

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, ICMA-CM, CPM
City Manager

SUBJECT: ***Status Report***

DATE: October 21, 2021

Status Report

1. Bowie BIC

The Bowie Business Innovation Center is the sixth largest Incubator/Accelerator in Maryland according to the attached annual survey conducted by the Baltimore Business Journal.

2. Bowie Business Innovation Center (Bowie BIC)

Attached is the most recent report from the Bowie BIC detailing their activities for the City. The Bowie BIC was created in 2009 by the City of Bowie to serve as our main center for small business education and assistance to help those businesses start and grow. The City provides an annual operating grant to the Bowie BIC; one of the grant requirements is periodic reports.

3. Information Technology – Backup and Recovery Solution

The Information Technology Department has funding in the FY22 budget for offsite data storage. After exploring multiple options, the department determined that Recovery Point could provide the best backup and recovery options for the City. The City will piggyback Montgomery County contract 9345000104AA with Recovery Point for a three-year contract with an annual cost of \$27,913.20.

As provided by Section 62 of the City Charter, this will serve as the required seven-day notice of intent to issue a purchase order to Recovery Point for \$27,913.20.

ADL: lfr

Attachments- Two

The List

Largest Incubators and Accelerators in Maryland Ranked by Membership

Locally Researched by: Maria Sieron, Baltimore Business Journal

Oct 15, 2021, 6:00am EDT

Staff Baltimore Business Journal

Information for this List was obtained via surveys completed by company representatives.

Rank	Name/prior rank/	Membership	Type of service	Startup industries served	Membership contact(s)
1	Impact Hub Baltimore 10 E. North Ave. #5 Baltimore, MD 21202 443-821-7482 baltimore.impacthub.net	175	accelerator; business support; coworking space	social enterprise; nonprofit; government; education; health and wellness; social justice; economic development; arts; city planning; sustainability	Saba Saunders, Community manager
2	FastForward @ Johns Hopkins 1812 Ashland Ave. #100 Baltimore, MD 21205 410-516-0800 ventures.jhu.edu/fastforward	173	incubator; coworking space	biomedical engineering; biotechnology; drug development; health care; IT; manufacturing materials; nanotechnology; robotics	Brian Stansky, Director
3	bwtech@UMBC 5520 Research Park Drive #100 Baltimore, MD 21228 443-543-5047 bwtech.umbc.edu	130	incubator; accelerator	cybersecurity; life sciences; clean tech; engineering; advanced manufacturing	Aaron Miscenich, Executive director
4	ETC (Emerging Technology Centers) 101 N. Haven St. #301 Baltimore, MD 21224 443-451-7000 etcbaltimore.com	101	incubator; accelerator; coworking space	advanced/emerging technology	Deborah Tillett, President/Executive director
5	Frederick Innovative Technology Center Inc. (FITCI) 4539 Metropolitan Court Frederick, MD 21704 301-694-2999 fitci.org	77	incubator; accelerator	biotechnology; IT; renewable energy	Kathie Callahan Brady, CEO
6	Bowie Business Innovation Center (Bowie BIC) 14000 Jericho Park Road #A131 Bowie, MD 20715 301-524-5654 bowiebic.com	66	incubator; accelerator	cybersecurity; information technology; health technology; financial services, professional services	Lisa Smith, Executive director
7	Anne Arundel Community College Hatchery 101 College Parkway #326 Arnold, MD 21012 410-777-2066 aacc.edu/esi	45	incubator; coworking space	social media/web design; bookkeeping; retail; coaching; photography/video; hospitality; interior design; massage therapy; fashion; drones	Stacy Korbelak, Assistant dean, School of Business & Law
7	Conscious Venture Lab 250 W. Dickman St. 2nd Floor Baltimore, MD 21230 202-997-0026 consciousventurelab.com	45	accelerator	cybersecurity; biotech/bioscience; enhanced professional services; smart cities, technology; e-commerce; hardware; professional services	Jeffrey Cherry, Executive director

Rank	Name/prior rank/	Membership	Type of service	Startup industries served	Membership contact(s)
9	hotDesks Coworking & F3 Tech Accelerator 8737 Brooks Drive #101 Easton, MD 21601 410-770-9330 f3tech.org	43	accelerator; coworking space	agriculture technologies; aquaculture technologies; environmental technologies	Mike Thielke, Executive director; Emiliano Espinosa, Community manager
10	Mtech Ventures 4667 Technology Drive #1114 College Park, MD 20742 301-314-7805 mtech.umd.edu/ventures	27	incubator; accelerator; coworking space	deep-science technology	Satish Tamboli, Director
11	Harbor Launch at the Institute of Marine and Environmental Technology 701 E. Pratt St. Baltimore, MD 21202 410-234-8811 imet.umces.edu/harborlaunch	21	incubator	environmental science; biotechnology; bioinformatics; human health; nutrition; sustainable technologies	Nina Lamba, Assistant director, IMET; Molly Pickel, Assistant to the director
12	Bethesda Green 4825 Cordell Ave. #200 Bethesda, MD 20814 202-445-3572 bethesdagreen.org	18	incubator; accelerator	environmental sustainability; energy efficiency; renewable energy; packaging; transportation; fashion; agtech; food and beverage; flowers	Adam Roberts, Executive director
13	University of Baltimore Center for Entrepreneurship and Innovation 11 W. Mt. Royal Ave. #BC104 Baltimore, MD 21201 410-837-5060 ubalt.edu/cei	15	incubator	gaming; construction; software; fashion; real estate development; manufacturing	Henry Mortimer, Director
14	Hutch 8 Market Place #200 Baltimore, MD 21202 410-394-9600 hutchstudio.io	14	incubator; accelerator	design; agile management; product development; devsecops and transparency; civic tech; digital services; government technology; cybersecurity; information technology; agile leadership	Delali Dzirasa, Founder/CEO; Stephanie Chin, Program manager
15	StarTUp @ the Armory 307 Washington Ave. Towson, MD 21204 410-704-2252 towson.edu/campus/partnerships-research/startup	13	incubator	educational technology; technology; business services; health care	Ken Espinosa, Program Coordinator
16	LifeBridge Health BioIncubator at Sinai Hospital 2401 W. Belvedere Ave. Baltimore, MD 21215 410-601-4388 lifebridgehealth.org/bioincubator	12	incubator	biotechnology; health IT; medical device; pharmaceuticals; medical research; therapeutics and drug delivery	Carrera Smith, BioIncubator operations manager
16	LaunchPort 101 W. Dickman St. #900 Baltimore, MD 21320 443-994-2241 thelaunchport.com	12	accelerator	medical devices; robotics	Robert Storey, Managing partner
18	Mindhub 1215 E. Fort Ave. #300 Baltimore, MD 21230 410-988-2444 mindhub.mindgrub.com	5.0	incubator; co-working space	technology; software	Todd Marks, CEO
19	MasterPeace Solutions 6731 Columbia Gateway #220 Columbia, MD 21046 410-419-1487 masterpeace ltd.com	4.0	incubator	cybersecurity; blockchain; artificial intelligence and machine learning	Drew Cohen, President/CEO; Steve Horn, Founder/Chief strategy officer



Report to City Manager

Bowie BIC Activities

July through September 2021

VISION

The Bowie Business Innovation Center (Bowie BIC) builds wealth and drives the increasing economic impact generated by the diverse and growing entrepreneurial community in Prince George's County.

MISSION

The Mission of the Bowie Business Innovation Center (Bowie BIC) is to accelerate company growth, innovation and job generation in the City of Bowie and Prince George's County.



Board of Directors Meeting

September 10, 2021

VISION

The Bowie Business Innovation Center (Bowie BIC) builds wealth and drives the increasing economic impact generated by the diverse and growing entrepreneurial community in Prince George's County.

MISSION

The Mission of the Bowie Business Innovation Center (Bowie BIC) is to accelerate company growth, innovation and job generation in the City of Bowie and Prince George's County.



Board of Directors Meeting

September 10, 2021

Join Zoom Meeting--Using Meeting Link
<https://us02web.zoom.us/j/3547113915>

Meeting ID: 354 711 3915

One tap mobile: +13017158592, 3547113915# US (Washington D.C)

Board Meeting Agenda

8:30 – 9:30 AM

- | | | |
|-------|--|------------------|
| I. | Call to Order | Ragland |
| II. | Approval of Minutes | Wade/Clark |
| | a. Board Meeting Minutes – July 10, 2021 (Attached) | |
| III. | Financial Reports | Bussink/L. Smith |
| | a. July Financials | |
| | b. August Financials | |
| IV. | New Business | |
| | a. Update on Bowie BIC MOU with BSU | L. Smith |
| | b. Bowie BIC Board Recruitment and Nominating Committee | L. Smith |
| V. | Bowie State University Update | Swinton |
| | Old Business | |
| | a. Client Information (Attached) | L. Smith |
| | b. Executive Director's Report (Attached) | |
| VI. | Other Business and Announcements | All |
| VII. | Board Calendar: | |
| | • Open House at Bowie BIC with EA September 15 th 4:00-6:00 PM | |
| | • HBCU Entrepreneurship Conference at Bowie State Sept. 30-Oct. 1 | |
| | • Bowie BIC Board Strategic Planning Session November Date TBD | |
| VIII. | Confirmation: <u>Next Bowie BIC Zoom Board Meeting October 15 from 8:30-9:30 am</u> | |
| IX. | Adjourn Board Meeting | Ragland |

BOWIE BUSINESS INNOVATION CENTER, INC.

MEETING OF THE BOARD OF DIRECTORS

The board of directors of the Bowie Business Innovation Center, Inc., a Maryland non-stock corporation (the 'Corporation') met via Zoom on Friday, July 16, 2021.

Present: Greg Bussink, Magdalena Gebrekristos, Sherman Ragland, Charlene Wade, Brent Swinton, Lisa Smith

Absent: Jesse Buggs, Denita Conway, John Halley, Wendy Jenkins, Mark Lawrence, Jerry Miller, Eben Smith, Adam Santavicca

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:32 am.

2. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the June meeting. The board could not vote to approve because there was not a quorum.

