

Minority Business Council Meeting
Department of Economic Development
4525 Main Street - Suite 700
January 11, 2019
3:00 p.m. – 4:30 p.m.

MBC Vision: To be the leading influence in connecting contractor resources with city opportunities and beyond.

MBC Mission: Advance and facilitate an environment of business opportunities, focusing on increasing expenditures to minority and women-owned businesses by the City of Virginia Beach as a means to further the City's economic development and vitality.

Public Comment: Any member of the public who would like to address the Minority Business Council should register with the Chair at least 24 hours prior to the meeting. You may contact the current MBC Chair, Sheila Johnson at 757-724-1833. If you are unable to register with the Chair prior to this deadline, you are encouraged to register to speak at a subsequent meeting.

	Name	Agenda Item	Minutes
I.	Sheila Johnson Chair	Call to Order, Welcome, Introductions and Approval of Minutes	10
		Swearing In – Roderick Ingram, Deputy City Attorney Minority Business Council – Secretarial Officer	
		Industry Hour – Virginia Beach Sports Center Rick Hibbett, Business Development Manager MEB General Contractors John Wack, President, Eastern Sports Management	15
II	Sheila Johnson Chair	Outreach Committee 2018 MBC Conference and Expo 2019 Spring Event	10
III.	Frances Knight-Thompson	Minority Awareness Committee 2018 MBC Conference and Expo Evaluations/Surveys	10
IV.	Michael Lancaster	Data Collection and Analysis FY 2018 Minority-Owned Business Expenditure Report	5
V.	Kelvin Arthur	Policy Committee Proposed Budget	5
VI.	Sheila Johnson	Other Business: Staff Report – Rebecca Kee Economic Development	15
		Liaison Reports: City Council: Mayor Bob Dyer Councilwoman Shannon Kane School Board Liaison: Dr. LaQuiche Parrott	15

REMINDER: Submit volunteer form

Committees			
Policy	Outreach	Minority Awareness	Data Collection & Analysis
Kelvin Arthur, Chair (EB)	Ed Hopper	Frances Knight-Thompson, Chair	Michael Lancaster, Chair
Sheila Johnson (EB)	Colleen Nabhan	Harshad Barot	Kelvin Arthur (EB)
Calherbe Monel (A)	Damen Watson	Francina Harrison	Frances Knight-Thompson
	Cuprice Anthony-Cox (A)	Olga Torres (EB)	LaQuiche Parrott (SB)
		Rhonda Alexander (A)	

(A) Associate (EB) MBC Executive Board Members (SB) School Board Liaison

City Staff		
Name	Title	Department
David L. Hansen	City Manager	Office of the City Manager
Taylor Adams	Interim Director	Department of Economic Development
Alice Kelly	Interim Director	Finance/Administration
Melvin Brown	Minority Business Coordinator Assistant	Finance/Purchasing Division
Mitch Frazier	Contracting Agent	Finance/Purchasing Division
Rod Ingram	Deputy City Attorney	City Attorney's Office
Rebecca Kee	Purchasing Agent	Finance/Purchasing Division
Keith Lee	Minority Business Coordinator	Finance/Purchasing Division
Rich Nettleton	Design & Construction Manager	Public Utilities/Engineering
Jeff Smith	SWaM Business Development Manager	Department of Economic Development
Lavera Tolentino	Minority Business Coordinator	Finance/Purchasing Division

Next Meeting – February 8, 2019

For more information about the MBC go to <http://www.vbgov.com/mbc>

or

Like us on Facebook: <https://www.facebook.com/VAB.MBC!!>

Minority Business Council

Minutes – September 21, 2018

3:00 PM – 4:30 PM

Economic Development

4525 Main Street – Suite 700

The regular meeting of the Virginia Beach Minority Business Council (MBC) was held at the above-mentioned time and place.

