



City of Bowie

Regular City Council Meeting

Monday, June 6, 2022
Council Chambers - 8 p.m.
AMENDED – FRIDAY, JUNE 3, 2022 – 4:25 P.M.

AGENDA

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
 - A. Presentation by LAYC Maryland Multicultural Youth Center
 - B. Presentation of Proclamation to Evelyn Policarpio, 2022 Prince George's County Teacher of the Year
 - C. Presentation of Certificates to Youth Council
 - D. Presentation of Proclamation to Lisa Smith, Bowie BIC Executive Director
- VII. CITY BOARDS AND COMMITTEES**
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A. Approval of May 16, 2022 Meeting Minutes
 - B. Adoption of Proclamation P-15-22 Proclaiming June 2022 as Men's Health Month in the City of Bowie
 - C. Adoption of Proclamation P-16-22 Proclaiming June 19, 2022 as Juneteenth in the City of Bowie
 - D. Adoption of Proclamation P-17-22 Recognizing June 4-12, 2022, as Chesapeake Bay Awareness Week in the City of Bowie
 - E. Adoption of Proclamation P-18-22 Proclaiming June 20-26, 2022 as Pollinator Week in the City of Bowie
 - F. Adoption of Resolution R-16-22 Accepting Bid Proposal for On-Call Plumbing Services
 - G. Adoption of Resolution R-17-22 Accepting Bid Proposal for On-Call Electrical Services

- H. Adoption of Resolution R-18-22 Accepting Bid Proposal for Custodial Services at the Public Works Department
- I. Adoption of Resolution R-19-22 Accepting Bid Proposal for Grounds Maintenance Services at the Solid Waste Facility, Well and Water Tank Sites, and Wastewater Pump Station Facilities
- J. Adoption of Resolution R-20-22, As Amended - Establishing the Bowie Race Track Property Task Force
- K. Adoption of Resolution R-23-22 Contract Renewal for Street Repair
- L. Adoption of Resolution R-24-22 Waiving Bidding Requirements for the Purchase of One Refuse Truck
- M. Adoption of Resolution R-25-22 Accepting Bid Proposal for Repairs to a Wooden Rail on Mitchellville Road at Route 197

XI. OLD BUSINESS

- A. *Discussion on Mortgage Foreclosure Legislation*

XII. NEW BUSINESS

- A. Bowie BIC Update - The Executive Director of the Bowie Business Innovation Center (Bowie BIC) will provide an update on the City's business incubator located at Bowie State University
- B. Discussion on Belair Drive Speed
- C. Discussion on Juneteenth Celebration

XIII. ADJOURNMENT

Note: The Ethics Commission has advised that under certain circumstances, members of the public may qualify as lobbyists when they testify before the City Council. If so, the Bowie Ethics Ordinance requires that certain information be filed with the Ethics Commission. Please review the information about lobbying that is provided with the City Clerk. If you have any questions about lobbying, please contact the Ethics Commission or the Assistant City Manager.

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 6/8/22 and 6/11/22 at 7:00 p.m., and [web-streamed live](#).

For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2022 Council Meetings list. Once the meeting video opens, be sure to click on “CC” button to turn on closed captioning.

NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - TUESDAY, JUNE 21, 2022 - COUNCIL CHAMBERS - 8:00 P.M.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Presentation by LAYC Maryland Multicultural Youth Center

DATE: 06/02/2022

Emily Luna from the LAYC (Latin American Youth Center) Maryland Multicultural Youth Center will provide information on their services.

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Presentation of Proclamation to Evelyn Policarpio, 2022 Prince George's County Teacher of the Year

DATE: 06/02/2022

Council will present Ms. Evelyn Policarpio, 2022 Prince George's County Teacher of the Year with a proclamation. The Education Committee will also participate in honoring Ms. Policarpio.

ATTACHMENTS: 1. 20220606 - Proclamation P-19-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
RECOGNIZING EVELYN POLICARPIO, PRINCE GEORGE’S COUNTY
TEACHER OF THE YEAR

WHEREAS, Evelyn Policarpio, eighth-grade math teacher at Benjamin Tasker Middle School is a veteran educator, having been teaching for 35 years; and

WHEREAS, Ms. Policarpio has been serving students in Prince George’s County Public Schools for 14 years; and

WHEREAS, Ms. Policarpio has received numerous awards throughout her career, including the 2021 MEGGY Award by the Maryland Educations of Gifted Students, EGATE Outstanding Educator in Gifted and Talented Education – Teacher as Leader, and 2009 Outstanding Teacher by PDK International (AU Chapter 0151); and

WHEREAS, Ms. Policarpio gets her students excited about math, supporting and challenging them, providing outstanding instruction, and creating a welcoming environment; and

WHEREAS, Ms. Policarpio goes above and beyond her teaching duties, building relationships with students, families, and colleagues, and being a resource for fellow teachers, sharing strategies for success in mathematics instruction; and

WHEREAS, Ms. Policarpio is an outstanding educator most deserving of being recognized as the 2022 Prince George’s County Teacher of the Year.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby recognizes Evelyn Policarpio for her exceptional dedication to the education of students at Benjamin Tasker Middle School and congratulates her on being honored as the 2022 Prince George’s County Teacher of the Year.

INTRODUCED, PASSED, and PRESENTED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Presentation of Certificates to Youth Council

DATE: 06/02/2022

At the June 6, 2022 City Council Meeting, Council will present certificates of appreciation to the inaugural members and advisor of the Youth Council, recognizing their dedication and service.

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Presentation of Proclamation to Lisa Smith
Proclamation P-14-22

DATE: 06/02/2022

Proclamation P-14-22 will be presented to Lisa Smith, Bowie BIC Executive Director, recognizing her for her years of service to the City.

ATTACHMENTS: 1. 20220606 - Proclamation P-14-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
RECOGNIZING LISA SUZANNE SMITH
FOR HER YEARS OF SERVICE TO THE CITY

WHEREAS, Lisa Suzanne Smith is an experienced business incubation manager who has established six incubation programs in the Washington-Baltimore area over the last 25 years and conducted business incubation feasibility studies and related projects for over 30 communities around the United States; and

WHEREAS, Lisa Suzanne Smith inspired, nurtured, bolstered, and guided business incubation in Bowie since 2006; and

WHEREAS, Lisa Suzanne Smith prepared the 2007 feasibility study for a business incubator in Bowie and prepared the operating plan to start the Bowie business incubator in 2010; and

WHEREAS, Lisa Suzanne Smith served as the Executive Director of the City's Bowie Business Innovation Center since 2012; and

WHEREAS, Lisa Suzanne Smith's executive leadership guided the 2019 Bowie Business Innovation Center's formation of Bowie Business Innovation Center's 8(a) Accelerator Program launched in collaboration with the United States Small Business Administration); and

WHEREAS, Lisa Suzanne Smith's efforts resulted in 2020 Most Innovative Entrepreneurship Center of the Year Award from the International Business Innovation Association (InBIA) for the Bowie Business Innovation Center.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby thanks Lisa Suzanne Smith for her work, gratefully extends our most sincere best wishes in her future endeavors and wishes her all the best in her retirement.

INTRODUCED, PASSED, AND PRESENTED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk

REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, MAY 16, 2022

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, May 16, 2022, in the Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:02 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag.

QUORUM:

In attendance were Mayor Adams, Councilmembers Boafu, Esteve, Gardner (arrived at 8:20 p.m.), Harrison, Ndebumadu (virtually 8:18 p.m.) and Woolfley, City Manager Lott, Assistant City Manager Mears, City Attorney Levan, Staff, and the Public.

CITIZEN PARTICIPATION:

1. Jeffrey Cooper, Dunwood Crossing Dr. – Thanked Council for their efforts on the mortgage foreclosure issue and stated he was glad to see that it's on an upcoming agenda.
2. Karen Williamson, Dunwood Valley Dr. – Thanked Council for adding the housing/squatter issue as an item on the June 6th agenda and for everything they've done to get to that point.

PRESENTATIONS:

- A. Mr. Shelemiah Griffiths-Johnson, Chair of the Bowie Youth Council, presented their monthly report to Council, providing feedback and results from the Youth Town Hall which was held on April 21st.
- B. Arts and Education Scholarship Recipients – Gabrielle Davidson, on behalf of the Arts Committee, presented the Arts Scholarship to Joshua Kucharski.

LaDonna King, on behalf of the Education Committee, presented the Education Scholarships to Corey Bast, Alexis Denny, Sabrina Lussier, and Jacqueline Wells.

CITY BOARDS AND COMMITTEES:

Mayor Pro Tem Boafu motioned to appoint Ms. Linda Bailey to the Community Recreation Committee for a two-year term. Councilmember Woolfley seconded the motion. Motion passed 5-0 (Gardner not yet present, Ndebumadu did not vote.)

Councilmember Woolfley motion to appoint Mr. Michael Lagua to the Green Team Executive Committee for a two-year term. Mayor Pro Tem Boafu seconded the motion. Motion passed 5-0 (Gardner not yet present, Ndebumadu did not vote.)

Mayor Adams swore-in Ms. Bailey to the Community Recreation Committee and Mr. Lagua to the Green Team Executive Committee.

COUNCIL ANNOUNCEMENTS:

Mayor Adams asked for a moment of silence for the hate crimes and violence that happened over the weekend, everything going on in Ukraine, and the 1,000,000 lives lost due to COVID-19.

Mayor Adams wished a speedy and complete recovery to Senator Chris Van Hollen.

Mayor Adams also congratulated the eighth-grade math teacher from Benjamin Tasker Middle School, Ms. Evelyn Policarpio, for being named the 2022 Prince George's County Teacher of the Year and asked that a proclamation be presented to her at the upcoming June 6th City Council Meeting.

At Mayor Adams' request, City Manager Lott provided information on the upcoming Memorial Day Parade.

CITY MANAGER'S REPORT:

City Manager Lott thanked everyone who went through the budget process, stating that the budget is at the point where it can be voted on and hopefully approved.

CONSENT AGENDA:

Mayor Pro Tem Boafu made a motion to approve Consent Agenda items: A) Approval of May 2, 2022 Meeting Minutes; B) Adoption of Proclamation P-12-22 Recognizing May 21, 2022 as Kids to Parks Day in the City of Bowie; C) Adoption of Proclamation P-13-22 Celebrating Memorial Day 2022, By Honoring Those Whose Lives Were Given in Service to Their Country; D) Adoption of Resolution R-21-22 Awarding a Contract for IT Server Room Clean Agent Fire Suppression System; E) Adoption of Resolution R-22-22 Accepting a Bid Proposal for Glen Allen Pond 2 Repairs Project; and F) Approve Change in Equipment Purchased with FY22 Capital Funds in Communications Division. Councilmember Harrison seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

OLD BUSINESS:

A. FY 2023 Budget Ordinance O-1-22 and Capital Improvements Program Resolution R-12-22 – Adoption of Fiscal Year 2023 Budget and CIP – Councilmember Woolfley moved to approve Budget Ordinance O-1-22 and Capital Improvements Program Resolution R-12-22. Mayor Pro Tem Boafu seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

NEW BUSINESS:

A. Economic Development Strategy Presentation and Briefing – Mr. John Henry King, Economic Development Director, gave the staff report stating that the final draft of the report was received in April and has been posted on the City's website to allow for the public to read it and provide comments. Mr. King stated that staff is recommending that the strategy be accepted and referred to the Economic Development Committee to make suggestions back to the Council for its implementation. Mr. King introduced the consultants from Dr. Richard Clinch from the University of Baltimore Jacob France

Institute and Mr. Bill Cole from Margrave Strategies who, along with Ms. Katie Gerbes and Ms. Jordann Montoya from Margrave Strategies, presented on the four strategic areas of focus and the 12 recommended actions. The four areas of focus were: to utilize creative placemaking to support economic development, with an initial focus on Bowie Town Center; to leverage Bowie State University as the City of Bowie's most natural anchor institution; to distinguish the City as an athletic recreation tourism hub; and to expand the City's business base through targeted business startup expansion and retention efforts. Each of the 12 recommended actions tied into one of the areas of focus.

Mayor Pro Tem Boafó thanked the presenters and City staff for their time and efforts, and Mr. King for 21 years with the City. Mayor Pro Tem Boafó stated that there was some consensus from his colleagues about allowing residents more time to read over the document, bringing it back to the second meeting in June for another public hearing and a discussion and vote, and then sending to the Economic Development Committee after that.

Mayor Pro Tem Boafó asked questions on and discussed engaging with Bowie Town Center (including programming and walkability/safety), the District Council as a partner, redevelopment of aging facilities, the need for additional manpower (staff time) for implementation of the plan, collaboration with Bowie State University, relationships with economic development partners, the Bowie Baysox, and considering during the budget process the investments the City wants to make (in terms of goals and priorities for the next several years.)

Mayor Adams addressed Bowie BIC and Bowie State University, funding, and the Accelerator program.

Councilmember Harrison spoke about entrepreneurship and minority and women owned businesses, county resources and partnership, and the South Lake project and the amenities it will bring to the City.

Councilmember Gardner stated that Mayor Pro Tem Boafó addressed many of his concerns and questions, and asked about the reorganization of the Sears property, along with budget recommendation items such as tenant buildout and employee assistance for home purchasing.

Councilmember Woolfley spoke on placemaking, incentives for employees to work and live here, and tax rebates for employees. He also asked about the effect on the bottom line for the City, in terms of what to prioritize, the transition from a bedroom community to a destination of its own, and the promotion of services.

Councilmember Esteve thanked the presenters and staff and spoke that Bowie, like many other communities, is wrestling with how to deal with changes in the economy. He also spoke on the priorities of residents and tradeoffs, the inevitability of growth in the area, and working proactively for the long-term interests of the community and the residents. It is important to be upfront with the residents. He stated he is on board with 80% of the plan but that everyone needs to be realistic as it is going to be a tough job ahead.

Public Hearing:

1. John Eidsness, Sarah Ln, IT Committee Chair – Comments/presentation attached.
2. Verna Teasdale, Midwood Ln – Thanked Council for their support for the 2nd Old Bowie Celebrates Festival being held on October 1, 2022, spoke about the merging of the Old Bowie Celebrates/International Festival events, and discussed the recommendations of the Economic Development Strategy Presentation as it relates to Old Town Bowie, including the creation of an Arts, Heritage, and Entertainment District.

Since there was no more speakers signed up to speak, Mayor Adams declared the public hearing to have been held.

Mayor Pro Tem Boafu motioned to have this topic eligible again for public hearing during the 2nd meeting in June to allow more residents to have time to digest the document as is, and then following the second meeting in June, forwarding it to the Economic Development Committee. Councilmember Esteve seconded the motion and offered an amendment of having the report be provided in a bulleted format for ease of reading. It was discussed that the presentation is in a bullet point format and is available for residents to review. It was also discussed to boost the visibility of the report. Councilmember Esteve stated he was fine with just the slides and withdrew his amendment. Mayor Pro Tem Boafu restated his original motion. Councilmember Harrison seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

B. Climate Action Plan Implementation – Mr. Joe Meinert, Planning Director, introduced Ms. Ashleigh Diaz, Sustainability Planner, who gave the staff report on the details on the implementation for the Climate Action Plan approved in June 2020. She gave a brief refresher on the Climate Action Plan, stating that the goal is a 50% reduction in emissions by 2030. The implementation plan was created in house by the Green Team, the Environmental Advisory Committee, the Planning staff, and herself. The implementation plan lays out objectives, metrics, and next steps for each of the action items listed in the Climate Action Plan. Ms. Diaz also discussed the comments received during the public comment period during the month of April.

Ms. Diaz stated that next steps are approval of the implementation plan, continuing to lead the way the EV's (Green Fleets, Fuel Reduction Plan, and Residential), and that a new plan would be created in 2025 as the actions are set to take place between 2020 and 2025.

Councilmember Esteve thanked Ms. Diaz for the report and her work, and asked about potential cost savings for composting pickup using the same trucks that pick up yard waste. Ms. Diaz stated that the tipping fees are significantly lower, \$25 a ton for yard waste, and \$45 a ton for food waste, vs. \$70 a ton for trash. There is also a chance for cost savings in bringing yard waste and food waste together.

Councilmember Esteve also asked about the county bill CB-014-2022 related to disposable food service ware, and asked if any conversations have been had within the City about this particular legislation. Ms. Diaz stated not that she is aware but that she has had conversations with Dr. Martha Ainsworth and has been informed about it. Councilmember Esteve suggested that this is something Council take a look at their next upcoming meeting to see if they have any interest on taking a position on this issue.

Councilmember Woofley stated he is pleased to see the continuing efforts on EV's. It is a great thing to do that has a tangible benefit locally and in the macro realm. He echoes Councilmember Esteve's commentary on composting and what can be done there. In terms of plastics and other areas that we find ourselves discussing, he thinks it needs to be done in concert with the broader governing authority. It would be difficult for a geographic area to have an effect on retailers. On the County and State level there would more success in that area, and he thinks whatever the City can do to support those efforts at that level would be important.

Public Hearing:

Since there was no one signed up to speak and there were no comments submitted, Mayor Adams declared the public hearing to have been held.

Councilmember Harrison moved to accept the Climate Action Implementation Plan. Councilmember Gardner seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

C. Adoption of Resolution R-20-22 Establishing the Bowie Race Track Task Force – Mr. Joe Meinert, Planning Director, presented the staff report. A steering committee with numerous representatives has met several times and concluded that it would be a good idea to have a Council appointed task force. The resolution lays out the recommended charge of the committee. Public input and comments would be solicited, and the work would be completed within a ten-month period, having the task force provide recommendations by July 1st of next year.

Mayor Adams thanked Councilmember Harrison for her time and effort, and guidance from others.

Councilmember Esteve spoke on concerns of the subcommittee model, wanting to make sure it would be a collaborative process. He stated it is a very representative group and wants to make sure they operate in good faith. Mr. Meinert stated there would be continuing meetings of the executive steering committee and would provide oversight. They would draw upon the expertise of the subcommittees to design a public process and would be an integrated process.

