

CITY OF SAN ANTONIO ECONOMIC DEVELOPMENT DEPARTMENT

SMALL BUSINESS ADVISORY COMMISSION (SBAC)

Meeting Minutes

Tuesday, October 10, 2023

10:00 a.m.

Members Present

District 1 Sarah Esserlieu Khalil  
District 2 Henry Woods  
District 3 Jane Gonzalez  
District 4 Juanita Sepulveda  
District 5 Vickie Willoughby  
District 7 Janell Martinez  
District 8 Sarah Shakil  
District 10 James Hollerbach  
Mayoral Alexandra Perez  
At-Large Lindsey Logan  
At-Large Yen Yan

Absent

District 6 Rick Tamfu  
District 9 Inayat Momin  
At-Large Mark Hernandez

Staff Present

Brenda Hicks-Sorensen  
Ana Bradshaw  
Anitra Henning  
Sarah Woeppel  
Virginia Carefoote  
Gladys Gonzalez  
Mario Mora  
Caitlin Cowart  
Christina Ramirez  
Sarah Martin  
Jake Exler

Vacancies

At-Large

Call to Order:

SBAC Chair, Sarah Shakil, called the meeting to order on Tuesday, October 10, 2023, at 10:06 a.m.

Roll call was taken by Jake Exler, Management Analyst. Quorum was present.

Public Comments

No Public Comments were submitted.

Approval of Minutes

1. Approval of the minutes from the Small Business Advisory Commission meetings on August 8, 2023 and September 12, 2023.

James Hollerbach motioned to approve the minutes. Vickie Willoughby seconded the motion, which passed unanimously.

Briefing and Possible Action on the following Items

4. Update and recommendation from the Buy Local Subcommittee of the Small Business Advisory Commission (SBAC).

Caitlin Cowart presented an update from the Buy Local Subcommittee of the Small Business Advisory Commission.

Several commissioners expressed the importance of using lessons from previous Buy Local efforts and using metrics to evaluate whether the new program is successful. Vickie noted that inclusion should be a priority of the implementation.

Juanita Sepulveda made a motion to accept the recommendation of the subcommittee to move forward with the plan. Lindsey Logan seconded the motion. Motion passed 10-1.

2. Update on the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Matching Grant Program and SBIR/STTR Phase Zero Grant Program.

Sarah Woepfel presented an update on the SBIR and STTR programs.

Commissioners asked several questions about marketing and metrics. They expressed concern about the low volume of submitted applications. Juanita Sepulveda requested information that SBAC members can disseminate to their districts.

3. Update on growth stage programming for small businesses.

Anitra Henning presented an update on growth stage programming.

Anitra further explained the Kiva platform as a philanthropic tool to help businesses who may not qualify for traditional funding. She explained that the Lowe Foundation will track success of the program.

#### Chair and Staff Updates

Chair Sarah Shakil discussed updates with the commission and made additional closing comments.

Caitlin Cowart shared that Economic Workforce Development Committee meets on October 31. Façade grant applications were also extended last month. Additionally, Launch SA is now officially led and operated by Geekdom.

#### Adjournment

Chair Sarah Shakil entertained a motion to adjourn.

James Hollerbach made a motion to adjourn. Lindsey Logan seconded the motion, which passed unanimously.

Meeting adjourned at 11:54 AM.