Members:

Ms. Sheila Johnson, Chair
Ms. Sabrina Wooten, Vice Chair
Mr. Kelvin Arthur, Financial Counselor - **absent**
Ms. Olga Torres, Secretarial Officer
Mr. Harshad Barot, member - **absent**
Ms. Francina Harrison, member
Mr. Brian Haskan, member - **absent**
Mr. Ed Hopper, member - **absent**
Ms. Frances Knight-Thompson, member
Mr. Michael Lancaster - **absent**
Ms. Colleen Nabhan, member

Associates:

Ms. Rhonda Alexander
Ms. Cuprice Anthony-Cox
Mr. Calherbe Monel
Ms. Vanessa Moore- **absent**
Mr. Damen Watson

Liaisons:

Ms. Shannon Kane, City Council Liaison - **absent**
Mr. Bob Dyer, City Council Liaison - **absent**
Dr. LaQuiche Parrott, Schools Liaison- **absent**

Staff Members:

Ms. Patricia Phillips, Director of Finance, Finance/Administration
Mr. Taylor Adams, Finance Operations Administrator, Finance/Purchasing
Ms. Rebecca Kee, Purchasing Agent, Finance/Purchasing
Mr. Rod Ingram, Deputy City Attorney, City Attorney's Office – **absent**
Mr. Dana Harmeyer, Deputy City Attorney, City Attorney's Office
Mr. Mitchell Frazier, Contracting Agent, Finance/Purchasing
Mr. Keith Lee, Minority Business Coordinator, Finance/Purchasing
Mr. Rich Nettleton, Design & Construction Manager, Public Utilities/Engineering - **absent**
Mr. Jeff Smith, SWaM Business Development Manager, Economic Development - **absent**
Ms. Lavera Tolentino, Minority Business Coordinator, Finance/Purchasing
Mr. Melvin Brown, Account Clerk III, Finance/Purchasing

Guests:

See attached Minority Business Council Meeting Sign-In Sheet

Recorder:

Mr. Keith Lee

MBC Minutes
Friday, September 21, 2018
3:00pm – 4:30pm
Economic Development

Topic	Discussion	Action Items
Agenda Items Sheila Johnson	<p>1) Call to Order, Welcome and Introductions, Review and Approval of Minutes</p> <p>2) Industry Hour - Ms. Blair Durham, Co-President Black BRAND - Hampton Roads Regional Black Chamber of Commerce</p>	<p>1) Ms. Johnson called the meeting to order at 3:05 p.m.</p> <ul style="list-style-type: none"> • Introduction of guests– each guest stated their name and the name of their business. • Member introductions • The May MBC Meeting Minutes were approved. <p>2) Mrs. Durham provided information on Black Brand and spoke of several events. (Attachment 1)</p>
Outreach Committee Sabrina Wooten	1) Outreach Report	1) Ms. Wooten provided the Outreach Report. The report provided details of upcoming Fall Expo. The speaker has not been confirmed. Ms. Harrison recommended Mr. Duane Thompson of Sabrosa Foods. (Attachment 2)
Minority Awareness Committee Frances Knight-Thompson	1) MAC Report	1) Ms. Knight-Thompson provided information on the following: Social Media Exposure, MAC Activities, New Associate Interest and New goals for MAC. (Attachment 3) Social Media minute to instruct on liking and sharing posts. New edition of newsletter due Nov 8 in time for Expo.
Data Collection and Analysis Michael Lancaster	1) Data Collection and Analysis Report	1) Mr. Lancaster was absent, no report.
Policy Committee Kelvin Arthur	1) Policy Report	1) Mr. Arthur was absent, no report.
Other Business Sheila Johnson	<p>1) Staff Report – (Taylor Adams)</p> <p>2) Economic Development – (Jeff Smith) – absent</p> <p>3) MBC – Announcement - Olga Torres</p>	<p>1) Disparity Study results will be given at the City Council Meeting October 16, 2018. Introduction of Rebecca Kee as the new Purchasing Agent and gave a brief bio. Spoke of annual report to be presented in November and gave high overview of annual report. Mr. Adams also provided the goods and services award data for July – August 2018. (Attachment 4)</p> <p>2) Mr. Smith was absent, no report.</p> <p>3) Ms. Torres provided details of events that will occur in celebration of Hispanic Heritage Month. She also read correspondence regarding the United Way Breakfast invitation that</p>

		the members of the MBC received.
Liaison Reports Sheila Johnson	1) City Council: (Councilmember Bob Dyer) - absent (Councilmember Shannon Kane) - absent 2) School Board Liaison: Dr. LaQuiche Parrott - absent	1) Councilmembers Dyer and Kane were absent, no report. 2) Absent – No report
Time and Date of Next Meeting:	October 12, 2018 – 3pm	
Adjournment	The meeting adjourned at 4:15 p.m.	