Councilmember Harrison addressed Councilmember Esteve's concerns, stating that she and the Mayor had had the same concerns, and wanted to make sure the subcommittees would go to the steering committee without having a huge group of people in the decision making process. They would have a charge from the executive committee and would not be acting on their own. A representative of the subcommittees would attend the meetings of the executive committee. It would be very collaborative.

Councilmember Esteve asked if on the executive committee, there could be a representative of the subcommittee. Councilmember Harrison stated that that is the plan. Councilmember Esteve asked if that could be spelled out in the resolution. City Manager Lott stated that City staff work for the Council and could put in whatever they wanted. Councilmember Esteve stated that if verbal direction from Council is good enough, then he is okay with that. He just wanted to make sure that is clear in the process. Mayor Adams asked if Mr. Meinert had that information and direction.

Public Hearing:

Since there was no one signed up to speak and there were no comments submitted, Mayor Adams declared the public hearing to have been held.

Councilmember Esteve moved to adopt Resolution R-20-22 Establishing the Bowie Race Track Task Force. Councilmember Harrison seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

ADJOURNMENT:

Mayor Pro Tem Boafu motioned to adjourn the Regular City Council meeting. Councilmember Woolfley seconded the motion. Motion passed 6-0 (Ndebumadu did not vote). The meeting adjourned at 10:12 p.m.

May 16, 2022

Respectfully submitted,

Carolyn Fifer (for City Clerk Awilda Hernandez)
Administrative Associate to the City Clerk



Information Technology Committee

Comments on Draft Economic Development Strategy

The Bowie City Council consistently demonstrates its commitment to eliminate the Digital Divide for residents and make its City operations secure, effective, and cost efficient. All City policies about public and private development should facilitate secure, effective, affordable digital access for residents and businesses.

Access to digital communications is as much a necessity as power, water, and waste management. The City's review of the Draft Economic Development Strategy should include evaluating its impact on:

- Affordable Access to Data Services
- Building Design
- Energy Use
- Water and Waste Management

The City might not enjoy express authority to require certain standards that the Draft recommends but as stated in the Draft Economic Development Strategy:

The City's stated opinion on projects does carry weight with the Prince George's County Planning Board



City Residents and Businesses Benefit from Access to Multiple Data Carriers

As Economic Development opportunities are considered the City should insist developers assure residents and businesses have a choice of data providers. The IT Committee has heard complaints from residents that have access to only one Internet Provider and therefore no opportunity to bargain for lower prices or better service.

This is particularly true in rental units where the cost of installing a new fiber optic line across a landlord's property is a barrier to new providers. In a related area of City interest, restricted access also applies to providing electric power to vehicle charging stations.

The City's Dig Once Policy should apply to all development to include pre-installed spare facilities from the public right of way, across private property, and into each building. This assures that more than one internet provider would be available to tenants throughout the useful life of the building.

The last mile of digital access should not be a monopoly, nor should it be ugly.



Commercial Façade Improvement Program

The Draft Economic Development Strategy recommends the City establish a Commercial Façade Improvement Program. This provides the City with an opportunity to address both existing buildings as well as new development.

As stated earlier, residents and businesses need choices for multiple data providers. In addition to underground service, these choices will include light pole or rooftop access for wireless data antennas, satellite and microwave dishes, or free-space optical data transmission.

The City's "Small Wireless Facilities Design Guidelines" when applied to a Commercial Façade Improvement Program will provide benefits that support the recommendations in the Draft Plan:

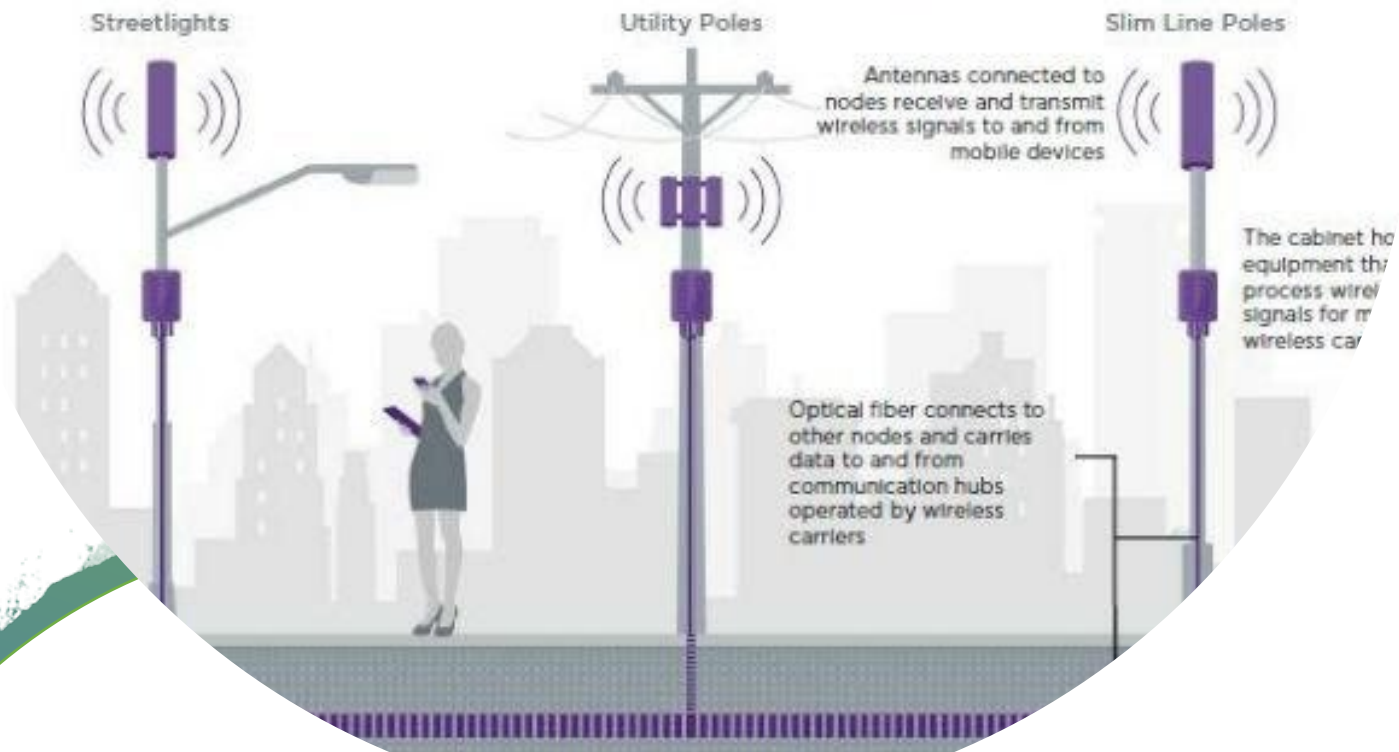
- Allow access to multiple sources of data communication
- See that antennas aren't ugly eyesores
- Architectural screening to camouflage roof antennas improves worker safety as well aesthetic value



Roof Lines Can Be Ugly or Maintain Original Character



Photos of sites in Bowie and Annapolis



•DIG ONCE ... Pre-Install Spare Paths for Future Technology

•**DIG ONCE** with Multi-Cell Conduit wherever feasible – The first installation places multi-cell conduit with spare duct available for later installations.

- Eliminate excavation for future installation
- Eliminate first provider site capture
- Spare duct management is common practice for telecom companies and has been adapted for private property easements and maintenance requirements

See: Ocean City Boardwalk

City of Bowie MD

Council Ordinances and Resolutions

City of Bowie Dig Once Guidelines

- Ordinance O-2-1

City Development Plan

- The Economic Prosperity Section addresses Smart Technology

Smart Technology Resolution R-9-21

- Smart Technology Solutions for Residents and City Operations
- Addresses the Digital Divide

City of Bowie Small Wireless Facilities Design Guidelines, April 2019



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Proclamation P-15-22 Proclaiming June 2022 as Men's Health Month in the City of Bowie

DATE: 06/02/2022

ATTACHMENTS: 1. 20220606 - Proclamation P-15-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING JUNE 2022 AS MEN’S HEALTH MONTH
IN THE CITY OF BOWIE

WHEREAS, despite advances in medical technology and research, men continue to live an average of five years less than women with Native American and African American men having the lowest life expectancy; and

WHEREAS, COVID-19 variants continue to spread across the country, with the Centers for Disease Control reporting that males are more likely to die from this pandemic; and

WHEREAS, encouraging safe behaviors including social distancing, wearing masks, and being vaccinated will help stop the spread of COVID-19; and

WHEREAS, educating the public and health care providers about the importance of a healthy lifestyle and early detection of male health problems will result in reducing rates of mortality from disease; and

WHEREAS, men who are educated about the value that preventive health can play in prolonging their lifespan and their role as productive family members will be more likely to participate in health screenings; and

WHEREAS, fathers who maintain a healthy lifestyle are role models for their children and have happier, healthier children; and

WHEREAS, Men's Health Network worked with Congress to develop a national men’s health awareness period as a special campaign to help educate men, boys, and their families about the importance of positive health attitudes and preventative health practices; and

WHEREAS, the Men’s Health Month website has been established at www.MensHealthMonth.org and features resources, proclamations, and information about awareness events and activities, including Wear Blue Day; and

WHEREAS, Men's Health Month will focus on a broad range of men's health issues, including heart disease, mental health, diabetes, and prostate, testicular and colon cancer; and

WHEREAS, the citizens of Bowie are encouraged to increase awareness of the importance of a healthy lifestyle, regular exercise, and medical check-ups.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby declares June 2022 as Men’s Health Month in the City of Bowie and encourages all of our citizens to pursue preventative health practices and early detection efforts throughout the year.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Proclamation P-16-22 Proclaiming June 19, 2022 as Juneteenth in the City of Bowie

DATE: 06/02/2022

ATTACHMENTS: 1. 20220606 - Proclamation P-16-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING JUNE 19, 2022 AS JUNETEENTH IN THE CITY OF BOWIE

WHEREAS, Juneteenth commemorates the traditional observance of the end of slavery in the United States and is observed annually on June 19; and

WHEREAS, on January 1, 1863, President Lincoln issued the Emancipation Proclamation, declaring that "all persons held as slaves within any State or designated part of a State, the people whereof shall then be in rebellion against the United States, shall be then, thenceforward, and forever free;" and

WHEREAS, President Lincoln correctly believed slavery to be in violation of the principles of the Declaration of Independence and that its abolition represented a "new birth of freedom" for the United States; and

WHEREAS, on June 19, 1865, Major General Gordon Granger and his regiment arrived in Galveston, Texas and spread the word that slavery had been abolished, more than two years after the Emancipation Proclamation had been issued; and

WHEREAS, the following year, the first official Juneteenth celebrations took place in Texas and have continued across the Nation for 155 years; and

WHEREAS, Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery; and

WHEREAS, Juneteenth is an important opportunity to honor the principles of the Declaration of Independence and celebrate the achievements and contributions African-Americans have made, and continue to make, in the City of Bowie and across the United States.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby proclaims June 19, 2022 as Juneteenth in the City of Bowie and urges all citizens to join in this important celebration.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Proclamation P-17-22 Recognizing June 4-12, 2022 as Chesapeake Bay Awareness Week in the City of Bowie

DATE: 06/02/2022

ATTACHMENTS: 1. 20220606 - Proclamation P-17-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING JUNE 4-12, 2022, AS CHESAPEAKE BAY AWARENESS WEEK
IN THE CITY OF BOWIE

WHEREAS, the Chesapeake Bay is the largest and was, at one time, the most productive estuary in the United States; and

WHEREAS, the Chesapeake Bay stretches 200 miles from Havre de Grace, Maryland, to Norfolk, Virginia, with an average depth of 21 feet and width between 3.4 and 35 miles, supporting more than 3,600 species of plant and animal life; and

WHEREAS, the Chesapeake Bay Watershed drains 64,000 square miles of land stretching from New York to Virginia and is home to more than 17 million people; and

WHEREAS, the City has more than 50 miles of stream leading to the Chesapeake Bay and has several initiatives to improve the water quality of those streams; and

WHEREAS, the City understands the environmental, educational, recreational, and economic importance of this vital resource, and acknowledges its integral role in the history of the State of Maryland; and

WHEREAS, the Maryland State Legislature, the Metropolitan Washington Council of Governments and the Commonwealths of Pennsylvania and Virginia have recognized the importance of Chesapeake Bay Week Awareness Week.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby proclaims the week of June 4-12, 2022, as Chesapeake Bay Awareness Week in the City of Bowie and urges all residents to discover the connections between themselves, the City, and the Bay.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a Regular Meeting on the Sixth Day of June, 2022.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Proclamation P-18-22, Proclaiming June 20-26, 2022 as Pollinator Week in the City of Bowie.

DATE: 06/02/2022

ATTACHMENTS: 1. 20220606 - Proclamation P-18-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING JUNE 20-26, 2022, AS POLLINATOR WEEK
IN THE CITY OF BOWIE

WHEREAS, pollinator species (birds, butterflies, bees, etc.) are essential for pollinating food crops and flowers worldwide, and are essential for maintaining overall ecosystem health and prosperity; and

WHEREAS, monarch butterfly populations have decreased by almost 90% in the last twenty years thus prompting the Green Team to plant certified monarch waystations at City Hall, the Senior Center, and Belair Meadows to provide habitat for these pollinators; and

WHEREAS, the City is cognizant of the need for additional landscapes for pollinators and the need to educate residents on their benefits; and

WHEREAS, National Pollinator Week is a national initiative that offers opportunities to individuals and communities to be a part of restoring or creating habitats that support pollinators;

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland, hereby proclaims the week of June 20-26, 2022, as Pollinator Week throughout the City.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on the Sixth day of June, 2022.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: On-Call Plumbing Services
Resolution R-16-22

DATE: 06/02/2022

A legal notice advertising a Request for Proposals (RFP) for On-Call Plumbing Services was placed on eMaryland Marketplace and on the City's website. Proposals were received from the following firms on Wednesday, April 13, 2022:

Flo-Tron Contracting, Inc.	Hunt Valley, MD
Denver-Elek, Inc.	Essex, MD
RSC Electrical & Mechanical Contractors, Inc.	Landover, MD

On-call repair services (service calls) are being contracted on an as needed basis, based on contracted hourly rates. For jobs less than \$5,000 it is anticipated that award of each project will be rotated between the three contracted plumbers. For projects larger than \$5,000 but less than \$25,000, the City will request formal bids from the contracted plumbers and award will be granted to the most competitive proposal. Projects over \$25,000 are required to go out for public bid. The contracted plumbers are not precluded from bidding on projects above \$25,000, however, the contractor will be required to follow the guidelines and requirements of the public bid.

The submitted proposals were evaluated as required by City Charter and the Procurement Policy. Criteria for selection included the firm's experience, professional certifications, references, response time and hourly rates. The Public Works Department recommends making multiple awards.

After careful review of the proposals, it was determined that Flo-Tron Contracting, Inc., Denver-Elek, Inc., and RSC Electrical & Mechanical Contractors, Inc. had submitted responsive and responsible proposals.

I concur with the above recommendation and request your approval of Resolution R-16-22.

ATTACHMENTS: 1. 20220606 - Resolution R-16-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID PROPOSALS FOR ON-CALL PLUMBING SERVICES

WHEREAS, pursuant to Section 61 of the City Charter, a Request for Proposals was placed on eMaryland Marketplace, and on the City's website for On-Call Plumbing Services; and

WHEREAS, on the April 13, 2022, due date, the City received three (3) proposals; and

WHEREAS, after careful evaluation and review of all the proposals submitted, it was determined that Flo-Tron Contracting, Inc., Denver-Elek, Inc., and RSC Electrical & Mechanical Contractors, Inc. had submitted responsive and responsible proposals.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the proposals of Flo-Tron Contracting, Inc., Denver-Elek, Inc., and RSC Electrical & Mechanical Contractors, Inc. and authorizes the City Manager to enter into a contract with Flo-Tron Contracting, Inc., Denver-Elek, Inc., and RSC Electrical & Mechanical Contractors, Inc.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on June 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, City Clerk

Timothy J. Adams, Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: On-Call Electrical Services
Resolution R-17-22

DATE: 06/02/2022

A legal notice advertising a Request for Proposals (RFP) for On-Call Electrical Services was placed on eMaryland Marketplace and on the City's website. Proposals were received from the following firms on Thursday, April 21, 2022:

The Eastern Sales & Engineering Co.	Baltimore, MD
Lighting Maintenance, Inc.	Harmans, MD
RSC Electrical & Mechanical Contractors, Inc.	Landover, MD
Mid Atlantic Electric & HVAC Services LLC	Clinton, MD
Quality Power LLC	Bowie, MD

On-call repair services (service calls) are being contracted on an as needed basis, based on contracted hourly rates. For jobs less than \$5,000, it is anticipated that award of each project will be rotated between the three contracted electricians. For projects larger than \$5,000 but less than \$25,000, the City will request formal bids from the contracted electricians and award will be granted to the most competitive proposal. Projects over \$25,000 are required to go out for public bid. The contracted electricians are not precluded from bidding on projects above \$25,000, however, the contractor will be required to follow the guidelines and requirements of the public bid.

The submitted proposals were evaluated as required by City Charter and the Procurement Policy. Criteria for selection included the firm's experience, professional certifications, references, response time and hourly rates. The Public Works Department recommends making multiple awards.

After careful review of the proposals, it was determined that The Eastern Sales & Engineering Co., Lighting Maintenance, Inc., RSC Electrical & Mechanical Contractors, Inc. and Mid Atlantic Electric & HVAC Services LLC had submitted responsive and responsible proposals.

I concur with the above recommendation and request your approval of Resolution R-17-22.