3. FINANCIAL REPORT

- The Prince George's County Grant has been received for FY21.
- The FY22 budget was approved via electronic vote on June 29, 2021.

4. NEW BUSINESS

- Ms. Smith will finalize a letter to Tony Savia, VP Finance at BSU regarding the new operating agreement for BIC space in the ELLC. This letter will advise the university that our budget for rental costs in FY2022 is \$50K.
- 3 resident clients will be moving into ELLC.
- Ms. Smith and Derrick Coley, Special Assistant for Government Relations, BSU have been working with Senator Cardin's team to develop the 8(a) Center of Excellence. The Senator has requested an earmark to create a pilot program which would be a collaboration between BSU and BIC. BIC would continue to develop the program and BSU would crunch the numbers. The targeted group of HBCUs are located in Maryland, Virginia, Florida, North Carolina, Louisiana and Oklahoma.
- Mr. Ragland suggested hiring additional staff in order to create and run hybrid models of online activities in order to grow.

5. BSU UPDATE

- Campus has officially opened to fully vaccinated faculty and staff with proper protocols.
- August 11, Ribbon Cutting at ELLC

6. OLD BUSINESS

- The BBR Program concludes at the end of July.
- On July 29th BBR will host a procurement event to help meet BSU's small business goals
- BSU is hosting an HBCU Entrepreneurship Conference September 30-October 1, 2021.

Mr. Ragland adjourned the meeting at 9:39 am. Ms. Wade made the motion, and it was seconded by Mr. Swinton. The next meeting of the Bowie BIC Board of Directors will be held on September 10th at 8:30 am via Zoom.

Respectfully Submitted,
Crystal Clark, Recording Secretary

Bowie Business Innovation Center (Bowie BIC)

09/08/21

Balance Sheet

Accrual Basis

As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	262,322
10001 · WesBanco Checking	66,590
Total Checking/Savings	<u>328,912</u>
Total Current Assets	<u>328,912</u>
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-11,821
Total Fixed Assets	<u>3,308</u>
TOTAL ASSETS	<u>332,220</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-23
22001 · WesBanco Credit Card 9135 CC	1,121
Total Credit Cards	<u>1,099</u>
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	39,936
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	<u>44,431</u>
Total Current Liabilities	<u>45,530</u>
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	<u>1,785</u>
Total Liabilities	<u>47,315</u>
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	-9,849
Total Equity	<u>284,905</u>
TOTAL LIABILITIES & EQUITY	<u>332,220</u>

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Bowie Business Innovation Center (Bowie BIC)**Profit & Loss**

July 2021

09/08/21

Accrual Basis

	Bowie Business Recovery	Head Quarters	TOTAL
Income			
43400 · Direct Public Support			
43405 · Government Grants			
43415 · City of Bowie	20,000.00	0.00	20,000.00
Total 43405 · Government Grants	20,000.00	0.00	20,000.00
Total 43400 · Direct Public Support	20,000.00	0.00	20,000.00
45000 · Investments			
45030 · Interest-Savings	0.00	13.79	13.79
Total 45000 · Investments	0.00	13.79	13.79
45500 · Tenant Rental Income	0.00	1,200.00	1,200.00
45510 · Affiliate Client Fees	0.00	1,665.00	1,665.00
Total Income	20,000.00	2,878.79	22,878.79
Gross Profit	20,000.00	2,878.79	22,878.79
Expense			
60500 · Gen. & Administrative Expenses			
60550 · Management Fees - Exe Dir	0.00	10,081.84	10,081.84
60600 · Administrative Salaries			
60601 · Worker's Compensation Insurance	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	247.50	247.50
60600 · Administrative Salaries - Other	0.00	5,144.01	5,144.01
Total 60600 · Administrative Salaries	0.00	6,402.51	6,402.51
60650 · Health Insurance	0.00	205.27	205.27
60700 · Payroll Expenses			
60725 · Payroll Fees	0.00	20.00	20.00
60750 · FICA/Social Security	0.00	412.46	412.46
60800 · SUTA	0.00	27.55	27.55
60825 · FUTA	0.00	3.07	3.07
Total 60700 · Payroll Expenses	0.00	463.08	463.08
Total 60500 · Gen. & Administrative Expenses	0.00	17,152.70	17,152.70
62700 · Contract Services	8,000.00	0.00	8,000.00
62800 · Facilities and Equipment			
62810 · Depr and Amort - Allowable	0.00	97.26	97.26
62845 · Computer/Equipment Install Svcs	0.00	11.71	11.71
62871 · Liability Insurance	0.00	1,424.00	1,424.00
62890 · Rent	0.00	3,072.00	3,072.00
Total 62800 · Facilities and Equipment	0.00	4,604.97	4,604.97
62860 · Software licenses expense	0.00	190.67	190.67
62880 · Website	1,500.00	0.00	1,500.00
65000 · Operations			
65010 · Books, Subscriptions, Reference	0.00	185.06	185.06
65020 · Postage, Mailing Service	0.00	14.34	14.34
65040 · Supplies	0.00	269.11	269.11
65050 · Telephone, Telecom	0.00	549.91	549.91
65060 · Internet Expense	0.00	234.45	234.45
Total 65000 · Operations	0.00	1,252.87	1,252.87
65100 · Marketing Expense			
65165 · Meals and Entertainment	0.00	27.03	27.03
Total 65100 · Marketing Expense	0.00	27.03	27.03
Total Expense	9,500.00	23,228.24	32,728.24
Net Income	10,500.00	-20,349.45	-9,849.45

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09/08/21

Accrual Basis

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss - Month by Month

July 2021

	TOTAL
Income	
43400 · Direct Public Support	20,000
45000 · Investments	14
45500 · Tenant Rental Income	1,200
45510 · Affiliate Client Fees	1,665
Total Income	22,879
Gross Profit	22,879
Expense	
60500 · Gen. & Administrative Expenses	17,153
62700 · Contract Services	8,000
62800 · Facilities and Equipment	4,605
62860 · Software licenses expense	191
62880 · Website	1,500
65000 · Operations	1,253
65100 · Marketing Expense	27
Total Expense	32,728
Net Income	-9,849

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget vs. Actual
July through August 2021

Accrual Basis

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	55,000	45,000	10,000	122%
43500 · Direct Corporate Sponsorship	0	0	0	0%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	28	39	-11	71%
45200 · Other Client Fees	0	0	0	0%
45500 · Tenant Rental Income	3,600	3,300	300	109%
45510 · Affiliate Client Fees	3,330	3,700	-370	90%
45515 · 8(a) Program Fees	0	0	0	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	0	0	0%
Total Income	61,958	52,039	9,919	119%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	61,958	52,039	9,919	119%
Expense				
60500 · Gen. & Administrative Expenses	33,099	40,184	-7,085	82%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	0	0	0%
62700 · Contract Services	16,000	21,000	-5,000	76%
62800 · Facilities and Equipment	8,517	10,974	-2,457	78%
62860 · Software licenses expense	191	680	-489	28%
62880 · Website	2,250	167	2,083	1,350%
65000 · Operations	4,773	3,618	1,155	132%
65100 · Marketing Expense	1,266	833	432	152%
65130 · Membership Expense	0	0	0	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	169	333	-165	51%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	0	400	-400	0%
Total Expense	66,264	78,189	-11,924	85%
Net Income	-4,306	-26,149	21,843	16%

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Bowie Business Innovation Center (Bowie BIC)

09/08/21

Balance Sheet

Accrual Basis

As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	262,337
10001 · WesBanco Checking	76,683
Total Checking/Savings	339,020
Other Current Assets	
12000 · Undeposited Funds	1,275
Total Other Current Assets	1,275
Total Current Assets	340,295
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-11,918
Total Fixed Assets	3,210
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	675
TOTAL ASSETS	344,180
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-499
22001 · WesBanco Credit Card 9135 CC	4,943
Total Credit Cards	4,444
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	43,008
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	47,503
Total Current Liabilities	51,947
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	53,732
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	-4,306
Total Equity	290,448
TOTAL LIABILITIES & EQUITY	344,180

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Bowie Business Innovation Center (Bowie BIC)

09/08/21

Profit & Loss

Accrual Basis

July through August 2021

	Bowie Business Recovery	Head Quarters	TOTAL
Income			
43400 · Direct Public Support			
43405 · Government Grants			
43415 · City of Bowie	20,000.00	35,000.00	55,000.00
Total 43405 · Government Grants	20,000.00	35,000.00	55,000.00
Total 43400 · Direct Public Support	20,000.00	35,000.00	55,000.00
45000 · Investments			
45030 · Interest-Savings	0.00	27.95	27.95
Total 45000 · Investments	0.00	27.95	27.95
45500 · Tenant Rental Income	0.00	3,600.00	3,600.00
45510 · Affiliate Client Fees	0.00	3,330.00	3,330.00
Total Income	20,000.00	41,957.95	61,957.95
Gross Profit	20,000.00	41,957.95	61,957.95
Expense			
60500 · Gen. & Administrative Expenses			
60550 · Management Fees - Exe Dir	0.00	20,163.68	20,163.68
60600 · Administrative Salaries			
60601 · Worker's Compensation Insurance	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	375.00	375.00
60600 · Administrative Salaries - Other	0.00	10,241.23	10,241.23
Total 60600 · Administrative Salaries	0.00	11,627.23	11,627.23
60650 · Health Insurance	0.00	410.54	410.54
60700 · Payroll Expenses			
60725 · Payroll Fees	0.00	40.00	40.00
60750 · FICA/Social Security	0.00	812.14	812.14
60800 · SUTA	0.00	40.92	40.92
60825 · FUTA	0.00	4.56	4.56
Total 60700 · Payroll Expenses	0.00	897.62	897.62
Total 60500 · Gen. & Administrative Expenses	0.00	33,099.07	33,099.07
62700 · Contract Services	16,000.00	0.00	16,000.00
62800 · Facilities and Equipment			
62810 · Depr and Amort - Allowable	0.00	194.52	194.52
62840 · Equip Rental and Maintenance	0.00	515.00	515.00
62845 · Computer/Equipment Install Svcs	0.00	239.42	239.42
62871 · Liability Insurance	0.00	1,424.00	1,424.00
62890 · Rent	0.00	6,144.00	6,144.00
Total 62800 · Facilities and Equipment	0.00	8,516.94	8,516.94
62860 · Software licenses expense	0.00	190.67	190.67
62880 · Website	2,250.00	0.00	2,250.00
65000 · Operations			
65010 · Books, Subscriptions, Reference	0.00	331.97	331.97
65020 · Postage, Mailing Service	0.00	14.34	14.34
65040 · Supplies	0.00	2,784.93	2,784.93
65050 · Telephone, Telecom	0.00	1,407.58	1,407.58
65060 · Internet Expense	0.00	234.45	234.45
Total 65000 · Operations	0.00	4,773.27	4,773.27
65100 · Marketing Expense			
65160 · Special Event Expense	0.00	385.43	385.43
65165 · Meals and Entertainment	0.00	47.81	47.81
65100 · Marketing Expense - Other	0.00	832.50	832.50
Total 65100 · Marketing Expense	0.00	1,265.74	1,265.74
66100 · Other Expenses	168.67	0.00	168.67
Total Expense	18,418.67	47,845.69	66,264.36
Net Income	1,581.33	-5,887.74	-4,306.41

