



COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

Terry McAuliffe  
Governor

Maurice Jones  
Secretary of Commerce & Trade

Tracey G. Jeter  
Director

Date: June 11, 2015  
Subject: SWaM Task Committee Meeting Minutes  
Facilitator: Tracey Jeter, DSBSD Director  
Location: Virginia State Capital (1000 Bank Street Richmond, VA); Senate Room 3  
Time: 2:00pm – 4:00pm

Members In Attendance	
Edward Gibbs (Co-Chair)	Cathy Williams (Co-Chair)
Eddie McAndrew	Chris Stone
Gwen Davis	Julia Hammond
Nicole Riley	Sandra Norman
Steve Vermillion	Scott Parsons
Sandra Gill	Marvis Marshall
Catherine Weaver	Jeff Southard
Betty Jolly	
Regrets	
Delegate Alfonso Lopez	Rodney Thomas
Scott Parsons	Jane Wright

- Tracey Jeter opened the meeting by welcoming the committee and guests.
- Due to new attendees at the meeting, Edward Gibbs asked for an Introduction of Task Committee Members and guests, present for the meeting.
- The seven (7) Workgroup Sub-Committees were provided, along with a briefing of the expectations for each group. Due to questions related to state policy in association with expectations of what constitutes a public meeting, the DSBSD will review the policy to make sure we are in compliance. Once reviewed, the Workgroup Sub-Committee names will be emailed to the committee for each member to begin identifying which committee he/she prefers to work.
- The committee reviewed and approved the minutes from the meeting held on Thursday, May 28<sup>th</sup>. (Edits were made, as recommended during the review.)
- Tracey Jeter went over the dates and time of the next upcoming meetings.
- Richard Blum, from the Office of Government Contracting and Business Development/Office of Certification and Eligibility, provided (via conference line) an overview of the U.S. Small Business Administration and the Certification Program. Questions were received from the Task Committee members regarding the presentation.
- The Task Committee received comments from the public/guests.
- Tracey Jeter reminded the committee of the date/time of the next meeting.
- Adjournment

Next Meeting: June 25<sup>th</sup> from 2:00pm to 4:00pm  
Capital Building, 1000 Bank Street, Richmond, VA 23219; Room: Senate Room 3