ATTACHMENTS: 1. 20220606 - Resolution R-17-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID PROPOSALS FOR ON-CALL ELECTRICAL SERVICES

WHEREAS, pursuant to Section 61 of the City Charter, a Request for Proposals was issued on eMaryland Marketplace and on the City's website for On-Call Electrical Services; and

WHEREAS, on the April 21, 2022 due date, the City received five (5) proposals; and

WHEREAS, after careful evaluation and review of all the proposals submitted, it was determined that The Eastern Sales & Engineering Co., Lighting Maintenance, Inc., RSC Electrical & Mechanical Contractors, Inc. and Mid Atlantic Electric & HVAC Services LLC had submitted responsive and responsible proposals.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the proposals of The Eastern Sales & Engineering Co., Lighting Maintenance, Inc., RSC Electrical & Mechanical Contractors, Inc. and Mid Atlantic Electric & HVAC Services LLC and authorizes the City Manager to enter into a contract with The Eastern Sales & Engineering Co., Lighting Maintenance, Inc., RSC Electrical & Mechanical Contractors, Inc. and Mid Atlantic Electric & HVAC Services LLC.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on June 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez, City Clerk

 Timothy J. Adams, Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Cleaning Services - Public Works Department
Resolution R-18-22

DATE: 06/02/2022

A legal notice advertising a Request for Proposals (RFP) for custodial services to be performed at multiple buildings within the Public Works Department was placed on eMaryland Marketplace and on the City's website. The contract term for these services will be for one year (FY23) with four one-year options to renew (FY24-FY27) at the City's sole discretion. At the close of bidding 1:00 p.m., Thursday, April 27, 2022, eleven (11) proposals had been received from the following:

BIDDER	FY23	FY24	FY25	FY26	FY27	TOTAL
Maryland Cleaning Professionals, LLC	\$16,577.07	\$17,073.51	\$17,073.51	\$17,586.64	\$17,586.64	\$85,897.37
Global Services, LLC	\$23,750.00	\$23,750.00	\$23,750.00	\$23,750.00	\$23,750.00	\$118,750.00
Anago of Washington, DC	\$25,010.38	\$25,010.38	\$25,139.34	\$25,134.14	\$25,264.14	\$125,558.38
Women Builders Group, LLC	\$24,572.00	\$24,572.00	\$26,950.00	\$26,950.00	\$28,454.96	\$131,498.96
5050 Solutions LLC	\$28,138.32	\$28,138.32	\$28,138.32	\$28,138.32	\$28,138.32	\$140,691.60
Jasso Maintenance LLC	\$29,139.00	\$29,139.00	\$29,139.00	\$29,977.00	\$29,977.00	\$147,371.00
Sentral Services, LLC	\$28,129.00	\$28,691.58	\$29,552.12	\$30,734.10	\$32,579.03	\$149,685.83
RMT Services Inc.	\$46,923.00	\$48,279.14	\$49,489.86	\$50,796.68	\$51,612.00	\$247,100.68
P2 Cleaning Services LLC	\$66,264.60	\$65,572.44	\$65,572.44	\$65,572.44	\$65,572.44	\$328,554.36
Power Cleaning Services, Inc.	\$103,553.40	\$103,554.44	\$103,536.24	\$103,554.44	\$103,554.44	\$517,752.96
Sustainable Facilities Management Services	\$110,297.55	\$113,606.91	\$117,015.60	\$120,526.12	\$124,142.04	\$585,588.22

The Public Works Department recommends that the most responsive and responsible bid of Maryland Cleaning Professionals, LLC, which meets minimum bid specifications, be accepted. The FY23 budget for these services is \$30,000.

I concur with the above recommendation and request your approval of Resolution R-18-22.

ATTACHMENTS: 1. 20220606 - Resolution R-18-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID PROPOSAL FOR CUSTODIAL SERVICES AT THE PUBLIC
WORKS DEPARTMENT

WHEREAS, a legal notice advertising a Request for Proposals (RFP) for custodial services to be performed at multiple buildings within the Public Works Department was placed on eMaryland Marketplace and on the City's website; and

WHEREAS, the contract term for these services will be for one year (FY23) with four one-year options to renew (FY24-FY27) at the City's sole discretion; and

WHEREAS, at the close of bidding at 1:00 p.m., Thursday, April 27, 2022, eleven (11) proposals had been received; and

WHEREAS, after a careful review of the bid proposals submitted, it was determined that Maryland Cleaning Professionals, LLC of Annapolis, Maryland had submitted the most responsive and responsible bid proposal as follows:

FY	PW Admin	Mechanic Room	Garage Restroom	S/U Building	S/U 2nd Weekly	Engineering	SW Building	WWTP
2023	\$1,503.99	\$1,147.07	\$1,504.00	\$3,513.22	\$2,444.00	\$1,616.79	\$4,464.95	\$383.05
2024	\$1,548.85	\$1,181.57	\$1,548.80	\$3,618.61	\$2,517.32	\$1,665.03	\$4,598.81	\$394.52
2025	\$1,548.85	\$1,181.57	\$1,548.80	\$3,618.61	\$2,517.32	\$1,665.03	\$4,598.81	\$394.52
2026	\$1,595.52	\$1,217.37	\$1,595.52	\$3,727.04	\$2,592.72	\$1,715.19	\$4,736.92	\$406.36
2027	\$1,595.52	\$1,217.37	\$1,595.52	\$3,727.04	\$2,592.72	\$1,715.19	\$4,736.92	\$406.36

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid proposal of Maryland Cleaning Professionals, LLC for custodial services at the Public Works Department and hereby directs the City Manager to enter into a contract with Maryland Cleaning Professionals, LLC.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Grounds Maintenance - Solid Waste, Well and Water Tank Sites, Pump Station Facilities
Resolution R-19-22

DATE: 06/02/2022

A legal notice advertising a Request for Proposals (RFP) for grounds maintenance services to be performed at the solid waste facility, well and water tank sites, and wastewater pump station facilities was placed on eMaryland Marketplace and on the City's website. The contract term for these services will be for one year (FY23) with two one-year options to renew (FY24-FY25) at the City's sole discretion. At the close of bidding at 11:00 a.m., Thursday, May 5, 2022, three (3) proposals had been received from the following:

BIDDER	FY23	FY24	FY25	TOTAL
P2 Cleaning Services LLC	\$12,225.00	\$12,225.00	\$12,225.00	\$36,675.00
Sunset Landscaping	\$14,345.00	\$15,043.00	\$15,784.00	\$45,172.00
Arya Civil, LLC	\$64,450.00	\$69,775.00	\$75,100.00	\$209,325.00

The Public Works Department recommends that the most responsive and responsible bid of P2 Cleaning Services LLC, which meets minimum bid specifications, be accepted. The FY23 budget for these services is \$20,800.

I concur with the above recommendation and request your approval of Resolution R-19-22.

ATTACHMENTS: 1. 20220606 - Resolution R-19-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID PROPOSAL FOR GROUNDS MAINTENANCE SERVICES AT
THE SOLID WASTE FACILITY, WELL AND WATER TANK SITES, AND
WASTEWATER PUMP STATION FACILITIES

WHEREAS, a legal notice advertising a Request for Proposals (RFP) for grounds maintenance services to be performed at the solid waste facility, well and water tank sites, and wastewater pump station facilities was placed on eMaryland Marketplace and on the City's website; and

WHEREAS, the contract term for these services will be for one year (FY23) with two one-year options to renew (FY24-FY25) at the City's sole discretion; and

WHEREAS, at the close of bidding at 11:00 a.m., Thursday, May 5, 2022, three (3) proposals had been received; and

WHEREAS, after a careful review of the bid proposals submitted, it was determined that P2 Cleaning Services LLC of Laurel, Maryland had submitted the most responsive and responsible bid proposal as follows:

FY	Solid Waste	Well and Water Tank Sites	Pump Station Facilities
2023	\$1,260.00	\$5,505.00	\$5,460.00
2024	\$1,260.00	\$5,505.00	\$5,460.00
2025	\$1,260.00	\$5,505.00	\$5,460.00

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid proposal of P2 Cleaning Services LLC for grounds maintenance services to be performed at the solid waste facility, well and water tank sites, and wastewater pump station facilities and hereby directs the City Manager to enter into a contract with P2 Cleaning Services LLC.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Resolution R-20-22, As Amended - Establishing the Bowie Race Track Property Task Force

DATE: 06/02/2022

Resolution R-20-22 was reviewed by City Council at the May 16, 2022 meeting, and the Council unanimously approved a motion to approve the draft Resolution. However, during discussion, several Councilmembers expressed a desire that the Resolution specifically state that the Executive Steering Committee include representatives from each of the subcommittees identified in the Resolution. Unfortunately, the motion approved by City Council did not include the additional language. Staff has revised the Resolution to address the intent expressed by Councilmembers, by adding "and representatives from each of the subcommittees" to the Executive Steering Committee section of the Resolution.

Recommendation

It is recommended that City Council approve Resolution R-20-22, As Amended.

ATTACHMENTS:

1. 20220606 - Resolution R-20-22
2. Exhibit A

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ESTABLISHING THE BOWIE RACE TRACK PROPERTY TASK FORCE

WHEREAS, pursuant to Chapter 590 of the 2020 Laws of Maryland (Racing and Community Development Act of 2020), on or before December 31, 2023, the City is expected to become the record owner of the property known as the Bowie Race Course Training Center (the “Bowie Race Track Property”), which includes approximately 180.844 acres consisting of all of the land located at 8311 Race Track Road, 8406 Race Track Road, 8408 Race Track Road, 8410 Race Track Road, Bowie, Maryland, 20715; and

WHEREAS, as required by Chapter 590, the City and Bowie State University have agreed, through a Joint Use Agreement dated December 8, 2020, to cooperate in the planning for the development of future recreational uses on the property; and

WHEREAS, City and Bowie State University representatives mutually recommend the formation of a citizen task force, which would greatly assist in preliminary development planning and facilitating community input and dialogue concerning possible future uses, activities and events intended for the Bowie Race Track Property; and

WHEREAS, the City Council desires the input and recommendations of a citizen Task Force as part of its long-term, inclusive planning process for recreational development of the Bowie Race Track property; and

WHEREAS, the recommended composition of the Task Force should include an executive steering committee to provide ongoing oversight, as well as representatives from area Homeowners Associations, City Committees and Bowie State University students, faculty and organizations; and

WHEREAS, a clear definition of the Task Force’s charge and estimated timeline will provide essential guidance and establish expectations for the group’s anticipated performance and outcomes.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that there is hereby established a Bowie Race Track Property Task Force, which shall be comprised of the following:

Executive Steering Committee – Representatives of the City and Bowie State University, ~~and~~ a staff member of The Maryland-National Capital Park and Planning Commission (M-NCPPC), and representatives from each of the subcommittees.

Bowie Community Engagement Subcommittee - Representatives from up to three homeowners/community associations in the vicinity of the property, as well as representatives from up to three city-wide community groups.

City Committees Subcommittee – A total of six representatives from the Community Recreation Committee, Environmental Advisory Committee and Green Team Executive Committee.

Bowie State University Subcommittee – A total of six representatives consisting of BSU students, faculty and/or staff, as appointed by the President of the University.

Underlining : Indicates matter added to existing resolution.
~~Strike-out~~ : Indicates matter deleted from existing resolution.

AND, BE IT FURTHER RESOLVED, that the Bowie Race Track Property Task Force shall have the following specific charge:

- Review the results of the environmental investigation of the site.
- Develop a list of desired uses and their associated space needs by each entity.
- Develop a concept plan for the activation of the Bowie Race Track property, including programmatic elements, timeline for improvements and cost of improvements. As part of the concept plan, develop a prioritized list of desired uses and their associated space needs.
- Determine methodology for renewed community engagement efforts and serve as the central forum for community engagement and public input into the process.

AND, BE IT FINALLY RESOLVED, that the Bowie Race Track Property Task Force shall complete its work generally over a 10 month period, as depicted on the Proposed Timeline contained in the attached Steering Committee Charge document (Exhibit A), with a final report submitted to the City Council by no later than July 1, 2023.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 16, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

EXHIBIT A to R-20-22

Bowie Race Track Property Steering Committee Charge

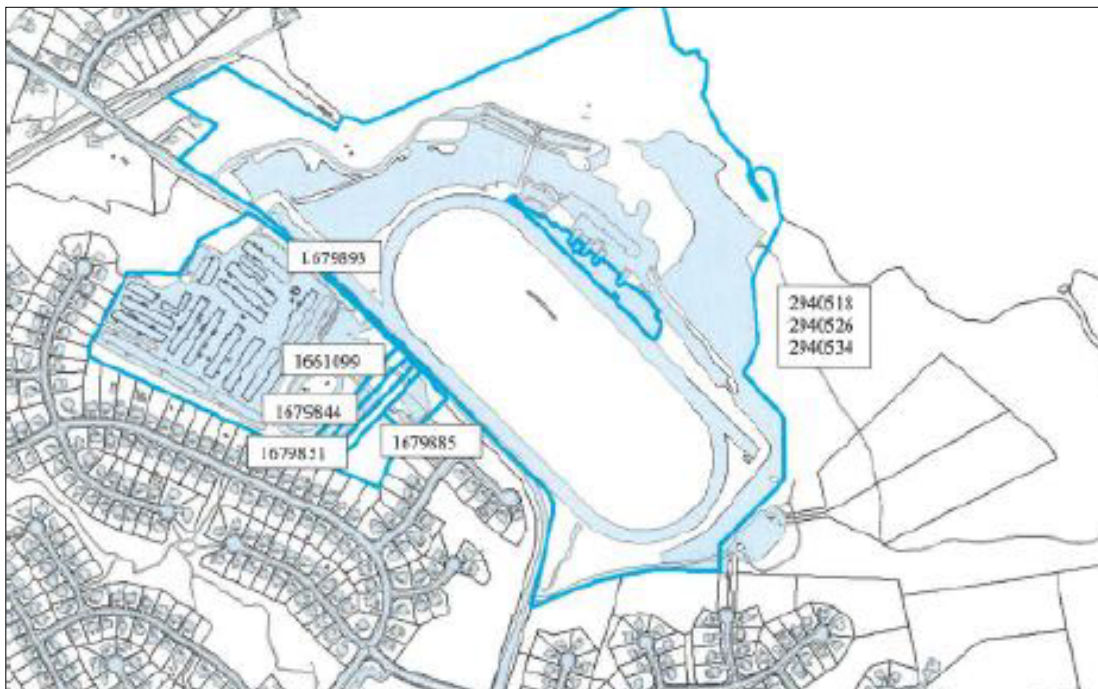
Overview

On or before December 2023, the City of Bowie (“the City”) is anticipated to take ownership of the Bowie Race Track property – a 180-acre parcel of land that previously was utilized as a horse racing facility. As part of the state legislation authorizing the transfer of the land, the City and Bowie State University (“BSU”) have entered into a Joint Use Agreement, outlining the desired uses of the property, improvements to the property and a high-level process for the City and BSU to work together on activation of the site. The Joint Use Agreement was executed in December 2020.

In order to begin the planning process, a steering committee made up of individuals jointly appointed by the City and BSU has been established. The purpose of this document is to establish a charge for the Steering Committee that will provide advice, feedback and guidance on the planning efforts to reuse the Bowie Race Track Property. The result of this steering committee will prepare the materials and feedback needed to execute a vision for the racetrack property that will become an amenity for both the City of Bowie and Bowie State University.

Map

A map of the Bowie Race Track property, the bounds of which makes up the geographic area of focus for the Steering Committee, is provided below.



Bowie Race Track Property

Steering Committee Charge

The Steering Committee, charged via resolution by the City of Bowie City Council, will include representatives from the City and BSU who will collaborate on planning efforts for the Race Track property. Specifically, the Steering Committee will:

- Review results of the environmental investigation of the site.
- Develop a list of desired uses and their associated space needs by each entity.
- Develop a concept plan for the activation of the Bowie Race Track property, including programmatic elements, timeline for improvements and cost of improvements. As part of the concept plan, develop a prioritized list of desired uses and their associated space needs.
- Determine methodology for renewed community engagement efforts and serve as the central forum for community engagement and public input into the process.

Structure & Committee Make Up

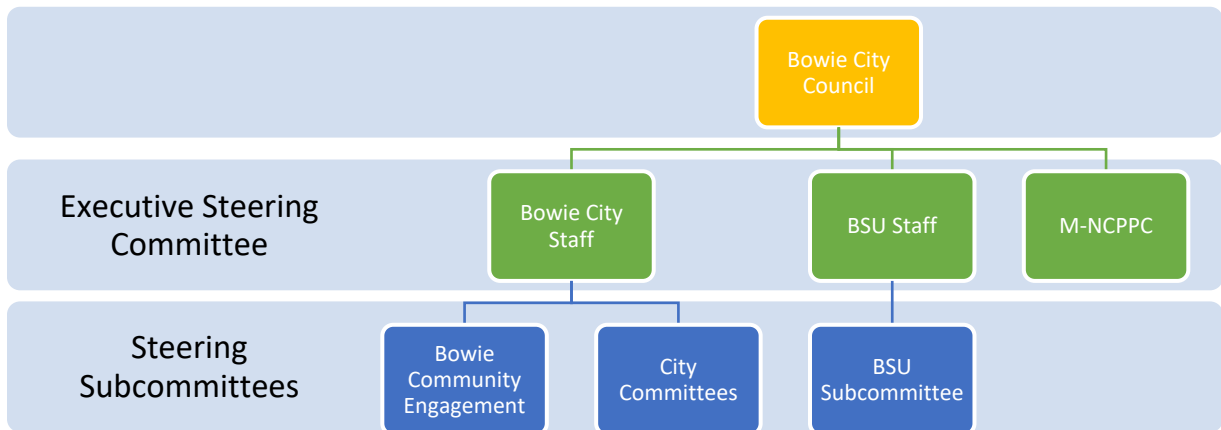
The Steering Committee will be governed by an Executive Committee that is overseen by the City Council. The Executive Committee will lead the effort in the actions and milestones necessary to fulfill the charge of this group. In order to maximize involvement in this process, the Executive Committee will also delegate tasks to a series of subcommittees to support specific actions.

The Executive Committee will be made up of representatives from the following groups:

- The City of Bowie - City Council
- The City of Bowie – Staff
- Bowie State University – Staff
- Maryland-National Capital Park & Planning Commission
- Subconsultants to either entity as directed by the City or BSU

To engage further with Bowie residents and BSU students/faculty, a series of subcommittees will be formed who will operate under and report to the Executive Committee. Three initial subcommittees have been identified; the number of subcommittees may change in the future to best meet the charge and goals of the Steering Committee.