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09/08/21

Accrual Basis

Bowie Business Innovation Center (Bowie BIC)**Profit & Loss - Month by Month**

July through August 2021

	Jul 21	Aug 21	TOTAL
Income			
43400 · Direct Public Support	20,000	35,000	55,000
45000 · Investments	14	14	28
45500 · Tenant Rental Income	1,200	2,400	3,600
45510 · Affiliate Client Fees	1,665	1,665	3,330
Total Income	22,879	39,079	61,958
Gross Profit	22,879	39,079	61,958
Expense			
60500 · Gen. & Administrative Expenses	17,153	15,946	33,099
62700 · Contract Services	8,000	8,000	16,000
62800 · Facilities and Equipment	4,605	3,912	8,517
62860 · Software licenses expense	191	0	191
62880 · Website	1,500	750	2,250
65000 · Operations	1,253	3,520	4,773
65100 · Marketing Expense	27	1,239	1,266
66100 · Other Expenses	0	169	169
Total Expense	32,728	33,536	66,264
Net Income	-9,849	5,543	-4,306

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget vs. Actual
 July through August 2021

Accrual Basis

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	55,000	45,000	10,000	122%
43500 · Direct Corporate Sponsorship	0	0	0	0%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	28	39	-11	71%
45200 · Other Client Fees	0	0	0	0%
45500 · Tenant Rental Income	3,600	3,300	300	109%
45510 · Affiliate Client Fees	3,330	3,700	-370	90%
45515 · 8(a) Program Fees	0	0	0	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	0	0	0%
Total Income	61,958	52,039	9,919	119%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	61,958	52,039	9,919	119%
Expense				
60500 · Gen. & Administrative Expenses	33,099	40,184	-7,085	82%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	0	0	0%
62700 · Contract Services	16,000	21,000	-5,000	76%
62800 · Facilities and Equipment	8,517	10,974	-2,457	78%
62860 · Software licenses expense	191	680	-489	28%
62880 · Website	2,250	167	2,083	1,350%
65000 · Operations	4,773	3,618	1,155	132%
65100 · Marketing Expense	1,266	833	432	152%
65130 · Membership Expense	0	0	0	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	169	333	-165	51%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	0	400	-400	0%
Total Expense	66,264	78,189	-11,924	85%
Net Income	-4,306	-26,149	21,843	16%

BOWIE BIC CLIENTS AND PROSPECTS

As of August 2021

RESIDENT COMPANY	DIST	CEO	INDUSTRY	GRAD.
Ops Tech Alliance Bowie, MD 20715	4	Euripides Rubio	Technology training; cybersecurity	7/1/2017 - 6/31/2021
foodresource llc Bowie, MD 20720	1	Ames Perry	Food labeling consulting	5/1/2018 - 6/30/2021
K. Duncan and Company Bowie, MD 20715	4	Kevin Duncan	CPA Services-Gov. Con	3/1/2020- 2/28/2023

AFFILIATE COMPANY	DIST	CEO	INDUSTRY	SINCE
Avant Garde Engineering Technology Upper Marlboro, MD 20772	9	Marcellus Major	Cyber security services	4/1/2014
Canfield CyberDefense Group Olney, MD 20832	4	Rosy Canfield	Cyber security software services	10/1/2018
Long Term Care Management Systems Odenton, MD 21113	4	Kaz Parker	Web-enabled customer management software	4/1/2017
CyberSecurity Innovations Bowie, MD 20715	4	Al Conteh	Cybersecurity services	10/1/2019
Animated Catalogs Mobile Apps Bowie, MD 20720	4	Daniel Akintonde	Mobile Apps	3/1/2020 *2018 Client
Silver Canady Associates Bowie, MD 20715	4	Tisa Silver	Educational consulting	R:1/2020-7/2121 A: 8/2021-
Sage Services Group (Graduate) Bowie, MD 20715	4	Sonya Hopson	Project management; training	7/1/2013

PROSPECT COMPANY	STATUS	INDUSTRY	INTEREST
Aurora Technical Services, Inc.	Interest in 2021	IT Services, Consulting	Affiliate
Doubbs Defense	Interest in 2021	Cybersecurity Services	Affiliate
Dynamic Services Integration Corp.	Interest in 2021	IT Services Consulting	Affiliate
ArtPlayLearn, LCC	Interest in 2021	Ed.Managmt. System	Affiliate



Executive Director's Report

Board Meeting

September 10, 2021

CLIENT UPDATE

As of August 31, 2021, there are 10 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 7 Affiliate/Non-Resident/Graduate companies. A list of the current companies and prospect pipeline is attached.

BOWIE BIC OPERATIONS UPDATE

Bowie State University classes resumed largely in person on August 30, 2021, with some online options for students. At this point, everyone coming to campus must be vaccinated, as required by the University System of Maryland (USM). The Bowie BIC management team, clients and business counselors are now working regularly in the new Bowie BIC offices in the Entrepreneurship Living Learning Community (ELLC). Bowie BIC is responsible for checking temperatures, asking COVID-related question of all its guests and logging that information.

COUNSELING AND TRAINING

Dates	July Training/Counseling/Events	Instructor/Program	Attendees
	MWBC Counseling	Angie Duncanson/MWBC	11
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	27
	Event Registrations-Prince George's County	BBR Program	108
	Total		246

Dates	August Training/Counseling/Events	Instructor/Program	Attendees
Aug 3	Childcare Stabilization Grant	Angie Duncanson/MWBC	2
	MWBC Counseling	Angie Duncanson/MWBC	14
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	37
	Total		49

All Bowie BIC counseling and training is now conducted online or by phone. When in-person training is conducted again, MWBC and SBDC plan to conduct their training at the City of Bowie, given the free, flexibility of use of the conference facilities, and access to free parking. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

CLIENT SERVICES

- Bowie BIC connected BIC affiliate client Dr. Tisa Silver Canady with Brent Swinton, VP of Bowie State's Office of Institutional Advancement for a meeting August 27 to explore the feasibility of establishing a new Center for Collegiate Financial Wellness at Bowie State. A follow-on meeting will be scheduled with the BSU Provost, at least one other VP and some of the deans where Dr. Canady can present her pitch formally, and with luck, assign the tasks that would lead to establishing the Center's headquarters at Bowie State University.
- Avant Garde Engineering Technologies' TEDCO grant-funded SBIR grant development work with OST Global culminated in the submission of a revised SBIR pitch to the National Science Foundation (NSF) on September 2. Bowie BIC has submitted its final report to MD TEDCO for this \$5,000 grant and we expect reimbursement by early October. AGE provided an additional \$2,500 match to increase the overall project budget. AGE plans to use its experience with this SBIR grant as a foundation for applying for addition SBIR opportunities.
- Bowie BIC's next Online Open Door Session with TEDCO will be scheduled in September with Tiffany Davis, TEDCO's team member in Prince George's County, managing the new Urban Business Innovation Initiative (UBII), which targets tech-based founders from underserved communities. Bowie business ArtPlayLearn, LLC participated in one of the TEDCO Open Doors during the Bowie Business Recovery Program and received a \$100,000 grant in July to develop an online registration dashboard for the learning management system the company is developing.

MARKETING

- Each issue of Bowie BIC's THIS WEEK e-blast newsletter includes a graphic promoting membership in Bowie BIC. The distribution list for THIS WEEK has been expanded to utilize the new business databases developed through the Bowie Business Recovery (BBR) program as part of the recruitment of new Bowie BIC members.

BIC SIGNATURE PROGRAMS

Bowie Business Recovery Assistance Program

- In collaboration with the Greater Bowie Chamber of Commerce, we delivered eight Bowie Business Recovery Events in July. (See July calendar) We registered 24 companies in Bowie and 84 in Prince George's County. July is the final month for this program.

- Our promotional plan for the July events included the Bowie Business Recovery website (www.bowiebusinessrecovery.com), inclusion in Bowie BIC's THIS WEEK e-blasts and individual e-flyers for each event. We also provided copy to the Bowie Spotlight.
- Our intern produced the final BBR data report for July and updated the distribution list with new registrants. In August, she compiled data for the final BBR statistical report. This information was incorporated into the BBR final report, which Bowie BIC presented to the City of Bowie Economic Development Committee on September 8. (Attached).
- The seven-month BBR Program delivered a total of 73 online business training and education programs that connected 138 business registrants in the City of Bowie. The BBR Program also assisted an additional 680 registered business outside the city limits of Bowie, but within Prince Georges County, with technical business training and education.
- The business recovery environment is continually changing for the Bowie companies that we assisted. The majority of these Bowie companies are home-based, professional services companies. Their general interest is in marketing to attract new customers in the COVI-19 environment. Their specific interest is in how to use digital marketing effectively to attract and retain new customers.

Bowie 8(a) Accelerator

- Bowie BIC has confirmed fall dates (October 8 through November 19, 2021) with the SBA team in the Washington District Office. This cohort will be an online cohort, given the resurgence of COVID-19 variants. The online format also allows for a slightly larger cohort than an in-person cohort.
- An RFP has been drafted for the 8(a) Accelerator Program Manager contract to begin mid-September.
- The application for a \$40,000 Capital One grant was submitted in June for Fall disbursement. Release of the funding has been requested from Capital One.

