



Terry McAuliffe
Governor

COMMONWEALTH of VIRGINIA

Maurice Jones
Secretary of Commerce & Trade

Department of Small Business and Supplier Diversity

Tracey G. Jeter
Director

Date: August 13, 2015
Subject: SWaM Task Committee Meeting Minutes
Facilitator: The Honorable Secretary Maurice Jones
Location: Virginia State Capital (1000 Bank Street Richmond, VA); Senate Room 3
Time: 10:00am – 12:00pm

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

- The Honorable Secretary Maurice Jones opened the meeting and provided the welcome to all attendees and then proceeded with the Role Call/Introduction of committee members
- Following the Opening Remarks by the Honorable Secretary Maurice Jones, Co-Chair Ed Gibbs followed-up with other additional opening remarks. The committee reviewed and approved the Meeting Minutes from the previous Task Committee meeting.
- Mr. Khem Sharma from the U.S. Small Business Administration provided a presentation regarding Small Business Size Standards. The Honorable Secretary Maurice Jones led a discussion regarding Industry Feedback on SBA Small Business Size Standards.
- There was a brief review of the DSBSD Reports. Additional reports submitted and Dr. Sharma's presentation will be sent out to the committee.
- The committee requested a presentation from Procurement officials on how the process works with the Commonwealth agencies, higher education, municipalities, etc.
- The committee requested the DSBSD provide a report comparing the data to include NIGP Codes and NAICS codes for analysis.
- The next meeting is scheduled for Friday, August 28th from 10:00am to 12:00noon.
- No comments were provided from the public.
- Adjournment

*Next Meeting: August 28th from 10:00am to 12:00pm
Capital Building, 1000 Bank Street, Richmond, VA 23219; Room: Senate Room 3*