- **Bowie Community Engagement Subcommittee** - Representatives from up to three (3) homeowners/community associations in the vicinity of the property, as well as representatives from up to three (3) city-wide community groups.
- **City Committees Subcommittee** – A total of six (6) representatives from the Community Recreation Committee, environmental Advisory Committee and Green Team.
- **Bowie State University Subcommittee** – A total of six (6) representatives consisting of BSU students, faculty and/or staff, as appointed by the President of the University.



Steering Committee Structure

Proposed Timeline

Due to the preliminary nature of this Charge, the team has begun to pull together a timeline with milestones being the key measure of the progress being made. Overtime, durations and dates will be associated with this timeline, but currently the group is tracking through milestones only and estimated beginning and completion.

Milestones	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Approve funding for predevelopment activities on the race track property to the City of Bowie's FY23 budget.	X									
Complete environmental testing on the site		X	X	X	X	X	X			
Develop a remediation plan and cost estimate for the site.								X	X	X
Create a joint, prioritized list of desired uses with their associated space needs.	X	X	X							
Identify potential funding mechanisms for improvements from sources such as the State, the County, M-NCPPC, research grants, etc.		X	X	X	X	X	X	X	X	X
Determine any additional partners to the effort and				X	X					

incorporate those individuals into the Steering Committee or subcommittee, as appropriate.										
Determine methodology for renewed community engagement effort.	X	X	X							
Begin renewed community outreach on the site.			X	X	X	X				
Develop concept plan for site improvements.						X	X	X	X	X



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Renewal for Street Repair
Resolution R-23-22

DATE: 06/02/2022

On September 21, 2020, Council awarded the FY21 Street Repair Bid to Stanley Concrete, LLC. Optional renewal years for FY22-FY24 were included in this Contract. Stanley Concrete, LLC has met all requirements for this renewal. Based on the Contractor's performance, the Public Works Department recommends awarding the FY23 option year.

The street repair contract is a unit price contract that includes various repairs such as curb, gutter, sidewalk and driveway aprons. Unit prices are established in the contract, and the quantity of work is directed by the Public Works Department to maximize work completed within the available budget. Based on the City's FY23 budget and unit prices for this work, the Public Works Department recommends renewing the Contract with Stanley Concrete, LLC in the amount of \$650,000. This is within the amount budgeted in the FY23 Streets Repair and Maintenance account.

I concur with the above recommendation and request your approval of Resolution R-23-22.

ATTACHMENTS: 1. 20220606 - Resolution R-23-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
CONTRACT RENEWAL FOR
STREET REPAIR

WHEREAS, on September 21, 2020, Council awarded the FY21 Street Repair Bid to Stanley Concrete, LLC; and

WHEREAS, optional renewal years for FY22-FY24 were included in this Contract; and

WHEREAS, Stanley Concrete, LLC has met all requirements for this renewal; and

WHEREAS, based on the Contractor's performance, the Public Works Department recommends awarding the FY23 option year in the amount of \$650,000. This is within the amount budgeted in the FY23 Streets Repair and Maintenance account; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby awards the contract renewal and authorizes the City Manager to issue a Purchase Order to Stanley Concrete, LLC of Annapolis Junction, MD in the amount of \$650,000.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on June 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Waive Bidding for Purchase of One (1) Refuse Truck
Resolution R-24-22

DATE: 06/02/2022

The FY23 budget allows for the purchase of one refuse truck, which will be used by the solid waste division. The Public Works Department received and analyzed the results of a COSTARS Pennsylvania Department of General Services bid and determined that GranTurk Equipment Company, Inc. of Baltimore, Maryland, was awarded a contract for refuse trucks meeting the needs of the solid waste division. Seeking new bids would not be expected to yield better results.

The cost of this truck is \$233,685, which is within the budgeted amount of \$257,900.

In accordance with City Charter Section 61, we are requesting that Council waive bidding requirements and allow for the issuance of a purchase order to GranTurk Equipment Company, Inc. in the amount of \$233,685.

I concur with the above recommendation and request your approval of Resolution R-24-22.

ATTACHMENTS: 1. 20220606 - Resolution R-24-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 61 “PURCHASING
AND CONTRACTING” OF THE CHARTER OF THE CITY OF BOWIE TO ALLOW
FOR THE PURCHASE OF ONE REFUSE TRUCK, BY PIGGYBACKING A COSTARS
PENNSYLVANIA DEPARTMENT OF GENERAL SERVICES BID

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in section 61, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

WHEREAS, the FY23 budget allows for the purchase of one refuse truck to be used by the solid waste division; and

WHEREAS, the Public Works Department received and analyzed the results of a COSTARS Pennsylvania Department of General Services bid; and

WHEREAS, it was determined that GranTurk Equipment Company, Inc. of Baltimore, Maryland was awarded a contract for refuse trucks meeting the needs of the solid waste division; and

WHEREAS, seeking new bids would not be expected to yield better results; and

WHEREAS, the proposed purchase price for the equipment to be procured will exceed twenty-five thousand dollars and the City Council deems the afore stated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 61 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to issue a purchase order to the said company for the above-mentioned equipment.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a meeting on June 6, 2022, by a vote of at least two-thirds of the members of the Council.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Mitchellville Road Wooden Rail Repair
Resolution R-25-22

DATE: 06/02/2022

A legal notice advertising a Request for Proposals (RFP) to repair a wooden rail on Mitchellville Road at Route 197 was placed on eMaryland Marketplace and on the City's website. At the close of bidding at 1:00 p.m., Monday, May 9, 2022, one (1) proposal had been received from Francos Liberty Bridge, Inc. of Clinton, Maryland, in the amount of \$77,272.

This work is being done to repair damages sustained in a vehicular accident.

The Public Works Department recommends that the responsive and responsible bid of Francos Liberty Bridge, which meets minimum bid specifications, be accepted.

I concur with the above recommendation and request your approval of Resolution R-25-22.

ATTACHMENTS: 1. 20220606 - Resolution R-25-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID PROPOSAL FOR REPAIRS TO A WOODEN RAIL ON
MITCHELLVILLE ROAD AT ROUTE 197

WHEREAS, a legal notice advertising a Request for Proposals (RFP) to repair a wooden rail on Mitchellville Road at Route 197 was placed on eMaryland Marketplace and on the City's website; and

WHEREAS, at the close of bidding at 1:00 p.m., Monday, May 9, 2022, one (1) proposal had been received; and

WHEREAS, after a careful review of the bid proposal submitted, it was determined that Francos Liberty Bridge, Inc. of Clinton, Maryland had submitted a responsive and responsible bid proposal in the amount of \$77,272.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid proposal of Francos Liberty Bridge, Inc. to repair a wooden rail on Mitchellville Road at Route 197 and hereby directs the City Manager to enter into a contract with Francos Liberty Bridge, Inc.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Discussion on Mortgage Foreclosure Legislation

DATE: 06/02/2022

Council will discuss the draft of the mortgage foreclosure legislation.

ATTACHMENTS: 1. 20220606 - Resolution R-27-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
REGARDING NUISANCE CONDITIONS ON PROPERTIES IN THE CITY OF
BOWIE AS TO WHICH A MORTGAGE FORECLOSURE PROCESS HAS
COMMENCED

WHEREAS, after a company or individual buys a property at a foreclosure sale, it can take many months before the deed is recorded in the public land records; and

WHEREAS, the State of Maryland passed the Maryland Foreclosed Property Registry Act as codified in Maryland Code, Real Property §7-105.14; and

WHEREAS, the Foreclosed Property Registry provides one centralized database of information for property owners to register prior to the deed being recorded in public land records; and

WHEREAS, the City staff have access to the Foreclosed Property Registry and regularly look up properties that are foreclosed within the City of Bowie; and

WHEREAS, foreclosed properties may experience reduced maintenance; and

WHEREAS, foreclosed properties may not be checked on regularly by the owner or lien holder; and

WHEREAS, foreclosed properties may experience individuals living in the property without the property owners' knowledge.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that:

Section 1. The City declares its policy in favor of close observation of properties as to which lien holders are in the process of foreclosing a mortgage, in order to prevent the development of nuisance conditions thereon.

Section 2. In furtherance of the policy expressed above, City staff will check the State's Foreclosed Property Registry each month and will derive from the State registry a list of properties in foreclosure that are located within the City ("the City List").

Section 3. City Code Enforcement staff will monitor the properties on the City List on a bi-weekly basis to determine whether violations of City ordinances regarding property maintenance exist on the Property and will take such action as may be lawful and appropriate to achieve the abatement of such violations.

Section 4. City Police Officers will review the records of the Bowie Police Department on a bi-weekly basis to determine whether there have been reports of criminal activity, trespassing, or the presence of unauthorized occupants in or at properties on the City List and will take such action as may be lawful and appropriate to achieve the abatement of such conditions.

Section 5. The City will report violations of the State's Foreclosed Property Registry requirements to the State's Department of Labor, Licensing, and Regulation for appropriate enforcement action.

Section 6. The City will initiate a public awareness campaign to advise and inform the public of the requirements of the State's Foreclosed Property Registry and to encourage persons with knowledge of unauthorized persons living in a property in foreclosure to report the presence of such persons to the City's Code Enforcement staff.

Section 7. With respect to any property in foreclosure as to which City staff receives a report of the presence of unauthorized persons or the existence of other nuisance conditions, the City will make all efforts to contact the lien holder and/or any purchaser thereof to advise of the condition of the property and the legal requirements for abatement and will further convene a meeting of Code Enforcement staff, police department staff, a representative of the office of the City Manager and the office of City Attorney to develop a plan for achieving compliance with City and State law.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on _____, 2022 by a vote of a majority of the members of the Council.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bowie Business Incubator Update June 2022

DATE: 06/02/2022

The Executive Director of the Bowie Business Innovation Center (Bowie BIC) will provide an update on the City's business incubator located at Bowie State University. Council appropriated \$120,000 in FY 2022, the fiscal year ending June 30, 2022 for support to the incubator. Council has appropriated \$135,000 for incubator support in Fiscal Year 2023 - staff is working with the Bowie BIC to identify appropriate performance milestones before the disbursement of funds.

Attached are the reports received to date from the Bowie BIC.

- ATTACHMENTS:**
1. Report to City Manager on Bowie BIC Activities July through September 2021
 2. Report to City Manager on Bowie BIC Activities October through December 2021 Updated
 3. Report to City Manager on Bowie BIC Activities January through March 2022
 4. City of Bowie BIC Program Update 06June2022 Final



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

Balance Sheet

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>

5:17 PM

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

09/08/21

July 2021

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

5:18 PM

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%

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

5:17 PM

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

5:18 PM

Bowie Business Innovation Center (Bowie BIC)

09/08/21

Profit & Loss - Month by Month

Accrual Basis

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

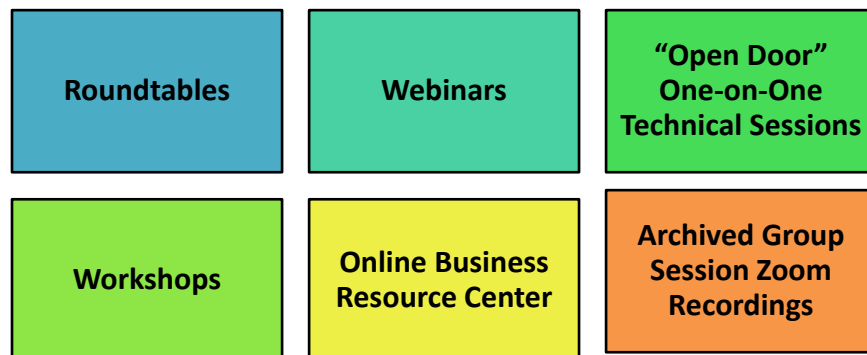
Program Collaboration

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



3

Program Overview



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

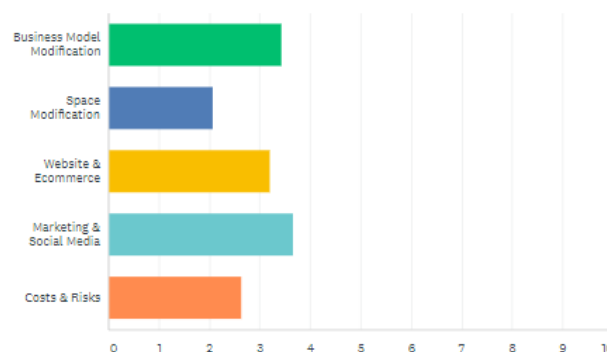


13

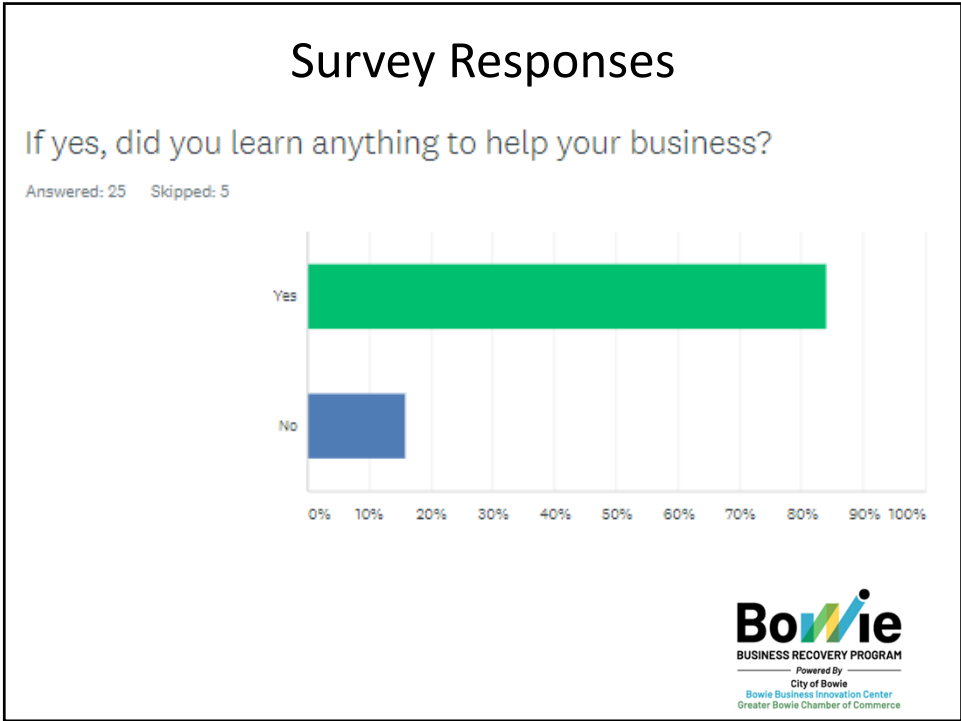
Survey Responses

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)

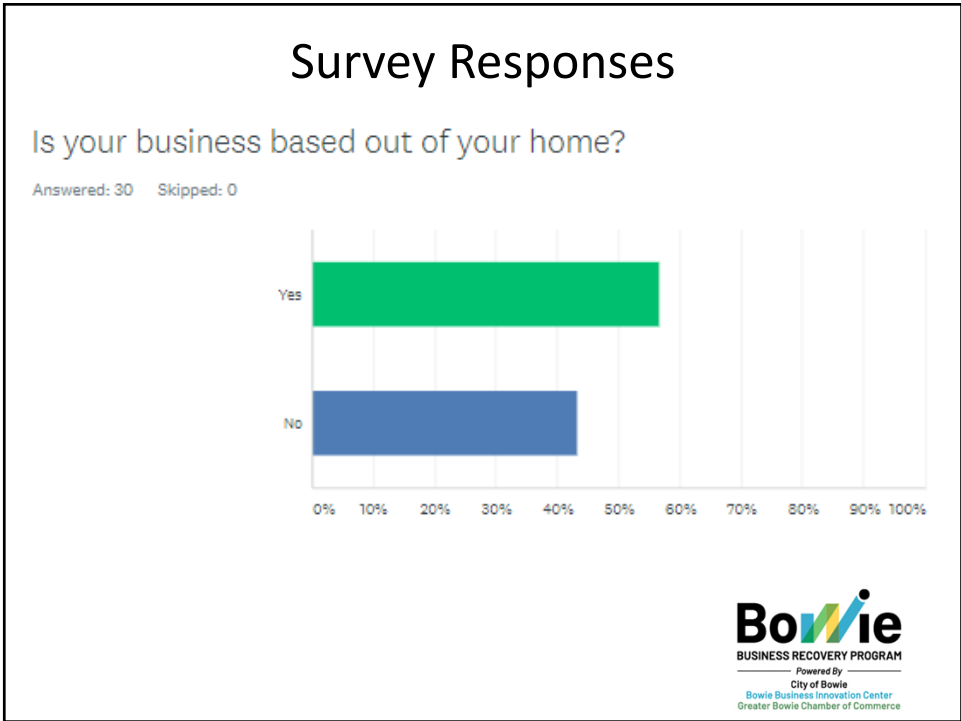
Answered: 30 Skipped: 0



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15



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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

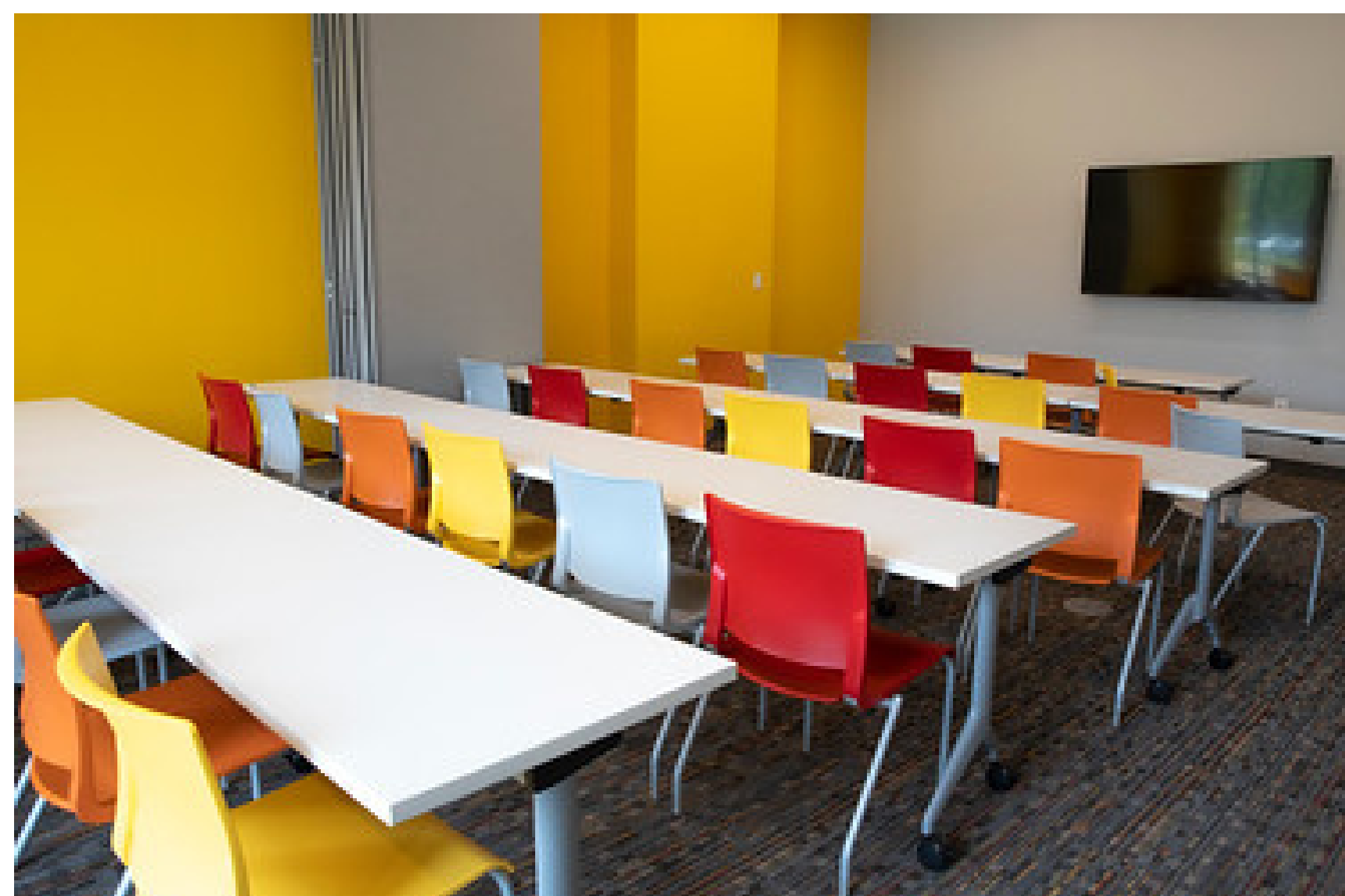
[Click here to join the meeting](#)

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.

