

**Pima County Small Business Commission
County Administration Building
130 W. Congress, 1st Floor
Thursday, January 20, 2011
3:00 P.M.**

Members Present

Tom Ward
Ken Goodman
Lyra Done
Jerry Long
Dabney Philabaum
Patricia Brown
Pat Taviss
Edie Lake
Lea Marquez-Peterson
Joy Soler

Others Present

Tom Moulton
Patricia Prossert
Marion Hook

Call to Order – The meeting was called to order by Chairman Tom Ward at 3:00 pm.

Moment of Silence – Moment of Silence was observed for Gabrielle Giffords and victims of January 8th shooting.

Pledge of Allegiance – Chairman Ward led the Pledge of Allegiance.

Introductions – Commission introductions were made for Marion Hook, representing the Tucson Small Business Commission. Ms. Hook also spoke about her business. She owns the Adobe Rose Inn, a bed and breakfast in the Sam Hughes area.

Patricia Possert – Marketing Director of Arizona Small Business Association (ASBA) was introduced and spoke re: ASBA. ASBA has approximately 5,000 member businesses at this time and is greatly interested in becoming engaged with the SBC in what the County and City are doing.

Approval of Minutes – Minutes from November 18 meeting were approved, unanimously.

CHAIRMAN'S REPORT

Northern Pima County Chamber of Commerce – Chairman Ward spoke to the Chamber in December re: SBC activities. He was well received and Commissioner Lyra Done was also there.

New Commissioner – Ann Day has recommended a new Commissioner who will be appointed at the next BOS meeting. He is John Peters, who owns PakMail, Mr. Peters will be at the next Commission meeting.

MTCVB – Chairman Ward has been appointed to the MTCVB Audit Committee. The Committee members are appointed by the County Administrator. Commissioner Lea Marquez-Peterson was concerned that the small business community was not being represented. Chairman Ward will be the small business representative. Pima County Sports and Tourism will also be representing the small business community. There are nine (9) members; other members are tourism representatives, resorts, hotels who are in unincorporated Pima County, the Arizona-Sonora Desert Museum, Pima Air and Space Museum, and the Pima County Sports & Tourism Authority.

DIRECTOR'S REPORT

MTCVB Performance Audit Committee – The County has asked that MTCVB be audited for its performance and a committee has been appointed (see Chairman's Report). There are nine representatives, resorts, hotels, and two attractions and small businesses. Tom Moulton is the facilitator for the Committee. This audit is regarding practices and will include budgets but not a financial audit.

The first meeting of the Performance Audit Committee was held on January 13, 2011. The MTCVB has been fully cooperative and has given the Committee everything they need up to this point. It has been agreed no results will be given until the audit is complete. Since it is not a Commission, it is not subject to Open Meeting Laws. All results will be made public when they are finished.

A recommendations report will be sent to the Board of Supervisors and those recommendations will be forwarded to the MTCVB staff and board. The City of Tucson is also conducting an audit. The City audit group is part of an internal citizens audit committee and not the same as the County group.

Revolving Loan Fund – Chairman Ward met with County Administrator Huckelberry regarding the revolving loan fund. The idea was met favorably by the County Administrator with the only problem being the lack of funds. Chairman Ward and Co-chair Commissioner Ken Goodman will be going to local banks to see if they can get some funding. It was agreed by the Commission that they go and speak to local credit unions. The Credit Union visits were proposed by Commissioner Joy Soler.

UNFINISHED BUSINESS

CRSPS – The first meeting of CRSPS will be on Thursday, February 17, 2011 and will be held at 1:30 pm until 3:00 pm at the BOS meeting room just before the next SBC meeting. The regular meeting date will be set at that time. Commissioner Goodman will send a copy of his Title 34 summary to Tom Moulton for the meeting. It is suggested that the Committee members bring their copy of the Procurement Hearing Report.

The timeline is tentatively set for the Committee to meet monthly. The final report should be ready for report to the BOS in October.

NEW BUSINESS

Training for Bidders and Vendors – The memo from the County Administrator was distributed. The Procurement Department will speak to the SBC re: training in the future. (memo encl.)

Review of City of Tucson Economic Development Activities – Memo of December 15 was discussed. The County Administrator has asked the SBC to review the City of Tucson's proposals. The COT is visiting the loan pool concept with HUD being the final approval. Chairman Ward would like to be able to move forward on the revolving loan fund without the approval of HUD.

Chairman Ward proposed a motion to respond to the County Administrator with a memo to advise that the subject has been reviewed and the SBC would like to move forward with the revolving loan fund, Commissioner Goodman seconded the motion, all approved, motion carried.

Commissioner Elections – According to the SBC, bylaws Commission elections for Chairman and Co-Chairman are to be done in November/December. Since there are no meetings of the Commission in December, elections are being done in January. Chairman Ward would like to have some of the Commission members review the SBC bylaws to see if changes could be made

re: the elections being held in November. Chairman Ward would like for them to be changed to January, thus making it a calendar year.

Committee of the Whole was proposed by Chairman Ward, motion seconded by Commissioner Pat Taviss and approved by the full commission. Chairman Ward appointed Commissioner Taviss Chairman of the Committee of the Whole. The Committee of the Whole went into session. Commissioner Taviss called the committee to order for nomination, Commissioner Edie Lake nominated Chairman Ward. Commissioner Joy Soler nominated Commissioner Lea Marquez-Peterson, who declined. No other nominations for Chairman were made.

Nominations for Vice-Chair. Nomination was made by Commissioner Lake to nominate Commissioner Goodman. Nomination seconded by Commissioner Pat Brown. No other nominations for Vice-Chair.

Committee of the whole dissolved, Commissioner Done moved approval by acclamation. Motion approved by the Commission unanimously.

Chairman Ward was re-elected Chair, and Commissioner Goodman re-elected Co-Chair.

Annual Small Business Award – Commissioner Taviss is ready to proceed with the Small Business nominations and have a decision by mid-March. Deadline for nominations is March 15 (nomination form enclosed); winner will be announced at the BOS meeting, Tuesday, April 12, 2011. Finalists and semi-finalists will be notified approximately 1-2 weeks prior.

Commissioner Taviss also inquired if the JTED students would be able to make the award again this year. Commissioner Goodman and Commissioner Jerry Long will work with JTED to get the trophy made.

OTHER COMMISSIONERS' REPORTS

Edie Lake – Commissioner Lake will be having a Grand Opening of her new automotive repair building in Green Valley on March 17.

Lea Marquez-Peterson – The Hispanic Chamber of Commerce is getting very involved in the City budget crisis. A rental tax has been proposed by the COT and will be reviewed by the Hispanic Chamber along with other budget issues.

Joy Soler – A Tucson Teardrop logo was designed for the January 8th tragedy memorials and Commissioner Soler has been asked to make stickers and t-shirts. Those stickers are available at the Revolutionary Grounds Coffee Shop.

Meeting adjourned at 5:00 PM