BSU Partnership

- At the request of the university's VP of Administration and Finance, Bowie BIC coordinated a BBR Zoom Roundtable event July 29 called "Procurement Opportunities at Bowie State University" to expand the university's engagement with Bowie small businesses. This event opened with comments from President Breaux and a procurement update from Steve Jost, Director of BSU procurement. Bowie BIC Board member Eben Smith moderated the discussion, which was recorded and archived on the BBR website. More than 140 companies registered for this event and more than 90 participated in the Roundtable.
- Bowie BIC Chairman Sherman Ragland was a speaker at the August 11 Ribbon Cutting for the new Entrepreneurship Living Learning Community (ELLC). Bowie BIC is featured in the new ELLC brochure. Bowie BIC also appears on the campus map showing the ELLC.

- Bowie BIC and the Entrepreneurship Academy have prepared a calendar of events for students beginning in September, with an Open House on September 15, which will be for Bowie BIC clients, board and friends. (Attached)
- Bowie BIC Executive Director Lisa Smith will participate in two panels during the HBCU Entrepreneurship Conference at Bowie State September 30-Oct.1. One panel is comprised of Entrepreneurship Center Directors who are members of the International Business Innovation Association (InBIA). The other panel will be conducted in conjunction with the BSU Entrepreneurship Academy.

Development

- BSU Special Assistant for Government Affairs Derrick Coley and Bowie BIC Director Lisa Smith continue to work with Senator Cardin's staff on a Congressional earmark for a program coordinated by Bowie State with Bowie BIC, to bring the 8(a) Accelerator program to several HBCU's as part of a two-year, potentially \$3 million pilot. We understand that this project earmark will likely be addressed as part of the appropriations process. If that is the case, we should know the status of the earmark in November.
- Bowie BIC is one of the partners in the FSC First SBA's Community Navigator grant proposal. A decision on the grant award is expected in mid-September. If successful, Bowie BIC could receive \$150K/ year for two years, as one of the project participants.
- Bowie BIC submitted an application for a \$16,000 grant from the Prince George's County Strategic Partnerships Nonprofit Relief Fund, but has not received confirmation of award yet.
- Bowie BIC Board member Jesse Buggs has suggested three firms that could conduct a strategic planning session for the Bowie BIC Board this fall.

Administration and Operations

- Bowie BIC has not signed a new Occupancy and Operating Agreement (OOA) with Bowie State University, because there are still unresolved issues (space usage, IT and Internet, parking) and costs.
- Bowie BIC and its resident clients moved from the Center for Business to the ELLC on August 13. Bowie BIC Operations Director Crystal Clark worked with BIC clients and the university to coordinate a very smooth move. The university moved everything except our copier, which was moved and re-installed at ELLC by Encore Copiers, the company which sold us the equipment and services the equipment.
- In the absence of a decision from the university on how to handle and price Bowie BIC IT and telecom needs in the ELLC building prior to the move, and to ensure that the Bowie BIC clients, staff and counselors would be operational once we moved, our IT consultant MTBW worked with the university to create a temporary solution for providing internet access to Bowie BIC until a decision is made. This solution utilizes the university's Internet temporarily, so that Bowie BIC clients, business counselors and staff can continue to work at ELLC. .

- Bowie BIC has requested that the university allow us to transfer our existing COMCAST lines for telephone, fax and Internet connection to the ELLC. COMCAST already provides service at ELLC. Bowie BIC's three resident clients and business counselors all preferred to use their cell phones, rather landlines in their offices. COMCAST also can give us an installation date and pricing structure for their services. (Attached email.)
- Bowie BIC received written confirmation on September 7, 2021 of tentative \$100K FY2022 County Council grant funding. Final funding requires submission of the FY2022 County Council grant application. A CPA Review of Bowie BIC's financial statements must accompany this application.
- Accounting firm F.S.Taylor & Associates has been engaged to conduct the CPA review of Bowie BIC's financial statements for \$2,400, as part of the FY2022 Prince George's County Council grant application requirement. The CPA review is scheduled for October.
- Bowie BIC Board member Eben Smith of Three E Consulting was recently named to the TEDCO Board of Directors.

BOWIE BUSINESS RECOVERY CALENDAR- JULY 2021

July 1 5:00 pm-6:00 pm	<u>BUSINESS EDUCATION & RESILIENCE WEBINAR</u> Action Plan!	William Eric Linzey 19Seventeen, LLC
July 19 10:00 am-11:00 am	<u>BUSINESS RECOVERY ONE-ON-ONE OPEN DOOR SESSION</u> Small Business & Personal Taxes in the "New Normal"	Diane Polangin Total Tax Service
July 20 11:00 am-2:30 pm	<u>BUSINESS RECOVERY ONE-ON-ONE OPEN DOOR SESSION</u> Ask Questions About Business Accounting Issues	Jamie Lewis CliftonLarsonAllen
July 27 3:00 pm-4:00 pm	<u>BUSINESS RECOVERY ROUNDTABLE</u> Business Tips, Technology and Survival Tricks for Thriving in Today's "New Normal"	Crystal Richards MindsparQ
July 28 2:00 pm -3:00 pm	<u>BUSINESS RECOVERY ROUNDTABLE</u> Business Resources to Accelerator your Business Recovery in the New Normal	Angie Duncanson MWBC Mark Wells SBDC
July 29 10:30 am-1:30 pm	<u>BUSINESS RECOVERY ONE-ON-ONE OPEN DOOR SESSION</u> Introducing TEDCO's Urban Business Innovation Initiative Funding Program for Technology Companies	Tiffany Davis TEDCO
July 29 3:00 pm-4:00 pm	<u>BUSINESS RECOVERY OPEN DOOR ONE- ON-ONE SESSION</u> Ask Questions About How to Utilize New Technology and Incorporate Business Survival Tips to Help Your Business Thrive	Crystal Richards MindsparQ
July 29 3:00 pm-4:00 pm	<u>BUSINESS RECOVERY ROUNDTABLE</u> Procurement Opportunities at Bowie State University	President Aminta Breaux Steve Jost Bowie State University Moderator: Eben Smith Three E Consulting



**Presentation to
City of Bowie Economic Development Committee
September 8, 2021**

1

Bowie Business Recovery Program Goal

Deliver a coordinated online program of technical business assistance from January through July 2021, funded by the City of Bowie, to help businesses in the City of Bowie accelerate their economic recovery from the COVID-19 pandemic.



2

Program Collaboration

The Bowie Business Recovery Program
was delivered through a collaboration between:



3

Program Overview

Roundtables

Webinars

"Open Door"
One-on-One
Technical Sessions

Workshops

Online Business
Resource Center

Archived Group
Session Zoom
Recordings



4

Program Launch in January 2021



5

Program Promotion

- Program logo developed for branding
- Launch post card mailed to industry database
- BBR website designed with
 - *program calendar and information*
 - *registration capability*
 - *Zoom archive of all group session recordings*
- Individual event e-flyers for digital marketing
- Weekly THIS WEEK Event e-blasts
- Monthly City promo videos
- Promotional Partners



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Speaker Highlights

- Rod Johnson, SBA
SBA Funding Updates
- Manny Cosme, CFO Services Group
Crash Courses on QuickBooks
- Toya Evans, Tropical Smoothie,
Business Pivoting Strategies & Franchising
- Stephen Auvil, MD TEDCO
TEDCO Funding Programs Update
- President Aminta Breaux & Steve Jost,
BSU Procurement Opportunities



7

Bowie Business Registration

(January through July 2021)

	Bowie - Main	Bowie - Other	Prince Georges	Other	Total
January	22	32	120	81	201
February	15	19	84	53	134
March	21	18	59	32	91
April	22	39	54	61	175
May	32	43	70	114	259
June	18	10	31	32	91
July	8	16	84	71	179
Total	138	177	502	444	1130



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Event Totals by Month

	BIC Events	GBCC Events	Total # of Events
January	7	5	12
February	5	5	10
March	5	6	11
April	7	5	12
May	6	6	12
June	3	5	8
July	6	2	8
Total	39	34	73



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Profile of Bowie Registrants

	<u>Bowie</u>
Professional Services	51.3%
Care Providers	10.3%
Education	7.7%
Transportation, Automotive	6.4%
Non-Profit, Social Services	3.8%
Construction, Home	3.8%
Personal Care	2.6%
Food Services	2.6%
Entertainment	2.6%
Non-Food Retail	1.3%



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Annual Revenues of Bowie Registrants

	<u>Bowie</u>
Up to \$49,999	41%
\$50,000-\$99,999	15.4%
\$100,000-\$299,999	27%
\$300,000-\$499,999	6.4%
\$500,000-\$999,999	3.8%
1M-5M	2.6%
5M+	3.8%



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Bowie Registrant Workforce

	<u>FULL TIME</u>	<u>PART-TIME</u>	<u>1099</u>
None	29.5%	64.1%	40.3%
1-9	64.1%	28.2%	54.5%
10-24	-	1.3%	-
25-99	1.3%	3.8%	3.0%
100+	5.1%	%	1.3%



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Business Information Sought

	<u>Bowie</u>
Training (Marketing)	44.5%
Training (Website)	21.9%
Guidance (Business Model)	18.8%
Guidance (Physical Space Modification)	6.3%

BBR programming was modified to reflect these interests, based on this information