For more information: EntrepreneurshipAcademy@bowiestate.edu | Crystal Clark crystal.clark@bowiebic.com



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

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

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.

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

	Oct 14, 21
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	0.00	0.00	5,950.00	5,950.00
45510 · Affiliate Client Fees	0.00	0.00	5,205.00	5,205.00
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	0.00	0.00	190.67	190.67
62880 · Website	2,250.00	0.00	0.00	2,250.00
65000 · Operations				
65010 · Books, Subscriptions, Reference	0.00	0.00	443.01	443.01
65020 · Postage, Mailing Service	0.00	0.00	16.57	16.57

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss
 July through September 2021

12:27 PM
 10/14/21
 Accrual Basis

	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



Report to City Manager

Bowie BIC Activities

October through December 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

November 12, 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 November 12, 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 – October 15 (Attached) | |
| III. | Financial Reports | Bussink/L. Smith |
| | a. October Financials (Attached) | |
| IV. | New Business | |
| | a. Review Bowie BIC MOU with BSU (Attached) | L. Smith/I. Alba |
| | b. Bowie BIC Board Nominating Committee | L. Smith/M. Gebrekristos |
| | c. Level Up Contract and Amazon Grant | L. Smith |
| V. | Old Business | L. Smith |
| | a. Client Information (Attached) | |
| | b. Executive Director's Report (Attached) | |
| VI. | Other Business and Announcements | All |
| VII. | Board Calendar: Bowie BIC closed for Thanksgiving Nov. 25 and 26 | |
| VIII. | Confirmation: <u>Next Bowie BIC Zoom Board Meeting and Annual Meeting Election</u>
<u>December 10 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, October 15, 2021.

Present: Isaias "Cy" Alba, Jesse Buggs, Greg Bussink, Denita Conway, Magdalena Gebrekristos, John Halley, Wendy Jenkins, Sherman Ragland, Eben Smith, Brent Swinton, Charlene Wade, Lisa Smith

Absent: Mark Lawrence, Adam Santavicca

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:31 am. Mr. Ragland welcomed newly elected Board Member, Isaias "Cy" Alba, Partner, PilieroMazza PLLC.

2. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the September meeting. Mr. Smith made a motion to approve the September 2021 meeting minutes. The motion was seconded by Ms. Jenkins and approved by the board.

3. FINANCIAL REPORT

- BIC maintains a good and conservative cash position while still accruing rent
- BIC purchased 3 new laptop computers.
- The increase in facilities and equipment costs is a result expenses related to the move to the ELLC.

4. NEW BUSINESS

- Issues to finalize in the MOU with assistance of Mr. Alba
 - Conference room fees
 - IT and Telecom services and fees
 - Parking arrangements
 - Master keys/pass keys allocation
 - Building address
- 8(a) Update
 - Received Capital One funding in October
 - SBA has provided list of new participants in the program
 - Zoom overview on October 22nd
 - Program scheduled to begin on October 29th and continue for 7 weeks

5. BSU UPDATE

- HBCU Entrepreneurship Conference was a success with over 600 participants
- Bowie staff assisted with administration and participated in conference sessions
- BSU student applications are up 70%
- CIAA Tournament is scheduled for the last week of February

6. OLD BUSINESS

- TEDCO has changed the process for companies to receive grant funding. Companies can directly receive up to \$10K for tech commercialization activities, if the company is affiliated with an incubation program across the state. This is a variation on the pass-through grants that BIC has previously received and administered with no cost reimbursement. But this change provides added recruitment value for Bowie BIC.
- Candi Daily of Ruby's Southern Kitchen is developing a Bowie rental kitchen facility and is in discussions with Bowie BIC on how we could provide technical business assistance specifically designed for her food service clients.
- BIC has been invited to apply for a \$20K grant from the CliftonLarsonAllen Foundation during the company's Winter 2021 grant cycle that ends in November.

7. ANNOUNCEMENTS

- Ms. Jenkins has taken a position with Bank of America as Vice President, Business Banking Senior Relationship Manager
- Mr. Ragland has been promoted to writing for the Forbes Business Council and welcomes content from board members.
- Ms. Gebrekristos is opening a retail coffee shop with vegan and vegetarian food in Laurel entitled Love Life Café.

Mr. Ragland adjourned the meeting at 9:32 am. The next meeting of the Bowie BIC Board of Directors will be held on November 12th at 8:30 am via Zoom.

Respectfully Submitted,
Crystal Clark
Recording Secretary

5:30 PM

Bowie Business Innovation Center (Bowie BIC)

11/10/21

Balance Sheet

Accrual Basis

As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	262,359
10001 · WesBanco Checking	138,315
Total Checking/Savings	<u>400,673</u>
Total Current Assets	400,673
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><u>404,364</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-1,491
22001 · WesBanco Credit Card 9135 CC	2,441
Total Credit Cards	<u>951</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	54,598
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	<u>1,785</u>
Total Liabilities	56,383
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	53,227
Total Equity	<u>347,982</u>
TOTAL LIABILITIES & EQUITY	<u><u>404,364</u></u>

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11/10/21

Accrual Basis

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July through October 2021

	8(a) Cohort 4	Bowie Business Re...	FY21 TEDCO Tech ...	Head Quarters	TOTAL
Income					
43400 · Direct Public Support					
43405 · Government Grants					
43415 · City of Bowie	0.00	40,000.00	5,000.00	55,000.00	100,000.00
Total 43405 · Government Grants					
	0.00	40,000.00	5,000.00	55,000.00	100,000.00
43400 · Direct Public Support - Other	40,000.00	0.00	0.00	0.00	40,000.00
Total 43400 · Direct Public Support					
	40,000.00	40,000.00	5,000.00	55,000.00	140,000.00
45000 · Investments					
45030 · Interest-Savings	0.00	0.00	0.00	50.23	50.23
Total 45000 · Investments					
	0.00	0.00	0.00	50.23	50.23
45500 · Tenant Rental Income	0.00	0.00	0.00	8,350.00	8,350.00
45510 · Affiliate Client Fees	0.00	0.00	0.00	7,930.00	7,930.00
Total Income					
	40,000.00	40,000.00	5,000.00	71,330.23	156,330.23
Gross Profit					
	40,000.00	40,000.00	5,000.00	71,330.23	156,330.23
Expense					
60500 · Gen. & Administrative Expenses					
60550 · Management Fees - Exe Dir	0.00	0.00	0.00	20,163.68	20,163.68
60600 · Administrative Salaries					
60601 · Worker's Compensation Insurance	0.00	0.00	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	0.00	585.00	585.00
60600 · Administrative Salaries - Other	0.00	0.00	0.00	22,684.28	22,684.28
Total 60600 · Administrative Salaries					
	0.00	0.00	0.00	24,280.28	24,280.28
60650 · Health Insurance					
60700 · Payroll Expenses	0.00	0.00	0.00	821.08	821.08
60725 · Payroll Fees					
60750 · FICA/Social Security	0.00	0.00	0.00	85.00	85.00
60800 · SUTA	0.00	0.00	0.00	1,780.07	1,780.07
60825 · FUTA	0.00	0.00	0.00	52.26	52.26
				5.82	5.82
Total 60700 · Payroll Expenses					
	0.00	0.00	0.00	1,923.15	1,923.15
60900 · Business Expenses					
	0.00	0.00	0.00	501.37	501.37
Total 60500 · Gen. & Administrative Expenses					
	0.00	0.00	0.00	47,689.56	47,689.56
62700 · Contract Services					
62800 · Facilities and Equipment					
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	320.00	21,320.00
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	389.04	389.04
62845 · Computer/Equipment Install Svcs	0.00	0.00	0.00	5,202.25	5,202.25
				4,489.05	4,489.05

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July through October 2021

	8(a) Cohort 4	Bowie Business Re...	FY21 TEDCO Tech ...	Head Quarters	TOTAL
62871 · Liability Insurance	0.00	0.00	0.00	1,424.00	1,424.00
62890 · Rent	0.00	0.00	0.00	12,288.00	12,288.00
62900 · Parking	0.00	0.00	0.00	115.00	115.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	150.00	150.00
Total 62800 · Facilities and Equipment	0.00	0.00	0.00	24,057.34	24,057.34
62860 · Software licenses expense	0.00	0.00	0.00	203.92	203.92
62880 · Website	0.00	2,250.00	0.00	0.00	2,250.00
65000 · Operations					
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	536.28	536.28
65020 · Postage, Mailing Service	0.00	0.00	0.00	16.57	16.57
65030 · Printing and Copying	0.00	0.00	0.00	177.52	177.52
65040 · Supplies	0.00	0.00	0.00	3,001.78	3,001.78
65050 · Telephone, Telecom	0.00	0.00	0.00	1,407.58	1,407.58
65060 · Internet Expense	0.00	0.00	0.00	703.37	703.37
Total 65000 · Operations	0.00	0.00	0.00	5,843.10	5,843.10
65100 · Marketing Expense					
65160 · Special Event Expense	0.00	0.00	0.00	385.43	385.43
65165 · Meals and Entertainment	0.00	0.00	0.00	109.63	109.63
65100 · Marketing Expense - Other	0.00	0.00	0.00	832.50	832.50
Total 65100 · Marketing Expense	0.00	0.00	0.00	1,327.56	1,327.56
66100 · Other Expenses	0.00	168.67	0.00	161.04	329.71
68300 · Travel and Meetings	0.00	0.00	0.00	82.17	82.17
Total Expense	0.00	18,418.67	5,000.00	79,684.69	103,103.36
Net Income	40,000.00	21,581.33	0.00	-8,354.46	53,226.87

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Bowie Business Innovation Center (Bowie BIC)

11/10/21

Profit & Loss - Month by Month

Accrual Basis

July through October 2021

	<u>Jul 21</u>	<u>Aug 21</u>	<u>Sep 21</u>	<u>Oct 21</u>	<u>TOTAL</u>
Income					
43400 · Direct Public Support	20,000	35,000	20,000	65,000	140,000
45000 · Investments	14	14	11	11	50
45500 · Tenant Rental Income	1,200	2,400	2,350	2,400	8,350
45510 · Affiliate Client Fees	1,665	1,715	1,825	2,725	7,930
Total Income	<u>22,879</u>	<u>39,129</u>	<u>24,186</u>	<u>70,136</u>	<u>156,330</u>
Gross Profit	22,879	39,129	24,186	70,136	156,330
Expense					
60500 · Gen. & Administrative Expenses	17,153	15,946	8,905	5,686	47,690
62700 · Contract Services	8,000	8,000	5,000	320	21,320
62800 · Facilities and Equipment	4,605	3,912	9,917	5,623	24,057
62860 · Software licenses expense	191	0	0	13	204
62880 · Website	1,500	750	0	0	2,250
65000 · Operations	1,253	3,520	240	829	5,843
65100 · Marketing Expense	27	1,239	36	25	1,328
66100 · Other Expenses	0	169	161	0	330
68300 · Travel and Meetings	0	0	82	0	82
Total Expense	<u>32,728</u>	<u>33,536</u>	<u>24,342</u>	<u>12,497</u>	<u>103,103</u>
Net Income	<u><u>-9,849</u></u>	<u><u>5,593</u></u>	<u><u>-156</u></u>	<u><u>57,639</u></u>	<u><u>53,227</u></u>

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

Accrual Basis

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	140,000	90,000	50,000	156%
43500 · Direct Corporate Sponsorship	0	50,000	-50,000	0%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	50	71	-21	71%
45200 · Other Client Fees	0	0	0	0%
45500 · Tenant Rental Income	8,350	7,500	850	111%
45510 · Affiliate Client Fees	7,930	7,700	230	103%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	50	-50	0%
Total Income	156,330	175,196	-18,866	89%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	156,330	175,196	-18,866	89%
Expense				
60500 · Gen. & Administrative Expenses	47,690	82,618	-34,928	58%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	750	-750	0%
62700 · Contract Services	21,320	44,000	-22,680	48%
62800 · Facilities and Equipment	24,057	22,692	1,365	106%
62860 · Software licenses expense	204	680	-476	30%
62880 · Website	2,250	333	1,917	675%
65000 · Operations	5,843	7,262	-1,419	80%
65100 · Marketing Expense	1,328	2,117	-789	63%
65130 · Membership Expense	0	0	0	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	330	667	-337	49%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	82	800	-718	10%
Total Expense	103,103	161,918	-58,815	64%
Net Income	53,227	13,277	39,949	401%

OCCUPANCY AND OPERATING AGREEMENT
FOR
BUSINESS INCUBATOR/ACCELERATOR
AT
BOWIE STATE UNIVERSITY

I. AGREEMENT

This Occupancy and Operating Agreement (“**Agreement**”) is made this 1st day of July 1, 2021, by and between Bowie State University (“**BSU**” or “**University**”) and the **Bowie Business Innovation Center, Incorporated** (“**Bowie BIC**”).

The parties are entering into this Agreement for Bowie BIC to continue to manage a business incubation/acceleration program at BSU.

II. OFFICE SPACE

A. License of Space:

- 1) BSU hereby licenses to Bowie BIC and Bowie BIC accepts a license to occupy a net area of approximately 1,065 square feet of primary and 712.50 of shared/secondary space, on a portion of the first floor/building A of the Entrepreneurship Living Learning Community **Building** (“**Building**”). A copy of a floor plan showing the Space is attached hereto as Exhibit A (collectively, “Space”).
- 2) In exchange for this License, Bowie BIC agrees to manage a business incubator/accelerator program described in section VII.
- 3) Bowie BIC shall also have a license, on a non-exclusive, space available, shared basis to use additional conference rooms and classrooms from time to time, provided, however, that if BSU determines that the facilities described in this paragraph have become overburdened by such usage, BSU reserves the right to revise the terms of the license for such facilities.
- 4) If Bowie BIC eventually needs additional Space, and if BSU in its judgment has such additional Space to license, Bowie BIC and BSU may negotiate the location and amount of such additional Space. Any additional Space agreed to will be provided by BSU to Bowie BIC under such terms as are negotiated between the parties and any such negotiated terms and conditions will be reflected by an amendment to this Agreement.
- 5) During the term of this Agreement, the Space will be used by (a) Bowie BIC to house its staff, (b) BSU interns working for Bowie BIC; (c) client companies of the incubator program (“**Sub-Licensees**”) and (d) Business

Counselors and their personnel for office uses. Bowie BIC shall enter into a written agreement with each Sub-Licensee before such Sub-Licensee is permitted to occupy the Space, which agreement shall require the Sub-Licensee to comply with any obligations of this Agreement applicable to the Sub-Licensees. The President of BSU or their designee shall have the right to approve the form of any such agreement.

- 6) Bowie BIC shall perform criminal background investigations of each Sub-Licensee before entering into a Sub-License agreement or permitting a Sub-Licensee to occupy the Space. The parties hereby agree that Bowie BIC may either request that BSU's Office of Human Resources complete the checks at its currently published rate or it may obtain the background checks through a third party and provide the results to the BSU Office of Human Resources.
- 7) BSU shall furnish: (a) to the Space heating and air conditioning, water, and electricity appropriate for the Space twenty-four (24) hours a day, seven (7) days a week; (b) subject to the conditions in Section IV, access to the Space twenty-four (24) hours a day, seven (7) days a week; (c) building security consistent with BSU's present security practices; and (d) janitorial services consistent with BSU's present janitorial practices. The costs for such services are described in Section II. D. 1).
- 8) BSU shall permit Bowie BIC to use the existing office and conference room furniture and office equipment in the Space, all of which are provided with warranty within the first year of occupancy. BIC will be responsible for maintaining all furniture and equipment in good working order and will be responsible for any damaged furniture.