MBC MEETING SIGN-IN SHEET

Economic Development
 4525 Main Street – Suite 700 – Virginia Beach, VA.
 September 21, 2018
 3:00 p.m. – 4:30 p.m.

Name	Company
L. G. Tolentino	COVB - Finance - Purchasing
M. Brown	COVB - Finance - Purchasing
Kristine Caalim	Guest
TAYLOR ADAMS	VB
Blair Durham	Black BRAND, Guest
PATRICK SEALS W.	GUEST
Colleen Nabhan	ETS, Inc.
Keith Lee	COVB - FINANCE - Purchasing
Vincent Jones	Anchor financial
Jay Atty	" "
Mitch Frazier	Finance / Purchasing
DANA HARMeyer	CVB
DANEN WATSON	WBCU
Patte Philleps	Fin
Rhonda Alexander	MBC
Cuprice Anthony Cox	Phoenix Arise, LLC
CATHERINE MONTGOMERY	BDC
Conrad Schesveter	City Council (Centerville) Candidate Sabrina is Great!!



SAVE THE DATE

Black Diamond WEEKEND

FRIDAY, 11.23.2018
3rd Annual Black Diamond Affair

SATURDAY, 11.24.2018
Black Business Expo

DIAMONDS IN THE SKY:
VIP Party & Silent Disco

SUNDAY, 11.25.2018
Worship & Legacy Project

CONNECTING THE DOTS | BLACKDIAMONDWEEKEND.COM

ATTACHMENT 1

You're invited to witness high school students pitch their businesses to vie for a **TOP CASH PRIZE OF \$1,000!**



SO YOU THINK YOU'RE A **BOSS?**
FALL 2018 EDITION

Expert/Local Celebrity Judges
LIVE Music • Vending • Food

SATURDAY

11.17.18

10AM-1PM

Doors open at 10am
Competition begins at 10:30am

BOOKER T. WASHINGTON HIGH SCHOOL
1111 Park Avenue, Norfolk, VA

For more info & registration visit
fall2018BOSS.eventbrite.com

NORFOLK

Tickets Only

\$5

LEARN TO TURN YOUR IDEAS INTO CASH!



Do you have a passion for solving problems? Like working with others to get things done?
WANT TO DEVELOP THE SKILLS TO RUN A BUSINESS?
If you answered yes to any of these questions, join the...

Entrepreneur Mentorship PROGRAM

- 10 sessions where you work with an entrepreneur to develop your business plan!
- Get practice and exposure pitching your business to potential investors!
- Get your business legally structured for free!
- Learn marketing, accounting, and operations principles so you can start getting paid!

PROGRAM BEGINS
SEPTEMBER 26!



SCAN HERE TO GET STARTED TODAY!

Spotlight Events

ENTREPRENEUR FAIR • OCTOBER 11
MEET BUSINESS PEOPLE FROM ALL OVER HAMPTON ROADS!

SO YOU THINK YOU'RE A BOSS? • NOVEMBER 17
HERE'S A CHANCE TO PITCH YOUR BUSINESS & WIN \$1000!



This program is brought to you by Black BRAND, Hampton Roads Regional Black Chamber of Commerce and sponsored by the City of Norfolk and BB&T.

THE CITY OF NORFOLK BB&T



BLACK WALL STREET TODAY



hosted by BLAIR DURHAM

Black Wall Street Today is Hampton Roads premiere media hub for black entrepreneurship and related politics, news, and events.