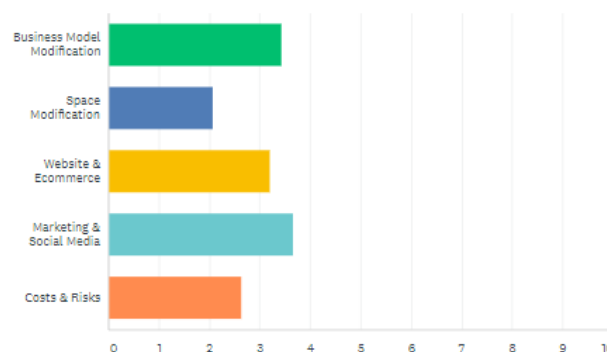


13

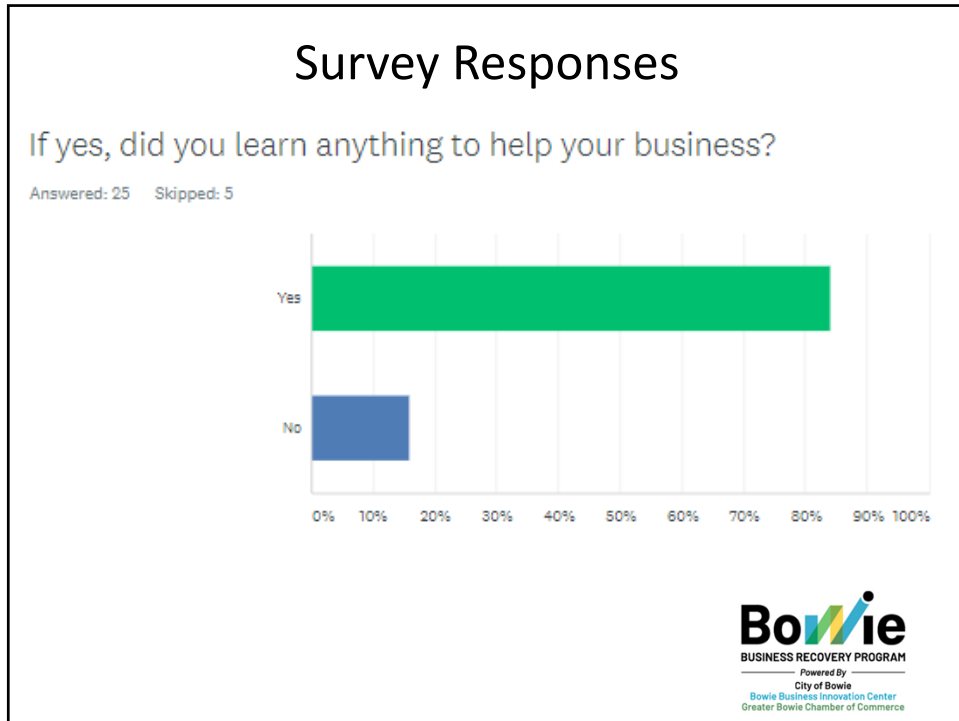
Survey Responses

Rank the type of guidance and information that would be most helpful with your business growth following the COVID-19 pandemic? (starting with 1 being the most important)

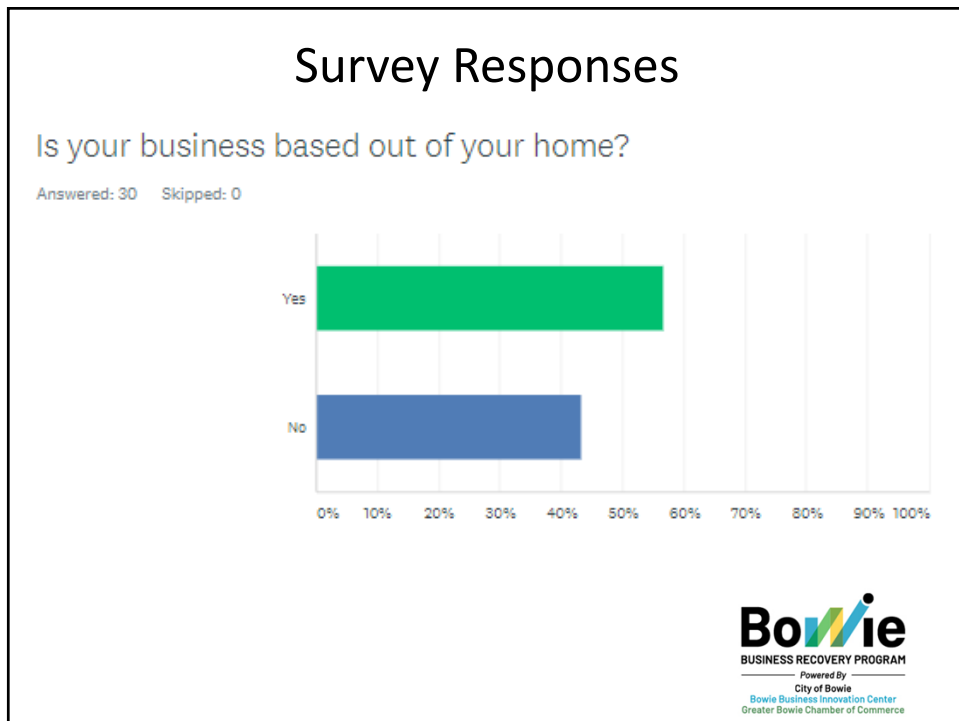
Answered: 30 Skipped: 0



14



15



16

New Databases Created for City of Bowie

- Final BBR Statistical Report January through July 2021, with event tabs for full information on all registrations by event (address, email, phone revenues, # employees, etc.)
- Separate Excel database of all the “Bowie Main” registrants in the City per SDAT, which includes the same information (address, email, phone, # employees, size of company, etc.) as the BBR Statistical Report
- Separate database of City of Bowie companies that was compiled from other organizations (FSC First, SD3, MDOT) which we used for email promotion of BBR activities. While we had email information, we did not have the complete registration detail or company information and address, etc. that we compiled through event registration.
- Excel database for all BBR program registrants and their data, sorted by zip code



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Success Stories

- **Meredith Kaunitz, ArtPlayLearn, LLC** participated in a BBR Open Door One-on-One session with Stephen Auvil at Maryland TEDCO. Based on that meeting she received a \$100,000 TEDCO Rural and Underserved Business Recovery from COVID-19 (RUBRIC) grant in July 2021. She is using the grant to develop an online registration dashboard for the learning management system she has created.



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Success Stories

- **Arnele Maldonado, RHA Marketing,** expanded her client base for real estate industry services, such as notary public, following participation in BBR events. She picked up new clients worth \$8,000 over the last two months and anticipates her business will continue to increase.



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Success Stories

- **Miriam Collins, Major Image Barber Shop** participated in online BBR marketing sessions to get specific ideas for improving digital marketing and online customer service for her barber shop. She is implementing initial changes now and believes that her new approach to digital marketing will lead to new customers and services.



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Contact Information

Lisa S. Smith

Executive Director

Bowie Business Innovation Center

Bowie State University Living Learning Community

Suite A131

14001 Jericho Park Road

Bowie MD 27016

301-524-5654 (direct)

Lisa.smith@bowiebic.com



From: [Lisa Smith](#)
To: ["Maurice Tyler"](#); ["Anthony Philip Savia"](#); ["Darryl Williford"](#); ["Michael Harris"](#); ["Crystal Clark"](#)
Cc: ["troy_harding@cable.comcast.com"](#); ["Brad Bothun"](#); ["Edna Palmer"](#); ["Marivic Weiss"](#)
Subject: RE: Finalize Bowie BIC IT Services at ELLC
Date: Friday, September 03, 2021 5:47:00 PM
Attachments: [image002.png](#)
[image006.png](#)

Maurice,

Thank you for your summary. I, too, enjoyed having a chance to meet with everyone.

I would like to add some background and add modifications (in red) to the discussion points from our meeting for clarity on the status, as we formulate the plan moving forward:

Background:

Bowie BIC has been a Comcast customer since 2012, when we established our business accelerator in the Center for Business (COB). The University declined to provide telephone service and Internet service for us at COB. Since COMCAST was already on campus, we signed up with them to provide our own unique wired and wireless network. COMCAST installed new lines at COB for us to provide these services. Over the years, COMCAST has provided the level of quality and reliable service that our staff, resident and affiliate clients and guests needed to ensure professional operations while in our offices.

COMCAST can move our existing lines at the COB for Internet access and telephone/fax service to ELLC with no construction. We also can keep our main telephone number. Initially Bowie BIC's two staff offices will each need a landline, but we plan to transition to a cloud-based service. Bowie BIC's clients and the business counselors we share with the Entrepreneurship Academy, all prefer to use their cell phones, rather than have landlines in their offices at ELLC. The majority of new business incubator and accelerators do not install landlines in offices, because of the current business preference for cell phone use.

1. Internet service for BowieBIC is provided by Bowie State University on a temporarily basis, currently. The university had not made a decision on how to provide or price our IT and telecom service at ELLC before we moved, and we had to ensure that Bowie BIC would have operational Internet access during the decision-making process. Our IT consultant worked with Brad Bothun to use Bowie State Internet service, which we segmented from the university's service and protected with a firewall, because we had to ensure that our staff, office tenants and business counselors had the critical Internet access that they required for their operations when we moved to ELLC on August 13. Under this arrangement, we currently do not have Internet access in the multi-purpose room, which we will need for the permanent solution, as we anticipate using the multi-purpose room.
2. COMCAST has setup both a wired and wireless private Local Area Network for Bowie BIC at the COB in 2012, which never leveraged the internet access provided by Bowie State University. Bowie BIC maintained IT and telecom service through COMCAST separate from the university since 2012. As COMCAST also provides service to ELLC, we want COMCAST to

move our existing lines for Internet access, telephone and fax from COB to ELLC and remain COMCAST customers.

3. The Bowie BIC office has decided to do away with landlines in tenant and counseling offices in favor of wireless phones to be provided by each user. (BSU is supportive of this decision)
4. Since fax service is still required, and we will need one phone line with our existing phone number, Bowie BIC wants COMCAST to move Bowie BIC's existing lines for Internet access, plus phone/fax from COB to ELLC. It is not necessary that a separate request must be submitted by BowieBIC to the Bowie IT Telephone Services area to supply 1 analog phone service line to connect the BowieBIC fax machine (location must also be provided)

I hope this is helpful. I look forward to our next discussion to formulate the plan going forward.