B. Modification of the Space:

- 1) If Bowie BIC desires any interior modifications of the Space, such modifications may only be made after written approval is granted by BSU, which consent shall not be unreasonably withheld. Bowie BIC will procure and bear the costs for the design services, and the construction plan ("**Design Services**") required for the permits and modification of the Space.
- 2) In order to obtain BSU's approval for any such modifications, Bowie BIC shall provide its proposed construction plans and specifications to BSU for its review and approval. The proposed construction plans and specifications must be completed by a licensed architect or registered engineer in the State of Maryland. BSU shall have fifteen (15) business days to review the plans and specifications and to provide comments thereon. If comments are made, Bowie BIC shall address all comments in its re-submittals to BSU. Under no circumstances may Bowie BIC seek governmental approvals or permits for construction in the Space, nor commence any construction in the Space, or modify any approved plans and specifications until and unless it

receives written approval to do so from BSU. Failure of BSU to provide comments shall not be deemed as approval.

- 3) The planning and construction costs associated with any such modifications approved by BSU will be the responsibility of Bowie BIC. No modifications may affect the structure of the Building or any Building Systems (electrical, HVAC, plumbing, security or otherwise).
- 4) Bowie BIC shall enter into any required contracts for project management and the construction of any modifications to the Space ("**Construction Services**") and shall bear the cost of, and pay for, all Construction Services, including any change orders and/or modifications approved by BSU. BSU shall have the right to approve the identity of any contractor or subcontractor performing Construction Services within the Space, and shall also have the right to approve the scope of work and the other terms set forth in any contract or subcontract.
- 5) Any contractor working on the modifications shall be required to have the insurance coverage specified on Exhibit B to this Agreement.
- 6) If BSU is dissatisfied with the quality of construction or the manner in which it is being performed, BSU shall notify Bowie BIC which shall take all appropriate steps to correct the problems. If the problems are not corrected to BSU's satisfaction, BSU may order the contractor to suspend work in the Building until an agreement is reached regarding the standard for the work and problems are resolved to the mutual satisfaction of both parties.
- 7) All improvements and modifications affixed to the Space excluding trade fixtures shall become the property of BSU at the conclusion of the Occupancy Term, unless otherwise agreed in writing by BSU and Bowie BIC, or unless otherwise specified by BSU in its approval of the plans and specifications. All modifications shall be constructed in a good and workmanlike manner and in accordance with all federal, state, and local laws, ordinances, codes, rules, permits, licensing conditions, and regulations, (collectively, "**Laws**").
- 8) All modification work must be carried out so that it does not cause disturbances to classes or other operations of BSU in the Building.
- 9) BSU will provide, at its expense, new door locks and keys/card reader access for all the doors (sub master). BSU will retain a Master set of keys.

C. Occupancy Term:

- 1) The new occupancy commencement date will be on August, 1, 2021 ("**Occupancy Commencement Date**") and occupancy will terminate on June 30, 2024 (the period from the Occupancy Commencement Date through the termination is the "**Occupancy Term**"), unless otherwise extended or terminated in accordance with the terms of this Agreement.

- 2) Unless BSU or Bowie BIC delivers a written notice of termination not less than 180 days before June 30, 2024, the Occupancy Term shall be extended for an additional year to June 30, 2025. The Occupancy Term shall be extended in additional one year increments in subsequent years subject to the same 180 day or greater termination notice procedure. The Occupancy Term shall not be extended beyond June 30, 2025 without amending this Agreement.
- 3) Bowie BIC staff and employees of Sub-Licensees shall vacate the Space as of the date of expiration or earlier termination of the Agreement.

D. Occupancy Fees:

- 1) The **Occupancy Fees** payable by Bowie BIC shall consist of these components: (a) a **Base Fee** for the Space net of any utility or overhead and service use costs; (b) a charge for the water, sewer, gas, and electricity ("**Utilities Fee**"), (c) a charge for building maintenance expenses ("**Custodial Fee**"). In addition, Bowie BIC shall pay separate charges for parking as outlined in Section V.
- 2) For the period from the Occupancy Commencement Date through June 30, 2024 ("**Initial Period**"), Bowie BIC will pay BSU Occupancy Fees as follows:
 - Base Fee of \$17.00 per square foot per annum
 - Custodial Fee of \$3.02 per square foot per annum
 - Utilities Fee of \$3.58 per square foot per annum

in exchange for specific benefits outlined in Section VII.

- 3) For each "**Occupancy Year**" after the Initial Period, (i.e., the period commencing on July 1 and ending on June 30), the Base Fee shall be adjusted annually by 3% and the Custodial and Utilities fees will be adjusted based on the university's current annual costs, as of the first day of such Occupancy Year. The university will provide details to support these costs each year.
- 4) The Occupancy Fees shall be paid quarterly to BSU at the following address: 14000 Jericho Park Road, Bowie, MD 20715, Attention: Controller, upon receipt of invoice from BSU.

III. USE AND OPERATIONS

- A. Use: The Space shall be used only for a business incubator program and for no other use. Bowie BIC and each Sub-Licensee will abide by all Laws regarding business activities while located at BSU. Bowie BIC and each Sub-Licensee will conduct their operations in a professional and business-like way, be respectful of their co-location with a university, and comply with all applicable BSU policies and codes of conduct, which will be provided to Bowie BIC whenever BSU revises them.
- B. Proper Operations: Inappropriate noise, odors or other activity not consistent with an academic environment will be grounds for terminating the Sub-Licensee's privilege of operating at BSU.
- C. Required Termination of Sub-License: BSU may require that Bowie BIC terminate a Sub-Licensee's rights to occupy the Space if BSU determines, in its reasonable discretion, that the Sub-Licensee is not conducting its business in accordance with the requirements hereof, or otherwise acts to the detriment of the BSU. In that event, Bowie BIC shall be responsible for evicting the Sub-Licensee in accordance with all laws and regulations.
- D. Maintenance and Repair: Bowie BIC will maintain the internal sections of the Space (inside the interior walls) to standards of maintenance that apply generally to other BSU facilities, normal wear and tear excepted, and BSU shall maintain the remainder of the building and ensure it is kept in full working order for the quiet enjoyment of Bowie BIC. In the event that the Space is damaged, as a result of reckless actions or inactions by Bowie BIC and its invitees, Bowie BIC will return the Space to its original condition to the satisfaction of BSU within a reasonable period commensurate with the repairs required following the incident in which the loss or damage occurred. If, after such reasonable period, the Space has not been returned to its original condition to the satisfaction of BSU, then BSU must provide written notice and allow Bowie BIC an additional ten (10) business days to start to cure, should Bowie BIC fail to start to cure within that period, BSU may make the required repairs and/or replacement of damaged property, and will provide Bowie BIC with an invoice representing the costs to BSU of making said repairs, said invoice being due and payable upon receipt. Further, should damage occur to the building outside of the internal sections of the Space, or should some other incident occur (such as infestation, unreasonable noise, odors, or other issues), which infringes upon Bowie BIC's use of the Space for its intended purpose, BSU shall be responsible for taking all such actions to return the Space to a condition acceptable for such intended use in a reasonable period commensurate with the actions needed to be taken by BSU.
- E. BSU Not Liable: BSU will not be responsible to Bowie BIC or any Sub-Licensee for any damages or inconvenience caused by interruption of Bowie BIC's or any Sub-Licensee's business or Bowie BIC's or any Sub-Licensee's inability to occupy the Space for any reason whatsoever; *provided that*, Bowie BIC will receive credit for the Occupancy Fees, on a pro-rata basis (calculated on a daily basis), if the business interruption is due to circumstances caused by BSU that are beyond reasonable business and operating grounds and the business interruption lasts 15 days or more. BSU and its agents shall not be liable for failure to furnish, or for a suspension or

delay in furnishing, any or all utilities or services whether caused by breakdown, removal from service for maintenance, repair or replacement, an event of force majeure, or any other cause or reason whatsoever.

- F. Compliance with Laws: Bowie BIC agrees to abide by and require the Sub-Licensees to abide by all applicable Laws and BSU policies and procedures and regulations provided by BSU and applicable to the use of the Space or BSU services, resources, and facilities, including, without limitation, BSU's policies, rules and regulations for safety and environmental policies, as those programs and policies may change from time to time. Violations of BSU's policies, rules and regulations shall be grounds for terminating the license of a Sub-Licensee. Bowie BIC and each Sub-Licensee shall procure, at its sole expense, any and all licenses, permits, insurance and government approvals necessary for the operation of its business. Bowie BIC and Sub-Licensees shall not interfere in any manner with other BSU activities. Use of hazardous or toxic materials by Bowie BIC and any Sub-Licensee is prohibited.

IV. ACCESS

- A. Campus: Bowie BIC and its Sub-Licensees shall be allowed access to those areas of the BSU campus that are open to the public during the hours when such areas are open to the public, which hours are established by BSU at its sole discretion.
- B. Space: Bowie BIC and its Sub-Licensees shall be allowed 24-7 access to the Space, provided that access to the Building during non-normal operating hours shall be as described in Section IV. Keys and/or card reader access to the Space shall be issued by BSU to Bowie BIC. Bowie BIC will continue to have keys and/or card reader access to its workroom and shared conference room space. Bowie BIC shall establish controls and procedures for the distribution of those keys and/or card reader access to management, staff, and Sub-Licensees. The charges for such keys and card readers, if any, shall be the same that BSU charges to BSU faculty and staff. Bowie BIC shall follow any security procedures established by BSU for its own personnel before issuing any keys and/or card reader access to anyone, including, but not limited to, performing criminal background checks before issuing the keys and/or card reader access. Each member of the Bowie BIC Management Team (currently [the Executive Director and Operations Director](#)) will receive a submaster card reader at no charge, so this team has access to all allowable areas in its leased space.
- C. Access After Normal Operating Hours: Keys and/or card reader access will only be given to the Space identified in Exhibit A. The outer doors of the Building are locked before and after normal operating hours as established by BSU. Bowie BIC must provide a list of its staff and of Sub-Licensees and their employees to BSU's Department of Public Safety ("DPS"). Each Sub-Licensee will need to contact DPS for access to the Building after normal operating hours.
- D. Utilities: Bowie BIC and its Sub-Licensees operate 24 hours per day, seven days per week activities and they require heating, cooling and electricity on this basis.

Notwithstanding the foregoing, Bowie BIC and its Sub-Licensees shall not be entitled to use equipment in the Space that unduly burdens the HVAC for the Building, or to use excess electricity over that required for normal office use. For example, the Space shall not be used for the operation of computer servers except those that are needed to service the computers in the Space. All provision of services is subject to interruption, and as provided in Section III. E., BSU shall not be liable therefore.

- E. BSU Access: BSU will have keys and/or card reader access to all locks and may enter the Space, at reasonable times, for cleaning, inspection, maintenance, or repair, or for any other necessary reason. Entry for other than normal maintenance and inspection activities will be preceded by at least 24 hours' notice to Bowie BIC; however, in the event of an emergency, BSU may enter the Space and notice will be given at the first reasonable opportunity after entry.

V. PARKING

Bowie BIC, its staff, the Sub-Licensees and their employees will be entitled to park at BSU at the “faculty/staff” space rate. Bowie BIC shall receive ten (10) designated and reserved parking spaces in Lot “S” (located adjacent to the Building) at which shall all be in the two rows of parking spaces closest adjacent to the Bowie BIC entrance in the Building. BSU will enforce such designated parking through towing 24/7, and the BSU parking permits related thereto. Application for spaces shall be made, and fees for such spaces shall be paid directly to the DPS. The use of any permit shall be subject to all of the rules and regulations for driving and parking on the campus as are applicable to other permittees. Permits may be revoked if such rules and regulations are violated. Bowie BIC shall pay the expenses for any new signage associated with its ten reserved spaces designated by BSU in Lot S. Further, BSU understands that for trainings and other key activities the Bowie BIC may have need for designated parking on specific days. Thus, with at least 48 hours notice, Bowie BIC may request, and BSU shall provide, [a parking plan for Bowie BIC guests at no additional charge](#).

VI. CLASSROOMS, MEETING ROOMS AND OTHER CAMPUS FACILITIES

- A. Within the Entrepreneurship Living Learning Community: BSU will allow Bowie BIC staff to schedule access to other classroom space, conference space and event space within the Building for Bowie BIC-related business training and conferencing purposes on a priority basis. BSU faculty and students, shall have the use of such spaces on a space available basis subject to Bowie BIC’s use of the spaces. The Entrepreneurship Academy staff [also](#) will have priority in scheduling space basis within the Entrepreneurship Living Learning Community over Bowie BIC.
- B. Other Facilities: Bowie BIC staff and the employees of its Sub-Licensees shall have the right to use the University library without charge. Subject to Section VI. C. below, they shall also have the right to use other conference areas, outside of the Building on a space available basis, and under the rules that would apply to university groups, provided that BSU faculty and students shall have priority. Bowie BIC and the Sub-Licensees shall not have access to computer labs or any computer or telecommunications equipment of BSU except as stated in Section VI. A. above.
- C. Facilities Fees: If it is BSU’s policy to charge a fee for maintenance, utilities, janitorial service or security in connection with the use of facilities described in this Section VI by university groups, then BSU may charge such fees to Bowie BIC and any Sub-Licensee in exchange for their right to use the facilities.

VII. INCUBATOR PROGRAM

- A. As contemplated by the MOU, and as consideration for the license granted hereby, Bowie BIC staff shall establish and manage a business incubator/accelerator program (“**Incubator**”) in the Space. The activities associated with the delivery of the incubator program are set forth below:

B. Activities during the period of this agreement:

- 1) Bowie BIC will continue to coordinate an Internship program for 2-4 BSU student interns to work directly with the Bowie BIC management team for credit or for a small stipend to help deliver the Bowie BIC program at BSU during each academic year.
- 2) Bowie BIC will continue to assist Bowie BIC Sub-Licensees with the development of their own internship programs so that BSU student interns can work directly with Bowie BIC Sub-Licensees for credit or a small stipend each academic year.
- 3) Bowie BIC will continue to promote its extensive calendar of business training and business counseling activities as practical resources for students and faculty interested in forming new companies.
- 4) The Incubator/Accelerator is one of the building blocks that allows BSU to fulfill its vision for its Living Learning Community at BSU. These efforts are expected to increase entrepreneurship and business growth in the greater Bowie, Maryland area through innovative programs and focused use of shared resources.
- 5) Bowie BIC will continue to serve as a source of classroom speakers and case studies for BSU students, using the Sub-Licensees in the Bowie BIC program.
- 6) Bowie BIC will continue to support the Entrepreneurship Academy's initiatives, such as the annual student Business Idea Competition, by identifying judges, mentors and other resources to help execute projects.
- 7) Bowie BIC will continue to strengthen collaboration among the parties on grant proposals, where practical, to attract additional funding to BSU or to Bowie BIC.

C. Programmatic Agreements: Bowie BIC will enter into programmatic agreements with a range of public and private organizations and government agencies, such as the Maryland Women's Business Center (MWBC), the Corridor Region Maryland Small Business Development Center (SBDC) and the Maryland Procurement Technical Assistance Center (PTAC), to further enable the Bowie BIC to provide mentoring and business support required to accomplish its mission as a business incubator. The Bowie BIC Board will review and approve these agreements.

D. Performance Standards: Performance Standards for the Incubator will be continually updated. These standards will be consistent with industry wide standards as published or provided by the International Business Innovation Association

(InBIA). Bowie BIC's performance of the Incubator/Accelerator is to be measured against those standards and the results reported at least annually to BSU President's Office, the City of Bowie, and any other entities to be determined in the future.

VIII. TELECOMMUNICATIONS AND INTERNET

- A. Email Addresses: BSU will provide a university email address for each member of the Bowie BIC Management team, so the team can receive campus-wide-communications, calendars, facility updates and safety information which are routinely distributed to via email to the campus community.
- B. Telephone. Bowie BIC will provide and maintain telephone service in its incubator space at its own expense. To the extent that the provision of telephone service to the Space requires telephone system enhancements beyond those required for BSU programs alone, Bowie BIC shall pay the costs of such enhancements.
- C. Internet Access: Bowie BIC will provide and maintain internet service in its incubator space for its Management Team and Sub-Licensees at its own expense. With advance notification, the College of Business will request temporary guest access to the Internet during specific Bowie BIC meetings and events in the meeting spaces and classrooms in the Center for Business Building.

IX. SIGNAGE

BSU will provide, or allow the Bowie BIC to provide, signs in the categories listed below consistent with existing or future signs that BSU uses.

- A. For and on the grounds of the Building to include directional and building identifier signs.
- B. For the exterior of the Building to include directional and identifier, if such practice is used by BSU. No exterior signage will be permitted for any sub-licensee (client).
- C. For the interior of the Building
 - 1) On the ground floor of the occupied building interior directional signs for the licensee (Bowie BIC). BSU will need to approve all signage prior to installation.
 - 2) On the glass building exterior door labeled BIC, if such space is used as the headquarters for the Bowie BIC

- 3) On the door or doors for any space occupied by Sub-Licensees, the Sub-Licensee may post on the hallway door entrance into any space they occupy a business identity if that sign is approved by the Bowie BIC.

X. MATERIALS AND SUPPLIES

Bowie BIC shall ensure that its staff and Sub-Licensees procure their own office supplies and unique services, and shall designate the Space as the receiving point for any deliveries of supplies.

XI. PUBLICITY

BSU and Bowie BIC shall consult with each other prior to using the name, logo or other identifying characteristics of the other in any published material. Best efforts will be made between the parties to coordinate marketing and outreach activities, design of collateral materials and public relations activities. The BSU and Bowie BIC websites will be appropriately linked, so that information about each party is easily accessible by website visitors and activities open to their respective communities will be promoted by each party.

