. Karen is local. Mark said that he did send his travel request in and is working with Monika.

Sandy said she will not be able to travel due to other commitments. Louis requests that a conference phone be available during the Board Meeting at the ASBDC Spring Meeting so Sandy can dial in and participate.

Andrew Coffield - Host Training Summit Update

Andrew has been working with the ASBDC committee on the agenda. They are working on putting together the panel. Andrew has asked the Board if they have any suggestions on good SBDC Hosts to be on the panel, to please let him know.

Alanna is working with the contracting office in Denver to confirm the room requirements, F&B, and other logistics with the hotel. We are hoping to get a contract signed this week. Once the contract is signed, we can send out the official invite to the Hosts.

The next Host Summit Planning Meeting will be on January 18, 2018.

Vicky mentioned that there seemed to be more ASBDC members on the last Planning call than Board Members. It was suggested that we start having a Board Sub Committee Planning call bi-weekly as well. This will be only for the Advisory Board Members. The first one will be this Friday, January 12, at 3:30pm EST. Vicky will send out an outlook invite.

The next scheduled meeting is in February during the ASBDC Spring Conference.

Adjourned



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**SBDC National Advisory Board
Conference Call Agenda
Tuesday, March 20, 2018, 1:00 to 2:00 p.m. EDT
Conference Call Number – 888-858-2144
Access Code 9478554**

Board Members in Attendance:

Louis Foreman
Sandy Cajas

Board Members Not in Attendance:

Miguel Zabudovsky
Latha Ramchand
Glenda Washington
Karen Smaw
Mark Williams

SBA Staff in Attendance:

Victoria Mundt – Deputy Associate Administrator for the Office of Small Business Development Centers
Anne Genet Reim – Designated Federal Office (DFO) for the SBDC National Advisory Board
Alanna Falcone – Backup DFO for the SBDC National Advisory Board

Call to order – Louis Foreman, Chairman

- **AA Updates - OSBDC Program Update**
 - Welcome Anne Genet Reim as new DFO – officially appointed last Friday
 - Alanna Falcone is designated as backup DFO, will fill in if Anne is unavailable
 - PA bidder's conference is coming up next week, 3/27 in Harrisburg
 - Announcement is already out at grants.gov
 - Current lead center is leaving as of 7/1
 - President's budget for FY19 released in second week of February
 - \$110 for SBDC program
 - Proposes competitive set-aside for certain high-achieving networks that meet/exceed all goals (no match required)
 - Includes new paragraph that discusses optimizing support to small business and entrepreneurs
 - Update on recruitment efforts for the vacancies on the board
 - Currently have 2 vacancies
 - Allen and Adriana are looking for replacements – if you know someone in Section 1 or 8/10, let us know!
 - Louis had asked regarding site visits – local SBDC site visits – is the budget available?
 - Current CR ends this Friday, 3/23, so we may have more information then
 - Currently no funds for travel
 - Louis clarified: Interested in site visit as part of onboarding of new members, to show them a high-performing network
 - Host Summit – date confirmed for Thursday, 9/6
 - Travel dates are Tuesday, 9/4 and Friday, 9/7
 - Will be here at the Marriott Marquis in downtown DC (901 Massachusetts Ave NW, Washington, DC 20001)

• **Chairman Updates**

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- Nothing new to share at this point
- Make sure to let board members know when rooms are available for Host Summit
- Had discussed with Adriana re-convening Host Summit meetings
 - Considering every other Friday at 10:00
- Open Forum

Adjourn

Next Scheduled Meeting – *(Tuesday, May 15, 2018)*



Office of Small Business Development Centers | 409 3rd Street, S.W. |
Washington, DC 20416

AGENDA
OSBDC STAFF MEETING
Tuesday, May 15, 2018
1:00 pm EST
Call Number – 202-765-1264
Conference ID – 1177564

Board Members in Attendance:

Louis Foreman

Board Members Not in Attendance:

Latha Ramchand

Mark Williams

SBA Staff in Attendance:

Vicky Mundt - Deputy Associate Administrator for the Office of Small Business Development Centers

Anne Reim - Designated Federal Office (DFO) for the SBDC National Advisory Board

Andrew Coffield – Special Advisor to the Associate Administrator, Office of Entrepreneurial Development (OED)

Lori Gillen – Deputy Associate Administrator, OED

External Listeners in Attendance:

Robert Demichelis II

- Call to order – Louis Foreman, Chairman
- SBA Updates
 - National Small Business Week – May 30 – April 4
 - SBDC of the Year awarded on Sunday – Boulder, CO (Sharon King, Director)
 - Small Businessperson of the Year – Rebecca Fyffe (both SBDC & WBC client)
 - Representatives from all 50 states came to celebrate
 - Administrator was on a bus tour with stops in FL, GA, SC – pictures available to view on Twitter @SBALinda
 - Working on Host Summit (9/6)
 - Working with hotel for estimates on room size, food & beverage, etc.

- Rebidding SBDC Lead Center in PA
 - Applications in, being reviewed and evaluated
 - Will visit sites of top 2 candidates (scheduled for next week)
 - Planning on having winner announced on 6/1, to begin 7/1
- 3 grant opportunities in AK, ID, & SC for nonprofit to host a WBC
 - Doing a bidder's conference (informational session)
 - 5/8 bidder's conference in Anchorage, AK
 - 5/17 – bidder's conferences in ID (Boise & Coeur d'Alene) & Columbia, SC
- Chairman Updates
 - Working hard to get everything done for the first (hopefully annual!) host summit scheduled for 9/6
 - Anne has received recommendations, we are considering before notifying presenters
 - Will follow up with Mark & Latha since they aren't on the call to make sure they have the information on the next meeting
- Open Forum
 - No questions/issues brought up
- Adjourn
- Next Scheduled Meeting – (Tuesday, July 17, 2018)