Thanks,
Lisa

Lisa S. Smith, Executive Director

Bowie Business Innovation Center

Bowie State University Entrepreneurship Living Learning Community-Suite A131

14001 Jericho Park Road, Bowie, MD 20715

Tel: 301-524-5654 (cell)

Email: lisa.smith@bowiebic.com | Web: www.bowiebic.com



From: Maurice Tyler [mailto:matyler@bowiestate.edu]

Sent: Tuesday, August 31, 2021 2:56 PM

To: Anthony Philip Savia; Darryl Williford; Michael Harris; Lisa Smith; Crystal Clark

Cc: troy_harding@cable.comcast.com; Brad Bothun; Edna Palmer; Marivic Weiss

Subject: RE: Finalize Bowie BIC IT Services at ELLC

It was a pleasure meeting with everyone today to ensure the success of the BowieBIC office and mission.

I wanted to summarize the finer points of our discussion today so that we are all clear on the status/go-forward plan:

1. Internet service for BowieBIC is provided by Bowie State University

2. COMCAST has setup both a wired and wireless private Local Area Network for BowieBIC which leverages the internet access provided by Bowie State University
3. The BowieBIC office has decided to do away with land lines in favor of wireless phones to be provided by a 3rd-party vendor (BSU is supportive of this decision)
4. Since fax service is still required, a separate request must be submitted by BowieBIC to the Bowie IT Telephone Services area to supply 1 analog phone service line to connect the BowieBIC fax machine (location must also be provided)

If I missed anything and/or got any of the details incorrect, please feel free to modify.

Thanks,

Maurice



Maurice A. Tyler

Vice-President for Information Technology and Chief Information Officer

Division of Information Technology

[Bowie State University](#)

14000 Jericho Park Road, Bowie, MD 20715-9465

o. 301.860.3957 • f. 301.860.3954 • matyler@bowiestate.edu

-----Original Appointment-----

From: Anthony Philip Savia <ASAVIA@bowiestate.edu>

Sent: Monday, August 30, 2021 9:25 AM

To: Anthony Philip Savia; Maurice Tyler; Darryl Williford (dwilliford@bowiestate.edu); Michael Harris; lisa.smith@bowiebic.com; Crystal Clark

Cc: troy_harding@cable.comcast.com

Subject: Finalize Bowie BIC IT Services at ELLC

When: Tuesday, August 31, 2021 11:30 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

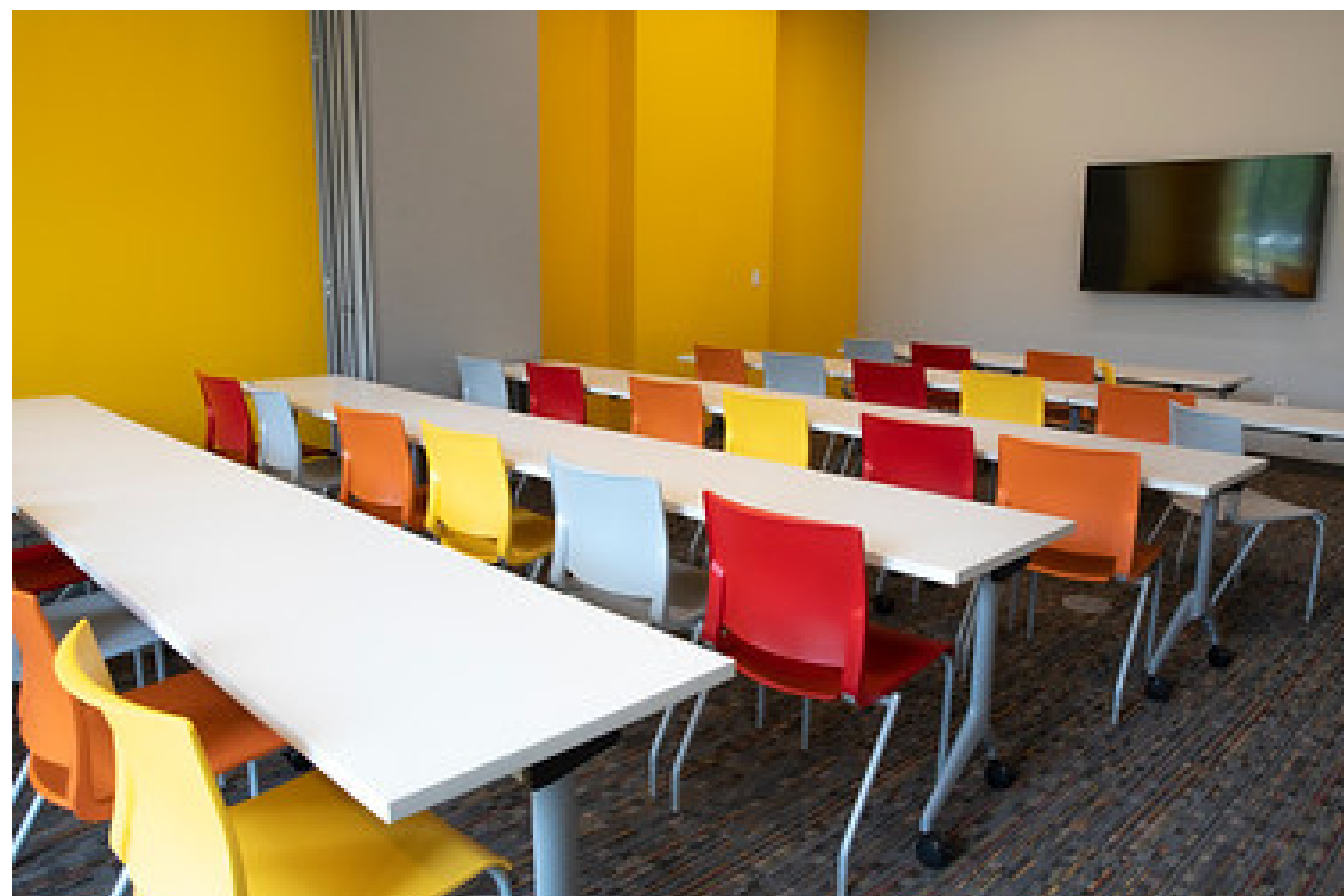
[Click here to join the meeting](#)

Or call in (audio only)

[+1 240-468-7910,,161295356#](#) United States, Bethesda

Phone Conference ID: 161 295 356#

[Find a local number](#) | [Reset PIN](#)



Entrepreneurship Innovation Center

OPEN HOUSE

**Entrepreneurship Academy &
Bowie Business Innovation Center (BIC)**

WEDNESDAY, SEPTEMBER 15, 2021
11 AM TO 1 PM
AND/OR
4 PM TO 5 PM

Drop in for a tour of the new Entrepreneurship Innovation Center and to meet the Entrepreneurship Academy team and the Bowie BIC team and resident entrepreneurs.

Light refreshments will be provided.



Board of Directors Meeting

October 15, 2021

VISION

The Bowie Business Innovation Center (Bowie BIC) builds wealth and drives the increasing economic impact generated by the diverse and growing entrepreneurial community in Prince George's County.

MISSION

The Mission of the Bowie Business Innovation Center (Bowie BIC) is to accelerate company growth, innovation and job generation in the City of Bowie and Prince George's County.



Board of Directors Meeting

October 15, 2021

Join Zoom Meeting--Using Meeting Link
<https://us02web.zoom.us/j/3547113915>

Meeting ID: 354 711 3915

One tap mobile: +13017158592, 3547113915# US (Washington D.C)

Board Meeting Agenda

8:30 – 9:30 AM

- | | | |
|-------|---|------------------|
| I. | Call to Order | Ragland |
| II. | Welcome to New Board Member Cy Alba, PilieroMazza | Ragland |
| III. | Approval of Minutes | Wade/Clark |
| | a. Board Meeting Minutes – September 10, 2021 (Attached) | |
| IV. | Financial Reports | Bussink/L. Smith |
| | a. September Financials | |
| V. | New Business | |
| | a. Update on Bowie BIC MOU with BSU | L. Smith |
| | b. 8(a) Accelerator Fall 2021 Program | L. Smith |
| VI. | Bowie State University Update | Swinton |
| | Old Business | |
| | a. Client Information (Attached) | L. Smith |
| | b. Executive Director's Report (Attached) | |
| VII. | Other Business and Announcements | All |
| VIII. | Board Calendar: | |
| | • TEDCO Prince George's County Pop Up Oct. 20 from 5:30-7:30 PM | |
| | • 8(a) Accelerator Zoom Overview Oct. 22 from 10:00-11:00 AM | |
| | • TEDCO Expo at The Hotel College Park Oct. 25, 2021 | |
| | • 8(a) Accelerator Online Launch Oct. 29 from 8:30 AM-12 noon | |
| IX. | Confirmation: <u>Next Bowie BIC Zoom Board Meeting November 12 from 8:30-9:30 am</u> | |
| X. | Adjourn Board Meeting | Ragland |



Isaias "Cy" Alba, IV

Partner

202.857.1000

ialba@pilieromazza.com

Practice Areas

Government Contracts

Litigation & Dispute Resolution

Business & Transactions

Intellectual Property & Technology Rights

Audits & Investigations

Cybersecurity & Data Privacy

False Claims Act

Mergers & Acquisitions

Bid Protests

Cy counsels clients on a broad range of government contracting matters before government agencies and federal courts, which includes overall regulatory compliance with the Small Business Administration's (SBA) small business programs. He represents small and mid-sized government contractors looking to structure compliant teaming, joint venture, and mentor-protégé agreements. Cy also handles the prosecution and defense of small-business size and status protests; appeals before the SBA and the Office of Hearings and Appeals; as well as bid protests before the Government Accountability Office, the Court of Federal Claims, and the U.S. Court of Appeals for the Federal Circuit.

Cy's work for federal contractors includes the preparation, negotiation, and prosecution of Contract Dispute Act claims, requests for equitable adjustment, termination for convenience settlements, and defense of suspensions and debarments. He also works with clients on the preparation of Organizational Conflict of Interest (OCI) mitigation plans and related OCI concerns, as well as intellectual property licensing, copyright, trademark, and data rights issues under the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement.

Working closely with PilieroMazza's Business & Transactions Group, Cy assists federal contractors to structure mergers and acquisitions, corporate restructurings, and partner buyouts to ensure these transactions meet the client's objectives and are compliant with federal procurement laws and regulations. Transactions typically range from small transactions to single acquisitions valued at \$100M.