XII. HOLD HARMLESS

Except in the event of BSU's gross negligence or intentional misconduct, Bowie BIC assumes any and all risk of loss, damage or liability, which Bowie BIC may sustain while using the Space, or BSU services, resources, or facilities. Except in the event of BSU's gross negligence or intentional misconduct, BSU, its administrators, faculty, officers, agents and employees will not be liable for any injury, damage or loss to person or property occurring on or about the Space or caused by Bowie BIC, the Sub-Licensees or their respective officers, agents, employees, contractors, servants, permitted licensees, clientele, visitors or invitees. Except in the event of BSU's gross negligence or intentional misconduct, Bowie BIC hereby releases, indemnifies and holds harmless and will defend the State of Maryland, the University System of Maryland, BSU, and their respective administrators, faculty, officers, agents and employees (collectively the "Indemnified Parties") against and from any and all losses, expenses, demands, actions, suits, claims or liabilities (including reasonable attorneys' fees) of whatever nature resulting out of (a) Bowie BIC's or any Sub-Licensee's use or withdrawal of use, occupancy, conduct, operation or management of the Space or the equipment in the Space, and use or withdrawal of use of other BSU facilities, services or resources; (b) any work or thing whatsoever done or not done in the Space, the Building or other BSU facilities which is performed by or required to be performed by or for Bowie BIC or any Sub-Licensee; (c) any breach or default by Bowie BIC in performing any of its obligations under the provisions of this Agreement; (d) any negligent, intentionally tortious or other act or omission of Bowie BIC, the Sub-Licensees, or any of their respective officers, agents, contractors, servants, employees, permitted licensees, clientele or invitees within BSU property, and (e) any injury to or death of any person or damage to any property occurring on the University property and caused by Bowie BIC or its Sub-Licensees. Except in the event of BSU's gross negligence or intentional misconduct, Bowie BIC acknowledges that none of the Indemnified Parties, or any other person introduced to Bowie BIC in

connection with Bowie BIC's presence at BSU shall be liable to Bowie BIC for mistakes of judgment or for action or inaction which any of the Indemnified Parties or such person believed to be in the best interests of BSU, or for losses due to such mistakes, action or inaction. Anything contained in this Agreement to the contrary notwithstanding, and subject to the limitation of liability established under and allowed by the Maryland State Tort Claims Act, BSU indemnifies and holds Bowie BIC harmless from and against any and all risk of loss, damage or liability, which Bowie BIC may sustain as a result of the gross negligence or intentional misconduct of BSU, its agents or employees.

XIII. INSURANCE

Bowie BIC will obtain and maintain, for the term of this Agreement, commercial general liability insurance written on an occurrence basis with respect to the Space having such limits as are reasonably required by the BSU from time to time, but in any event having minimum combined single limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. Such liability insurance shall, in addition, extend through contractual liability insurance, to any liability of Bowie BIC arising out of the indemnities provided in this Agreement. Such liability insurance shall also include broad form endorsement coverage, including personal injury coverage with a minimum of \$1,000,000 per occurrence. Bowie BIC and any Sub-Licensee shall also obtain and maintain workers compensation insurance as required by law. The liability policy shall contain a provision which states that BSU and Bowie BIC must receive thirty (30) days' prior written notice of cancellation. Bowie BIC shall furnish BSU with a copy of such policies or other satisfactory evidence of insurance together with satisfactory evidence of the payment of the required premium or premiums thereof prior to occupancy and any extension thereof, and at least thirty (30) days before any such policies expire. In the event Bowie BIC fails to pay any insurance premium when due, BSU shall have the option but not the obligation of paying such insurance premiums on behalf of Bowie BIC and, Bowie BIC shall immediately, upon demand, repay such sum to BSU as additional Occupancy Fee.

XIV. TERMINATION

A. Termination Rights: Notwithstanding anything in this Agreement to the contrary, this Agreement may be terminated as follows:

- 1) By either party, upon six (6) months prior written notice;
- 2) In the event that Bowie BIC materially breaches its obligations under this Agreement, and such material breach is not cured within 30 days after BSU provides notice thereof to Bowie BIC (or if the breach is for failure to pay monies due, within 10 days of such notice), BSU may terminate this Agreement and/or any provision of services or other benefits under the Agreement.

- B. Surrender: For the purposes of determining BSU's right to Occupancy Fees or other compensation, the Termination Date will be deemed to be the actual date Bowie BIC vacates the Space in its entirety and BSU is no longer providing services, resources or facilities. Bowie BIC shall vacate and surrender the Space prior to the expiration date hereof, or the date specified in the written notice of termination in as good a condition as when originally received, excepting normal wear and tear. If BSU's approval of plans and specifications, for the modifications required Bowie BIC to restore the Space or remove modifications upon terminations, then Bowie BIC shall carry out the necessary work to do so. Nothing in this Section shall be construed to give Bowie BIC the right to remain in or use the Space beyond the expiration of the Agreement or sooner termination as provided herein.
- C. Survival of Obligations: Termination of this Agreement does not relieve either party of the duties and obligations incurred pursuant to this Agreement prior to the Termination Date. Without limiting the generality of the foregoing, Bowie BIC's indemnification obligations pursuant to Section XII of this Agreement shall survive the termination or expiration of this Agreement.

XV. MISCELLANEOUS

- A. Reservation of Rights: Notwithstanding anything to the contrary herein, BSU reserves the right at all times to control all services, resources and facilities provided hereunder, and to enforce BSU's policies, rules and regulations. Nothing herein shall require BSU to increase its level of service from that which it has customarily maintained.
- B. No Partnership: Nothing contained in this Agreement shall create any partnership or joint venture between the parties.
- C. Integration: This Agreement, the MOU, and the attached Exhibits constitute the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and undertakings, both written and oral with respect to the subject matter hereof.
- D. No Assignment: Bowie BIC shall not assign this Agreement without the prior written consent of BSU which can be withheld for any reason, or granted subject to any condition, whatsoever in BSU's sole and absolute discretion.
- E. Governing Law: The laws of the State of Maryland will govern the validity, interpretation and effect of this Agreement and all rights, remedies, obligations, and liabilities arising pursuant to this Agreement.
- F. Representation and Warranties: The Bowie BIC expressly warrants that it is duly organized and validly existing, that this Agreement has been authorized by all necessary corporate action, is validly executed by an authorized officer or agent of Bowie BIC, and is binding upon and enforceable against Bowie BIC in accordance with its terms.
- G. Severability: If any clause in this Agreement is found to be illegal or invalid by a

court of law, then the remaining clauses will remain valid and enforceable to the fullest extent permitted by law.

H. Captions: The captions or headers in this Agreement are for convenience only and shall not affect the interpretation of this Agreement.

I. No Personal Interest: No member, official or employee of the State of Maryland shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his personal interest or the interests of any corporation, partnership, or association in which he is, directly or indirectly, interested, except such as is specifically permitted by law. No member, official or employee of the State of Maryland shall be personally liable, in the event of any default or breach by the State or for any amount which may become due to Bowie BIC on any obligations under the terms of this Agreement.

J. Non-Discrimination: Bowie BIC and the Sub-Licensees shall not discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment and to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

K. Notices:

Notices required or permitted by this Agreement shall be in writing. All such notices and copies thereof as required below, shall be served personally or sent by United States registered or certified mail, or air courier or commercial delivery service providing a receipt of delivery, postage or charge prepaid, addressed to BSU and Bowie BIC, as the case may be, at its address set forth below, or at such other place as BSU or Bowie BIC may designate from time to time in a written notice to the other. Notices also may be sent by facsimile, provided a duplicate copy is sent pre-paid to the addressee by the manner required for notice. The parties agree, however, that a facsimile confirmation sheet shall not be evidence of actual receipt. A notice shall be served when actually received by the person to whom it is addressed, or if delivery is refused, on the date of such refusal.

1) Any notice to Bowie BIC shall be sent to:

Bowie Business Innovation Center
Entrepreneurship Living Learning Community
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715-9465
Attention: Executive Director

2) Any notice to BSU shall be sent to:

Bowie State University
Henry Administration Building
14000 Jericho Park Road
Bowie, MD 20715-9465
Attention: Vice President for Administration and Finance

With a copy to:

Bowie State University
Henry Administration Building
14000 Jericho Park Road
Bowie, MD 20715-9465
Attention: General Counsel

XVI. GRANTS

Grant funding is an important component of the anticipated revenue stream for the Bowie BIC. Grant funding is an important component of BSU funding plans to allow for the creation, operation, and expansion of programs and services.

- A. The Bowie BIC will cooperate with BSU in any grant application BSU prepares seeking funds for or involving the Bowie BIC.
- B. BSU will cooperate with Bowie BIC in any grant application the Bowie BIC prepares seeking funds for the Bowie BIC at BSU.

[Signatures continue next page]

XVII. SIGNATURES

Bowie State University

By: _____
Aminta H. Breaux, Ph.D.
President

Date: _____

Bowie Business Innovation Center, Inc.

By: _____
Sherman L. Ragland, II
Chair, Board of Directors

Date: _____

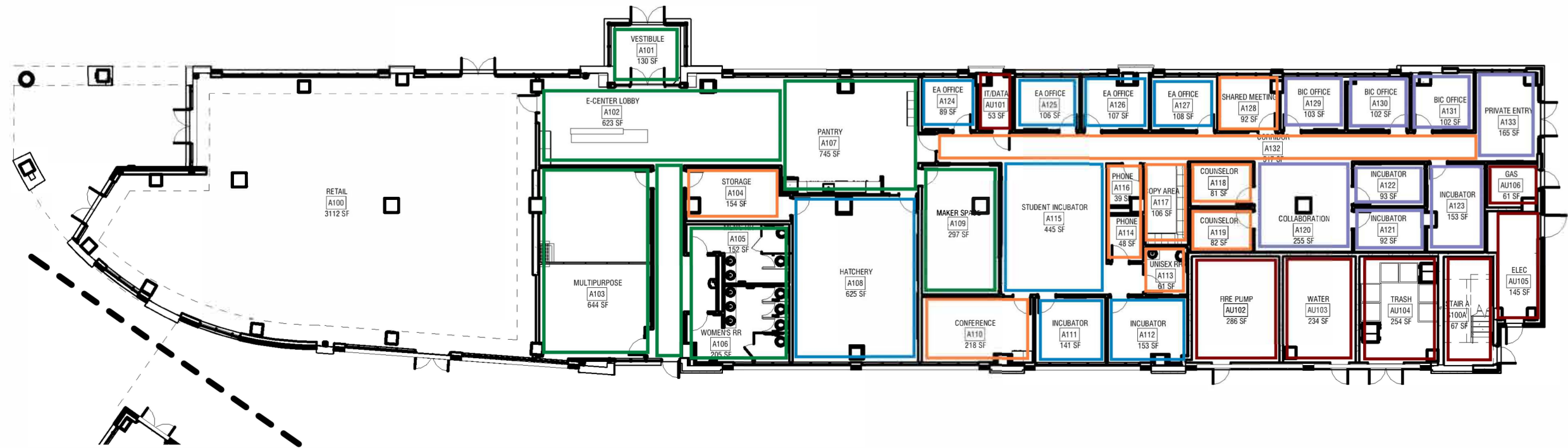
EXHIBIT A
Depiction of the Space

EXHIBIT B
Contractor's insurance requirements

1. The Contractor shall defend, indemnify and save harmless the University System of Maryland, its officers, employees and agents, from any and all claims, liability, losses and causes of actions which may arise out of the performance by the Contractor, employees or agents, of the work covered by the construction contract.
2. The Contractor shall secure, pay the premiums for, and keep in force until the expirations of the construction contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the Contractor under the construction contract.
 - a. Commercial General Liability Insurance including all extensions-
 - \$2,000,000 each occurrence;
 - \$2,000,000 personal injury;
 - \$2,000,000 products/completed operations;
 - \$2,000,000 general aggregated
 - b. Workmen's Compensation Insurance and Unemployment Insurance as required by the laws of the State of Maryland.
 - c. Owner's Landlord's and Tenant's and Contractor's bodily injury liability insurance, with limits of not less than \$500,000 for each person and \$2,000,000 for each accident.
 - d. Property damage liability insurance with a limit of not less than \$2,000,000 for each accident.
 - e. If automotive equipment is used in the operation, automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance, with a limit of not less than \$2,000,000 for each accident.
3. All policies for liability protection, bodily injury or property damage must specifically name or its face, the University System of Maryland as an additionally named insured as respects to operations under the contract and premises occupied by the Contractor provided, however, with respect to the Contractor's liability for bodily injury or property damage under items 2. a. - 2. e. above, such insurance shall cover and not exclude Contractor's liability for injury to the property of the University System and to the persons or property of employees, students, faculty members, agents, officers, regents, invitees or guests of the University System.
4. Each insurance policy shall contain the following endorsements: "It is understood and agreed that the Insurance Company shall notify Bowie State University, attention University Insurance Coordinator, in writing forty-five (45) days in advance of the effective date of any reduction in or cancellation of this policy." A certificate of each policy of insurance shall be furnished to Bowie State University ("BSU"). With the exception of Workmen's Compensation, upon the request of BSU, a certified true copy of each policy of insurance, including the above endorsement manually countersigned by an authorized

representative of the insurance company, shall be furnished to BSU. A certificate of insurance for Workmen's Compensation together with a properly executed endorsement for cancellation notice shall also be furnished. Following the notice of Contract award, the requested Certificates and Policies shall be delivered as directed by the BSU. Notices of policy changes shall be furnished to BSU."

5. All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland and acceptable to the University. The insurers must have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports.



ELEVATOR LOBBY
L113
242 SF

- SHARED - PUBLIC = 2,797SF
- SHARED - EA/BIC = 1,398SF
- ENTREPRENEURSHIP ACADEMY = 1,776SF
- BOWIE BIC = 1,065SF, plus 1/2 of A103, A104, A128, A118/9 and 1/4 A107 = 712.50 total 1,777.50
- BASE BUILDING - BACK OF HOUSE

LIVING LEARNING RESIDENCE HALL E-CENTER SF BREAKOUT

PROJECT NAME
LIVING-LEARNING RESIDENCE HALL
BOWIE STATE UNIVERSITY

DATE
05/22/20

SCALE
3/64" = 1'-0"

SHEET NO.
SK-3

**Design
Collective**

ARCHITECTURE PLANNING INTERIORS
LANDSCAPE ARCHITECTURE GRAPHICS
607 Reed Point Street, Suite 100
Baltimore, Maryland 21208
P 410 685 6651 www.designcollective.com



Board of Directors List (October 2021)

Sherman L Ragland, II
Bowie BIC Board Chairman
Chairman/CEO
Tradewinds International Holdings, LTD
16000 Trade Zone Avenue, Unit 105
Upper Marlboro, MD 20774
301-218-4333 (office)
202-288-7001 (cell)
sherman.ragland@gmail.com

Wendy L. Jenkins
Bowie BIC Board Vice Chairman
Vice President, Business Banking Senior
Relationship Manager
Bank of America
301-395-1468 (cell)
wendy.l.jenkins@bofa.com

Charlene T. Wade
Bowie BIC Board Secretary
President
Workforce Resources, Inc
8181 Professional Place, Suite 260
Hyattsville, MD 20785
301-459-9675, ext. 102
301-467-0718 (cell)
252-331-1874 (Elizabeth City, NC)
ctwade@wkforceresources.com

Greg Bussink
Bowie BIC Board Treasurer
Principal
CliftonLarsonAllen, LLP
6406 Ivy Lane, Suite 200
Greenbelt, MD 20770
301-902-8527 (office)
443-691-1898 (cell)
greg.bussink@claconnect.com

Crystal Clark
Bowie BIC Board Recording Secretary
Bowie Business Innovation Center
Operations Director & Student Liaison
Entrepreneurship Living Learning
Community-Suite A130
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
301-383-1550 (office)
202-339-7903 (cell)
crystal.clark@bowiebic.com

Denita R. Conway
Founder/President
PROVEN Management, LLC
440 12th Street, NW, Suite 740
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301-875-3946 (cell)
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gebrekrm@magadia.com

John Halley
Team Leader/Vice President
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6401 Golden Triangle Drive, 3rd Fl
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240-419-1409 (cell)
jhalley@mtb.com

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Isaias "Cy" Alba, IV
Partner
PilieroMazza PLLC
888 17th Street, NW #1100
Washington, DC 20006
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703-474-5227 (cell)
ialba@pilieromazza.com

Adam Santavicca
Bowie BIC Board Chairman Emeritus
Principal
CBay Advisory Group
1273 Robert Road
Crownsville, MD 21032
410-923-6925 (office)
410-279-4963 (cell)
adam@cbayadvisory.com

Jesse Buggs (Ex Officio)
Director, Grant Development & Admin
Housing & Homeless Services
City of Bowie
15901 Fred Robinson Way
Bowie, MD 20716
301-809-3094 (office)
301-404-3786 (cell)
jbuggs@cityofbowie.org

Brent E. Swinton, CFRE (Ex Officio)
Vice President
Institutional Advancement
Bowie State University
Henry Administration Bldg.-Ste. 2300
14000 Jericho Park Road
Bowie, MD 20715
301-860-4303 (office)
301-852-0170 (cell)
bswinton@bowiestate.edu

Management Team List

Lisa S. Smith
Executive Director
1601 Ballenger Creek Pike
Point of Rocks, MD 21777
301-383-1550 (office)
301-524-5654 (cell)
lisa.smith@bowiebic.com

Crystal Clark
Operations Director & Student Liaison
8823 Heathermore Blvd. #102
Upper Marlboro, MD 20772
301-383-1550 (office)
202-339-7903 (cell)
crystal.clark@bowiebic.com

BOWIE BIC CLIENTS AND PROSPECTS

As of October 31, 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

November 12, 2021

CLIENT UPDATE

As of October 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.

We launched the online Fall 2021 8(a) Accelerator Program on October 29 with 31 participants. This is the largest cohort to date.

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	October Training/Counseling/Events	Instructor/Program	Attendees
Oct 19	Introduction to Entrepreneurship & MWBC	Angie Duncanson/MWBC	5
Oct 28	Coffee & Connections	Angie Duncanson/MWBC	1
	MWBC Counseling	Angie Duncanson/MWBC	17
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	75
	Total		98

The majority of 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 has invited Tiffany Davis, TEDCO's team member in Prince George's County to conduct another "Open Door" session before Christmas. Ms. Davis manages TEDCO's new Urban Business Innovation Initiative (UBII), which targets tech-based founders from underserved communities.
- As part of Veterans' Day celebrations in 2021, Bowie BIC resident client Ops Tech Alliance was selected by the U.S. Small Business Administration (SBA) to conduct a company briefing at Bowie BIC for the U.S. Secretaries of Defense, Transportation and the Navy, along with the SBA Administrator and the Director of the SBA Office of Veteran Business Development. After a week of planning the logistics with Bowie State University, the visit was postponed to another time.