EVERY WEDNESDAY 12P-1P LIVE ON



THE ESSENCE OF HAMPTON UNIVERSITY

BEGINNING SEPTEMBER 5, 2018

Outreach Committee Report

September 21, 2018

Sabrina Wooten, Chair

Committee members: Damon Watson, Cuprice Cox-Anthony, Ed Hopper

Upcoming event

Fall Expo

The Virginia Beach Convention Center has been secured for the Fall event, scheduled to take place on **Thursday, November 8th**. This event will be similar with regard to the format and style of previous events on this scale. The time frame for this event will be 1:00 p.m. to 5:00 p.m.

Theme: Forging Sustainable Diversity in the Marketplace

Speaker

Several candidates were suggested and vetted for the upcoming event. Candidates include: Dan Banister, Bishop Courtney McBath, Bishop Kim Brown, Lt. Governor Justin Fairfax, among other candidates. Unfortunately, the aforementioned candidates have conflicts and they are unable to participate. As a result, my recommendation is Chance Wilson of Binchmark. Please see the attached biography of Mr. Wilson. This recommendation is subject to approval by the Executive Board. Additional information will be forthcoming.

The next Outreach meeting is scheduled for Thursday, October 18th at 4:15 p.m.



Minority Awareness

Minority Awareness Committee Report – September 21, 2018

Presented by: Frances Knight Thompson, Chair

Committee Members: Francina Harrison, Rhonda Alexander, Harshad Barot and Olga Torres, Keith Lee

Social Media Exposure: (As of September 20, 2018)

- Facebook Page (www.facebook.com/VBMBC/)
 - **850** likes (6/04/18) to **878** (09/20/18) - Increase of 3%
 - 17 Reviews to date with 9.6 rating on a new 10 point scale
- Twitter (@VBMinBusCouncil): 26 to 37 followers – Increase of 35%
- Instagram (@VBMinBusCouncil): 58 to 78 followers – Increase of 29%
- Will open a MBC LinkedIn Account to see how it may impact meeting and event attendance

MAC Event Awareness & Follow-up Activities:

- Keith Lee has consented to publish the MBC Newsletter for the Fall Conference, scheduled November 8, 2018; He will need the support of the MBC to provide articles of interest to be included in the newsletter; one MBC member will be highlighted in the newsletter;
- The MBC Fall Conference will be promoted through the Social Media platforms to encourage registration and attendance.

Onboarding & Recruitment 2018 - 2019

- One resume has been submitted as an application for an Associate; currently waiting for the Talent Bank form to be submitted and the applicant package will be submitted to the Executive Committee.
- We would like to create an Infographic to 1) detail the process for becoming an Associate with VB MBC, 2) outline the benefits for being an Associate, and 3) detail the roles and responsibilities of an Associate with VB MBC
- Include in the Newsletter a QR Code that will allow access to the VB MBC website; would like to work on the website to be able to capture those interested via email; the MAC will follow up with those who express interest;
- Recommend that inactive Associates be contacted to encourage participation and involvement

2018-2019 Specific Goals for MAC Committee

- ✓ Verify that 100% of MBC members engage with Social Media platforms on some level through a Social Media presentation to the MBC
- ✓ Increase the number of **active** MBC Associates
- ✓ Continued publication of a bi-annual MBC newsletter
- ✓ In addition to the Specific Goals for 2018-2019, the MAC committee is committed to supporting the annual Fall Expo and Spring Roundtable Events through marketing (via social media, press release, distributing graphic flyer, etc.) and developing the evaluation process.
- ✓ Suggestions for direction of the MAC committee will be welcomed and expected from the members of MBC. Please let us know how we can further support the MBC throughout 2018-2019.

Thank you to the MAC committee members for their continued support and a very special thank you to Lavera Tolentino and Keith Lee for their support and collaboration.

Respectfully submitted,
Frances Knight Thompson, M. S. Ed.
MBC MAC Chair



City of
Virginia Beach

STAFF BUYER REPORT FY19 - JULY-AUG

Goods and Services Awards

Award Amount	Not Certified	Small	Woman	SDV	Minority
\$37,088,060.51	\$0.00	\$4,145,239.64	\$412,825.46	\$0.00	\$4,522,211.48
100.00%	0.00%	11.18%	1.11%	0.00%	12.19%