Cy also counsels clients on certain International Traffic in Arms Regulations compliance issues and the preparation of technical assistance agreements and/or manufacturing licensing agreements for the export of defense articles and data.

Education

**The Catholic University of America,
Columbus School of Law, J.D.,**

2004, *cum laude*

Saint Joseph's University, B.A., 2001

Bar/Court Admissions

District of Columbia

Massachusetts

U.S. Court of Federal Claims

U.S. Court of Appeals, Federal Circuit

U.S. District Court, District of Columbia

BOWIE BUSINESS INNOVATION CENTER, INC.

MEETING OF THE BOARD OF DIRECTORS

The board of directors of the Bowie Business Innovation Center, Inc., a Maryland non-stock corporation (the 'Corporation') met via Zoom on Friday, September 10, 2021.

Present: Greg Bussink, Jesse Buggs, Denita Conway, John Halley, Wendy Jenkins, Mark Lawrence, Sherman Ragland, Eben Smith, Lisa Smith

Absent: Magdalena Gebrekristos, Adam Santavicca, Eben Smith, Brent Swinton, Charlene Wade

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:32 am.

2. APPROVAL OF THE MINUTES

Ms. Conway made a motion to approve the July 2021 meeting minutes. The motion was seconded by Mr. Lawrence and approved by the board.

3. FINANCIAL REPORT

- Financials for July and August 2021 were included in the packet for review, as there was no board meeting in the month of August.
- We continuing to accrue for rent to the University.
- There was a glitch at WesBanco Bank due to an upgrade in their computer system. Some tenant and affiliate fees were not collected in the month of August. The issue has been resolved and unpaid funds will be reflected in the September financials.
- The Prince George's County Council letter was received dated September 7th stating approval of \$100K grant for FY22.

4. NEW BUSINESS

- Ms. Smith sent a letter to Tony Savia, VP Administration and Finance at BSU stating that the board had approved a financial cap of \$50K for all expenses in FY22 in the absence of an unsigned MOU.
- Mr. Ragland instructed Ms. Smith to send additional letters to Mr. Savia if expenses above the \$50K were incurred. The letter will state that Ms. Smith will need to take the additional expenses to the board as she does not have the authority to override the \$50K that was approved in the FY22 budget.
- Ms. Smith outlined operational issues which include parking, telephones, keys and locks, a temporary patch for internet, drinking water, air conditioning, etc.
- Mr. Ragland instructed Ms. Smith to submit letters regarding operational issues to Mr. Swinton and cc anyone that could assist in providing resolution.
- Additional concerns about issues related to the unsigned MOU were discussed.
- Cy Alba, attorney with PilieroMazza will be asked to join the Bowie BIC as a board member, to replace Mr. Miller, attorney with Joseph, Greenwald and Laake, who resigned suddenly for family reasons.
- If Mr. Alba is approved, he will be asked to assist in reviewing the MOU.
- Board level issues will be discussed with Dr. Breaux, BSU President at the appropriate time.

5. OLD BUSINESS

- A final Bowie Business Recovery Report PowerPoint was presented to the City of Bowie Economic Development Committee. The report was well received and will be submitted to the City Council with a letter of support from the EDC.

Mr. Ragland adjourned the meeting at 9:52 am. Ms. Jenkins made the motion, and it was seconded by Mr. Smith. The next meeting of the Bowie BIC Board of Directors will be held on October 15th at 8:30 am via Zoom.

Respectfully Submitted,

Crystal Clark
Recording Secretary

Bowie Business Innovation Center (Bowie BIC)

10/14/21

Balance Sheet

Accrual Basis

As of October 14, 2021

	<u>Oct 14, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	262,348
10001 · WesBanco Checking	81,170
Total Checking/Savings	<u>343,518</u>
Total Current Assets	<u>343,518</u>
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,112
Total Fixed Assets	<u>3,016</u>
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	<u>675</u>
TOTAL ASSETS	<u>347,209</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-165
22001 · WesBanco Credit Card 9135 CC	5,460
Total Credit Cards	<u>5,295</u>
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	49,152
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	<u>53,647</u>
Total Current Liabilities	<u>58,942</u>
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	<u>1,785</u>
Total Liabilities	<u>60,727</u>
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	-8,273
Total Equity	<u>286,482</u>
TOTAL LIABILITIES & EQUITY	<u>347,209</u>

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July through September 2021

	Bowie Business Recovery	FY21 TEDCO Tech Commercializati	Head Quarters	TOTAL
Income				
43400 · Direct Public Support				
43405 · Government Grants				
43415 · City of Bowie	40,000.00	0.00	35,000.00	75,000.00
Total 43405 · Government Grants	40,000.00	0.00	35,000.00	75,000.00
Total 43400 · Direct Public Support	40,000.00	0.00	35,000.00	75,000.00
45000 · Investments				
45030 · Interest-Savings	0.00	0.00	39.09	39.09
Total 45000 · Investments	0.00	0.00	39.09	39.09
45500 · Tenant Rental Income				
45510 · Affiliate Client Fees	0.00	0.00	5,950.00	5,950.00
Total Income	40,000.00	0.00	46,194.09	86,194.09
Gross Profit	40,000.00	0.00	46,194.09	86,194.09
Expense				
60500 · Gen. & Administrative Expenses				
60550 · Management Fees - Exe Dir	0.00	0.00	20,163.68	20,163.68
60600 · Administrative Salaries				
60601 · Worker's Compensation Insurance	0.00	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	495.00	495.00
60600 · Administrative Salaries - Other	0.00	0.00	17,707.06	17,707.06
Total 60600 · Administrative Salaries	0.00	0.00	19,213.06	19,213.06
60650 · Health Insurance				
60700 · Payroll Expenses	0.00	0.00	615.81	615.81
60725 · Payroll Fees	0.00	0.00	65.00	65.00
60750 · FICA/Social Security	0.00	0.00	1,392.44	1,392.44
60800 · SUTA	0.00	0.00	47.40	47.40
60825 · FUTA	0.00	0.00	5.28	5.28
Total 60700 · Payroll Expenses	0.00	0.00	1,510.12	1,510.12
60900 · Business Expenses	0.00	0.00	501.37	501.37
Total 60500 · Gen. & Administrative Expenses	0.00	0.00	42,004.04	42,004.04
62700 · Contract Services				
62800 · Facilities and Equipment	16,000.00	5,000.00	0.00	21,000.00
62810 · Depr and Amort - Allowable	0.00	0.00	291.78	291.78
62840 · Equip Rental and Maintenance	0.00	0.00	3,024.75	3,024.75
62845 · Computer/Equipment Install Svcs	0.00	0.00	4,477.34	4,477.34
62871 · Liability Insurance	0.00	0.00	1,424.00	1,424.00
62890 · Rent	0.00	0.00	9,216.00	9,216.00
Total 62800 · Facilities and Equipment	0.00	0.00	18,433.87	18,433.87
62860 · Software licenses expense				
62880 · Website	0.00	0.00	190.67	190.67
65000 · Operations	2,250.00	0.00	0.00	2,250.00
65010 · Books, Subscriptions, Reference				
65020 · Postage, Mailing Service	0.00	0.00	443.01	443.01
	0.00	0.00	16.57	16.57

12:27 PM

10/14/21

Accrual Basis

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July through September 2021

	Bowie Business Recovery	FY21 TEDCO Tech Commercializati	Head Quarters	TOTAL
65040 · Supplies	0.00	0.00	2,666.67	2,666.67
65050 · Telephone, Telecom	0.00	0.00	1,407.58	1,407.58
65060 · Internet Expense	0.00	0.00	468.91	468.91
Total 65000 · Operations	0.00	0.00	5,002.74	5,002.74
65100 · Marketing Expense				
65160 · Special Event Expense	0.00	0.00	385.43	385.43
65165 · Meals and Entertainment	0.00	0.00	84.15	84.15
65100 · Marketing Expense - Other	0.00	0.00	832.50	832.50
Total 65100 · Marketing Expense	0.00	0.00	1,302.08	1,302.08
66100 · Other Expenses	168.67	0.00	161.04	329.71
68300 · Travel and Meetings	0.00	0.00	82.17	82.17
Total Expense	18,418.67	5,000.00	67,176.61	90,595.28
Net Income	21,581.33	-5,000.00	-20,982.52	-4,401.19

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget vs. Actual
 July through September 2021

Accrual Basis

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	75,000	65,000	10,000	115%
43500 · Direct Corporate Sponsorship	0	10,000	-10,000	0%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	39	55	-16	71%
45200 · Other Client Fees	0	0	0	0%
45500 · Tenant Rental Income	5,950	5,400	550	110%
45510 · Affiliate Client Fees	5,205	5,550	-345	94%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	0	0	0%
Total Income	86,194	105,880	-19,686	81%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	86,194	105,880	-19,686	81%
Expense				
60500 · Gen. & Administrative Expenses	42,004	60,146	-18,142	70%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	750	-750	0%
62700 · Contract Services	21,000	32,500	-11,500	65%
62800 · Facilities and Equipment	18,434	16,983	1,451	109%
62860 · Software licenses expense	191	680	-489	28%
62880 · Website	2,250	250	2,000	900%
65000 · Operations	5,003	6,019	-1,016	83%
65100 · Marketing Expense	1,302	1,500	-198	87%
65130 · Membership Expense	0	0	0	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	330	500	-170	66%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	82	600	-518	14%
Total Expense	90,595	119,928	-29,333	76%
Net Income	-4,401	-14,048	9,647	31%

BOWIE BIC CLIENTS AND PROSPECTS

As of September 30, 2021

RESIDENT COMPANY	DIST	CEO	INDUSTRY	GRAD.
Ops Tech Alliance Bowie, MD 20715	4	Euripides Rubio	Technology training; cybersecurity	7/1/2017 - 6/31/2021
foodresource llc Bowie, MD 20720	1	Ames Perry	Food labeling consulting	5/1/2018 - 6/30/2021
K. Duncan and Company Bowie, MD 20715	4	Kevin Duncan	CPA Services-Gov. Con	3/1/2020- 2/28/2023

AFFILIATE COMPANY	DIST	CEO	INDUSTRY	SINCE
Avant Garde Engineering Technology Upper Marlboro, MD 20772	9	Marcellus Major	Cyber security services	4/1/2014
Canfield CyberDefense Group Olney, MD 20832	4	Rosy Canfield	Cyber security software services	10/1/2018
Long Term Care Management Systems Odenton, MD 21113	4	Kaz Parker	Web-enabled customer management software	4/1/2017
CyberSecurity Innovations Bowie, MD 20715	4	Al Conteh	Cybersecurity services	10/1/2019
Animated Catalogs Mobile Apps Bowie, MD 20720	4	Daniel Akintonde	Mobile Apps	3/1/2020 *2018 Client
Silver Canady Associates Bowie, MD 20715	4	Tisa Silver	Educational consulting	R:1/2020-7/2121 A: 8/2021-
Sage Services Group (Graduate) Bowie, MD 20715	4	Sonya Hopson	Project management; training	7/1/2013

PROSPECT COMPANY	STATUS	INDUSTRY	INTEREST
Aurora Technical Services, Inc.	Interest in 2021	IT Services, Consulting	Affiliate
Doubbs Defense	Interest in 2021	Cybersecurity Services	Affiliate
Dynamic Services Integration Corp.	Interest in 2021	IT Services Consulting	Affiliate
ArtPlayLearn, LCC	Interest in 2021	Ed.Managmt. System	Affiliate



Executive Director's Report

Board Meeting

October 15, 2021

CLIENT UPDATE

As of September 30, 2021, there are 10 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 7 Affiliate/Non-Resident/Graduate companies. A list of the current companies and prospect pipeline is attached.

BOWIE BIC OPERATIONS UPDATE

Everyone coming to campus must be vaccinated, as required by the University System of Maryland (USM). Students who are not vaccinated must take their classes online. Visitors to the Entrepreneurship Living Learning Community (ELLC) and to Bowie BIC offices are all screened for temperature on arrival. The Bowie BIC management team, resident clients and business counselors are now working regularly in the new Bowie BIC offices in the ELLC.

COUNSELING AND TRAINING

Dates	September Training/Counseling/Events	Instructor/Program	Attendees
Sept 21	Introduction to Entrepreneurship & MWBC	Angie Duncanson/MWBC	3
Sept 21	Coffee & Connections	Angie Duncanson/MWBC	2
	MWBC Counseling	Angie Duncanson/MWBC	58
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	89
	Total		147

All Bowie BIC counseling and training is now conducted online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

CLIENT SERVICES

- Bowie BIC affiliate client Dr. Tisa Silver Canady has met with the Provost and continues to work with Bowie State leadership to explore the feasibility of establishing a new Center for Collegiate Financial Wellness at Bowie State.
- Bowie BIC's next Online Open Door Session with TEDCO will be scheduled in October with Tiffany Davis, TEDCO's team member in Prince George's County, managing the new Urban Business Innovation Initiative (UBII), which targets tech-based founders from underserved communities.
- Bowie BIC has made introductions to tech talent and made office space recommendations for Bowie business ArtPlayLearn, LLC, a recent recipient of a \$100,000 UBII TEDCO grant in to develop an online registration dashboard for the learning management system the company is developing.

MARKETING

- Each issue of Bowie BIC's THIS WEEK e-blast newsletter includes a graphic promoting membership in Bowie BIC. The distribution list for THIS WEEK has been expanded to utilize the new business databases developed through the Bowie Business Recovery (BBR) program as part of the recruitment of new Bowie BIC members.
- Bowie BIC worked with John Henry King, Economic Development Director for the City of Bowie to host the October 13 meeting of the City's Economic Development Committee at the Entrepreneurship Living Learning Community (ELLC). BSU President Aminta H. Breaux and BSU VP of Institutional Advancement Brent Swinton provided an update on the university. Bowie BIC Executive Director Lisa Smith provided an update on Bowie BIC and provided a tour of the building for meeting participants. Bowie BIC also handled meeting and parking arrangements for this event and will be reimbursed by the City of Bowie for meeting assistance.
- Bowie BIC is working with Candi Dailey/Potomac Hospitality Group to develop a plan to provide technical business assistance to the food service companies who participate in the Bowie Rental Kitchen initiative that Ms. Dailey plans to launch in January 2022. Ms. Dailey is working with 14 food service companies (bakers, caterers and food trucks) who lease space in her current shared kitchen space in Bowie, which will be expanded this fall to serve up to serve up to 50 companies each month in 2022. Ms. Dailey's plan it to develop a pipeline of food service expertise that could open brick and mortar restaurants in Bowie and Prince George's County.
- The Maryland Business Innovation Association (MBIA) is launching a new TEDCO-funded COMMERCIALIZATION IMPACT GRANT- FY22 (MCIG) in November 2021. This competitive grant program replaces the legacy TEDCO Incubator Assistance Grant and Business Commercialization Impact Grant Programs from prior years. The MCIG Program will benefit existing Bowie BIC clients and give us a new marketing tool for attracting new clients to Bowie

BIC. The MCIG is designed to channel up to \$10,000 in grant funding per project through the MBIA Member Center leadership and into eligible companies within their center community. The focus of these funds is to provide strategic benefits to aid in the commercialization efforts of promising innovative companies - that will propel success and growth in Maryland. This Grant will operate as a rolling grant enrollment process. Grant Proposal Submissions will be reviewed during the first week of every month – from November Oct 2021 through June 2022. Decisions will be made to support or not support the grant via a Grant review Committee comprised of various Leaders within the Innovation Community – representing the MBIA Board, TEDCO, and other state leaders. Notification and Grant contracts will be distributed at the end of each month. In a change from previous TEDCO grants, this grant funding will go directly to the vendor providing services under the grant.

BIC SIGNATURE PROGRAMS

Bowie Business Recovery Assistance Program

- The seven-month Bowie Business Recovery (BBR) Program ended in July and the final written report has been sent to the Bowie City Manager. We expect the final \$20,000 payment from the City on this grant in October. This initiative, conducted in collaboration with the Greater Bowie Chamber of Commerce delivered a total of 73 online business training and education programs that connected 138 business registrants in the City of Bowie. The BBR Program also assisted an additional 680 registered business outside the city limits of Bowie, but within Prince Georges County, with technical business training and education.

Bowie 8(a) Accelerator

- Capital One funding of \$40,000 for the Fall 2021 online 8(a) Accelerator program was received October 1, 2021.
- Bowie BIC has confirmed updated fall dates (October 29 through December 17, 2021) with the SBA team in the Washington District Office. This cohort will be an online cohort, given the resurgence of COVID-19 variants. The online format also allows for a slightly larger cohort than an in-person cohort. The cohort recruitment already has begun. The 8(a) Accelerator will launch with a Zoom Program Overview October 22. This first session will be October 29.
- Following an RFP process, the Bowie BIC Board approved a contract with Nolan Mackenzie to provide project management for the Fall 2021 8(a) Accelerator program at a price of \$38,500.

BSU Partnership

- The BSU Entrepreneurship Academy has been an excellent partner with Bowie BIC, working with us through the planning for the ELLC, the move to ELLC and resolutions of facility issues at ELLC following the move. We are now working in close collaboration on our joint programs for the upcoming months.

- Bowie BIC Executive Director and Operations Director worked closely with EA to support BSU's online HBCU Entrepreneurship Conference September 30-October 1. The conference attracted 625 registrants from across the U.S. Bowie BIC Executive Director Lisa Smith participated in a panel on Entrepreneurship Center best practice at HBCU's and moderated a session on experiential learning. In addition, BIC Board member Mark Lawrence/Inncuvate participated in a session.
- Bowie BIC and the Entrepreneurship Academy have prepared a calendar of events for students this semester. One of the major events will be during Global Entrepreneurship Week Nov. 8-12, 2021.

Development

- There is no update on the proposed Congressional earmark for an 8(a) Accelerator Center for Excellence program coordinated by Bowie State with Bowie BIC, to bring the 8(a) Accelerator program to several HBCU's as part of a two-year, potentially \$3 million pilot. We understand that this project earmark will likely be addressed as part of the appropriations process. If that is the case, we should know the status of the earmark in November.
- We have been advised by Derrick Coley, Special Assistant for Government Affairs at BSU that organizations, such as SBA may receive increased federal grant funding that could be utilized by the 8(a) Accelerator program. We are monitoring this and should know the status of this in November.
- U.S. Small Business Administration (SBA) has not announced the winners of the Community Navigator grant program yet. Bowie BIC is part of the Prince George's County grant proposal team submission for this grant. Bowie BIC is in discussion with FSC First to participate in a \$10,000 pilot program for the County, based on the Hub and Spoke model outlined in the SBA Community Navigator grant that was submitted in August. The pilot could begin before the end of this calendar year.
- Bowie BIC was nominated by BIC Board member Greg Bussink to apply for a grant through the CliftonLarsonAllen Foundation. We submitted a Letter of Interest for a \$20,000 grant and will be notified in mid-October if we will be invited to submit a full application.

Administration and Operations

- Bowie BIC and its resident clients continue to sort out the operational issues (keys, pass cards, etc.) and new university processes associated with our new space in the Entrepreneurship Living Learning Center (ELLC). We moved two months ago,
- The lack of any provision by BSU to provide for parking in the lot adjacent to the ELLC for our management team, resident clients, business counselors and visitors has directly impacted operations for all parties and been a huge distraction. We have received written complaints from all involved. Training activities and counseling have been moved off campus. Meetings with prospects have gone online and we have delayed inviting visitors, such as Bowie City Council members, to meet with us and tour our space, because there is no parking provision yet.

- BSU VP for Administration and Finance has invited us to resume discussions about our MOU and Operating Agreement the Week of October 25 and suggested several dates for this meeting.
- Bowie BIC has signed a letter of Engagement with CliftonLarsonAllen (CLA) to prepare our 990 tax filing due November 15. We are submitting all the financial information required for our 990 through the new online portal CLA created for this process.

Next Meeting:

Bowie BIC Board Meeting

November 12, 2021

Zoom Meeting

8:30 to 9:30 AM