MARKETING

- Bowie BIC was ranked as the sixth largest business accelerator program in the Baltimore Region by the Baltimore Business Journal in their annual listing of business incubators and accelerator October 23, 2021. This makes Bowie BIC the largest business accelerator program in Prince George's County. (Listing attached.)
- To celebrate Global Entrepreneurship Week, Bowie BIC coordinated its second Entrepreneur "Open Mic Night" on November 10. Ardesha Jones founder of Capital City Mambo Sauce, Candi Dailey founder of Ruby's Southern Kitchen and Mauri Winfree, BSU student founder of Muthabarra Innovations were the three featured entrepreneur speakers. (Flyer attached.)
- 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 is continually expanded with registrations from Bowie BIC events.
- Bowie BIC has a follow up meeting in mid-November 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. Bowie BIC already has identified two food industry professionals interested in assisting with business planning and training on industry best practice for the companies interested in using the shared kitchen facility. 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 50 companies each month in 2022. Ms. Dailey's plan is to develop a pipeline of food service expertise that could open brick and mortar restaurants in Bowie and Prince George's County.

BIC SIGNATURE PROGRAMS

Bowie 8(a) Accelerator

- The Zoom briefing for the Fall 2021 Bowie BIC 8(a) Accelerator Overview Briefing on October 22 attracted 53 registrants. The Fall 2021 cohort launched October 29 with a record 31 participants. The registration revenue generated by this cohort is \$12,245.00. This seven-week program of four-hour sessions on Friday mornings runs through December 17, 2021. (Program schedule attached.)

BSU Partnership

- The BSU Entrepreneurship Academy is an excellent partner with Bowie BIC, working with us through continuing operational and facilities issues at the ELLC, as well as collaboration on joint programs for the upcoming months, such as Global Entrepreneurship Week November 8-12, 2021.
- Bowie BC may also tap into some of the EA student intern pool for our special projects.

Development

- Amazon notified Bowie BIC that they plan to make a \$25,000 grant to Bowie BIC before December 31, 2021. The grant would be used to build Amazon visibility through sponsorship of Bowie BIC activities.
- U.S. Small Business Administration (SBA) did not approve a Community Navigator grant for the Prince George's County "Hub and Spoke" team proposal led by FSC First. However, FSC First was successful in attracting alternative grant funding which will allow for a scaled-down version of the initial program to be delivered by the original teams under the new name "Level-Up". As a team member in the original SBA proposal, Bowie BIC will receive \$10,000 to participate by coordinating several new "Open Door" one-on-one sessions and several training workshops on business topics. The program will launch in early 2021.
- Bowie BIC's Letter of Interest (LOI) was approved by the CliftonLarsonAllen Foundation November 1st, and we have been invited to apply for a \$20,000 operating grant November 22.
- University of Maryland-College Park recently won a five-year Economic Development Administration (EDA) University Centers grant. Bowie BIC provided a letter of support for this grant. Bowie BIC has been advised by Lindsay Ryan, Venture Director, USM and lead for this grant that in year two (October 2022) there is an opportunity for Bowie BIC to receive grant funds for business support activities for the cohorts.

- 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 may know the status of the earmark in December.
- We have been advised by Derrick Coley, Special Assistant for Government Affairs at BSU that organizations, such as SBA also 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 by December.

Administration and Operations

- Isaias "Cy" Alba, Partner, PilierrroMazza, was unanimously elected to the Bowie BIC Board on October 21. Mr. Alba has been working with Bowie BIC as a legal resource partner and presenter for the Bowie BIC 8(a) Accelerator Program since it launched in 2019.
- Bowie BIC and its resident clients have resolved most of the operational issues (keys, pass cards, etc.) with the university associated with our new space in the Entrepreneurship Living Learning Center (ELLC). We are still learning some of the university operational processes.
- Despite many conversations and emails since last summer with University staff about our parking needs, it took the direct intervention of President Breau in October to resolve the situation for BIC staff and clients. In October, the university painted thirteen numbered reserved parking spaces adjacent to the entrance to our offices. Bowie BIC was assigned nine spaces. Director Smith and Operations Director Clark were approved for designated parking tags (\$115 each) for the year. Bowie BIC clients, counselors and visitors were allocated specific parking spots. Campus security has patrolled the area writing tickets and towing illegally parked cars. While this is helpful, it is still unclear how parking for in-person Bowie BIC group training sessions or special events will be handled, except on a case by case basis.
- Bowie BIC Board member Cy Alba and Bowie BIC Executive Director Lisa Smith met with BSU VP for Administration and Finance Tony Savia and Budget Analyst Michael Atkins on October 26 to review and update the Occupancy and Operating Agreement (OOA). (Current version attached.)
- Bowie BIC Executive Director Smith has been named to the Board of Directors for the Maryland Business Innovation Association (MBIA), the state-wide association for business accelerators and incubators in Maryland. Bowie BIC Board member Cy Alba has reviewed and approved the MBIA Conflict of Interest Policy that Smith must sign for MBIA Board participation.
- Bowie BIC will be closed on November 25 and 26 for Thanksgiving.

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

BOWIE BUSINESS INNOVATION CENTER

OPEN MIC NIGHT



CELEBRATING
GLOBAL ENTREPRENEURSHIP WEEK

November 10, 2021

4:00-5:00 PM

Free Event (registration required)

Join Bowie BIC online to hear the
innovation and business creation
stories of area entrepreneurs and
share your story of why you became
and entrepreneur.



“

Featured Speakers:

Candi Dailey, Ruby's Southern Kitchen

Mauri Winfrey, BSU Student, Muthabara Innovations

Arsha Jones, Capital City Company - Mambo Sauce

”

”

Bowie Business Innovation Center
Located at Bowie State University • Entrepreneurship Living Learning Community
14000 Jericho Park Road • Bowie, MD 20715



8(a) ACCELERATOR FALL 2021 PROGRAM ONLINE

(AS OF NOVEMBER 1, 2021)

COHORT 4 - SCHEDULE: OCTOBER 22, 2021 – DECEMBER 17, 2021

The program topics for Cohort 4 have been selected based on previous sessions and have been adjusted based on participants' surveys and planning sessions with key stakeholders from the U.S. Small Business Administration and our corporate sponsors. The dates and times for Cohort 4 are listed below. This will be the second online 8(a) Accelerator program. The sessions will be structured to provide time for short mentor comments and group comment periods. All session materials will be available electronically. During the sessions, we also will walk the participants through the processes under discussion.

Zoom 8(a) Accelerator Zoom Online Briefing – 10/22 - 10:00-11:00 AM

8(a) Accelerator Overview

- Introduction of SBA team and corporate sponsors (PilieroMazza, EZGov Opps, CMT)
- Three-minute testimonials from participants in previous programs
- Q&A

Session One – 10/29: Business Capabilities & Value Proposition- 8:00 AM -Noon

1. The Secret Sauce

- a. Expanding on Core Capabilities
- b. Customer Value Proposition (CVP)
- c. Identifying your 5 Champions

8(a) Accelerator Program Graduate Comments:

Laurie Sayles, Civility Management Solutions

Resources: SBA Team

Learning Objective: Create a CVP

Session Two – 11/5: Deal Mix - 8:00 AM -Noon

1. **Portfolio of Contracts to meet your revenue goals**
 - a. Simplified Acquisitions
 - b. Deals between \$250K - \$4M
 - c. Deals > \$4M
2. **What are the BD activities involved in each type of deal**
3. **Differences between Sole Source and Set Aside Contracts**
4. **Discuss “Search Letter” and “Offer Letter”**

Mentor: Kevin Jennings, CEO, Millennium Corporation

Resources: SBA team Business Activity Targets (BAT) Requirements

Learning Objective: Develop and enhance sales goals and forecast

Session Three – 11/12: Sales Process and Tools - 8:00 AM - Noon

1. **Sales Processes**
 - a. Steps in the sales process
 - b. BD Tools
 - c. Types of Contracts; subcontracting as an 8(a) contractors

2. **Sales Tools**

Mentor/Workshop Contributor: Jamie Bratten, CEO, EZGOV Opps

Resources: SBA Team, EzGov Opps Market Intelligence

Learning Objective: Develop your company’s sales process and introduction to sales tools.

Session Four – 11/19: Financial Planning - - 8:00 AM - Noon

1. **Financial Planning for Contractors**

Mentor/Workshop Contributor: Sean Chrysostom, Engagement Specialist, Community Impact and Investment, Capital One.

Mentor Comments: Tarandeep Bawa, President & CEO ITegrity, Inc. and Dr. Irving McConnell, President, The McConnell Group

2. **Obtaining Financial / Certificate of Competency**

Resources: SBA Team

Learning Objective: Understand the financial assessment

Session Five –12/3: Legal Strategies & Capture Planning - 8:00 AM -Noon

1. Go to Market Legal Strategies

- a. Joint Ventures
- b. Teaming Arrangements
- c. Legal: Mitigating Risks
- d. Limitations of Subcontracting, JVs, and Policy

Mentor/Workshop Contributor: Isaias “Cy” Alba, Partner, PilieroMazza

Learning Objective: Identify 3-5 partners and a MPP prospect

Session Six – 12/10: Price & Cost Proposal Development - 8:00 AM -Noon

1. Establishing pricing

- a. Rate Structure
- b. Pricing to Win

2. Cost Proposal Development

Mentor/Workshop Contributor: Annette Johnson, CEO, CMT Services

Resources: SBA Team

Learning Objectives: Understand the principles of Cost and Price Proposal development.

Final Session –Week of 12/17: Connecting with Contractors and Participant Awards -8:00 AM - Noon

1. Procurement Keynote and Contractor Panel Presentation

- a. Key note: procurement professional (TBD)
- b. Contract Officers – Panel (TBD) comments

2. Participants provide capability briefings to Contractor Panel

Mentor/Workshop Contributor: possibly Robin Denise Gates, Senior Procurement Executive, US DOT

Resources: SBA Team

Learning Objectives: Gain experience preparing and presenting company capabilities to Contracting Officers.

3. Awards Ceremony and Commencement Speaker

Mentor Comments: Timothy Adams, CEO, SA-Tech (Invited)

Entrepreneurship Living Learning Community • Suite A-131 • Bowie State University
14000 Jericho Park Rd. • Bowie MD 20715 • 301-524-5654 • lisa.smith@bowiebic.com
www.bowiebic8a.com

Next Meeting:

Bowie BIC Board Meeting
And Annual Meeting Election
December 10, 2021

Zoom Meeting
8:30 to 9:30 AM



Board of Directors Annual Meeting

December 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 Annual Meeting December 10, 2021

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

Meeting ID: 354 711 3915
One tap mobile: +13017158592, 3547113915# US (Washington D.C)

Board Annual Meeting Agenda **8:30 – 10:00 AM**

- | | | |
|-------|---|------------------|
| I. | Call to Order | Ragland |
| II. | Nominating Committee Report and Board Elections | Gebrekrastos |
| | a. Slate of 2022 Board Members and Officers (Attached) | |
| | b. Proposed 2022 Board Meeting Schedule (Attached) | |
| III. | Approval of Minutes | Wade |
| | a. Board Meeting November 12, 2021 (Attached) | |
| IV. | Financial Report | Bussink/L. Smith |
| | a. November 2021 (Attached) | |
| V. | Bowie State University Update | Swinton |
| VI. | New Business | |
| | a. Bowie BIC Program Coordinator Job Description (Attached) | L. Smith |
| VII. | Old Business | |
| | a. Client List (Attached) | L. Smith |
| | b. Executive Director's Report (Attached) | L. Smith |
| VIII. | Other Business and Announcements | All |
| IX. | For the Board Calendar: BSU Winter Commencement (12/22 at 10 am AC Jordan Arena at BSU) | |
| X. | Confirmation: Bowie BIC In Person Board Meeting January 14, 2022 at 8:30 am at ELLC. | |
| XI. | Adjourn Board Meeting | Ragland |



Bowie BIC Nominating Committee Report **December 2021**

Bowie BIC Board Slate

Isaias “Cy” Alba, IV
Greg Bussink
Denita Conway
Magdalena Gebrekristos
John Halley
Wendy L. Jenkins
Mark A. Lawrence
Sherman L. Ragland, II
Eben G. Smith
Charlene T. Wade

Motion: Election for a One-Year Term Beginning February 1, 2022.

Bowie BIC Officers Slate

Chair – Sherman L. Ragland, II
Vice Chair – Wendy L. Jenkins
Secretary – Charlene T. Wade
Treasurer – Greg Bussink

Motion: Election is for a One-Year Term Beginning February 1, 2022.

Ex Officio Board Members Continuing in 2022

Jessie Buggs, City of Bowie

Brent Swinton, Bowie State University

PROPOSED BOWIE BIC BOARD MEETING CALENDAR 2022

MONTH	DATE	FORMAT	PARTICIPANTS	COMMENTS
January	1/14/2022	IN PERSON MEETING AT ELLC	Full Board	MLK Day 1/17/22
February	2/11/2022	Zoom Meeting	Full Board	President's Day 2/14/22
March	3/11/2022	Zoom Meeting	Full Board	
April	4/8/2022	Zoom Meeting	Full Board	Easter Sunday 4/17/22
May	5/13/2022	Zoom Meeting	Full Board	Memorial Day 5/30/22
June	6/10/2022	Zoom Meeting	Full Board	
July	7/15/2022	Zoom Meeting	Full Board	Independence Day 7/4/22
August	*	NO MEETING		
September	9/9/2022	Zoom Meeting	Full Board	Labor Day 9/05/22
October	10/14/2022	Zoom Meeting	Full Board	Columbus Day 10/10/22
November	11/18/2022	Zoom Meeting	Full Board	Veteran's Day 11/11/22
December	12/9/2022	ANNUAL MEETING; ELECTIONS	Full Board	Christmas 12/25/22

12/10/2021

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, November 14, 2021.

Present: Isaias "Cy" Alba, Jesse Buggs, Greg Bussink, Denita Conway, John Halley, Wendy Jenkins, Mark Lawrence, Sherman Ragland, Eben Smith, Charlene Wade, Lisa Smith

Absent: Magdalena Gebrekristos, Brent Swinton, Adam Santavicca

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:30 am.

2. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the October meeting. Mr. Smith made a motion to approve the October 2021 meeting minutes. The motion was seconded by Mr. Halley and approved by the board.

3. FINANCIAL REPORT

- BIC has closed out the Maryland TEDCO grant for FY2021.
- BIC has closed out the BBR Program grant with all funds received from the City of Bowie and all contractors paid along with deliverables.
- Materials for the 990 tax filing have been turned into CLA and the filing will be completed by November 15th.

4. NEW BUSINESS

- BSU Occupancy and Operating Agreement (OOA) - Ms. Smith and Mr. Alba met with Tony Savia and Michael Atkins via Zoom.
 - The OOA is a streamlined version of a commercial lease.
 - The university appeared unwilling to make major changes in the document.
 - Mr. Alba added language about the university's responsibility toward ensuring BIC's quiet enjoyment of the space.
 - Base rent and utility fees at ELLC are fixed for the initial period (July 1, 2021 – June 30, 2024). After this, there will be a 3% increase in base rent annually and utility fees will be calculated based on actual university costs.
 - Parking section includes 10 spaces, which is based on the original OOA. We were only assigned 9 spaces following the move to ELLC, so we are requesting 10 spaces in the new OOA.
 - Mr. Lawrence suggested requesting one of the spots at the charging station as the 10th parking location.
- Nominating Committee – As Nominating Committee chair, Ms. Gebrekristos will contact Board members by December 3rd to see if members are interested in continuing to volunteer on the Board of Directors for another year. Ms. Gebrekristos will submit the proposed board slate at the November Board meeting.

- Level Up-- FSC First was successful in receiving funding to create a new program in 2022 called Level Up, based on a Hub and Spoke program for the County proposed in an unsuccessful SBA grant. The Level Up program, which Includes Bowie BIC, is focused on financial literacy, business mentoring and access to capital. Level Up launches in January 2022. Bowie BIC will receive a \$10K grant from FSC First to deliver several Level Up activities.
- Amazon plans to award a \$25K grant to Bowie BIC to build their visibility with small businesses in Prince George's County.
- BIC has been invited by the CliftonLarsonAllen Foundation to submit a proposal for a \$20K operating grant by November 22nd.
- 8(a) Accelerator Program Update
 - Week 3 of the program
 - SBA has agreed to provide a speaker for SBA-related topics for each program
- Ms. Smith is working with Derrick Coley/BSU to monitor the status of Senator Cardin's earmark to pilot the 8(a) Program with HBCU's across the country.
- Bowie BIC client Ops Tech Alliance was selected by SBA to give a presentation to Secretaries of Defense, Transportation, and the Navy in November at Bowie BIC. The event was cancelled but may be rescheduled at a later date.

5. Announcements

- Ms. Smith will be out of the office the week of November 29th to recuperate from hip surgery.

Mr. Ragland adjourned the meeting at 9:32 am. Ms. Jenkins made a motion to adjourn the meeting and the motion was seconded by Ms. Conway. The next meeting of the Bowie BIC Board of Directors will be held on December 10th at 8:30 am via Zoom. The Board is considering conducting its January 2022 meeting as an in-person meeting at the ELLC, so the Board can see Bowie BIC's new space.

Respectfully Submitted,

Crystal Clark
Recording Secretary

Bowie Business Innovation Center (Bowie BIC)

12/07/21

Balance Sheet

Accrual Basis

As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	287,370
10001 · WesBanco Checking	125,786
Total Checking/Savings	413,156
Accounts Receivable	
11000 · Accounts Receivable	700
Total Accounts Receivable	700
Total Current Assets	413,856
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,112
Total Fixed Assets	3,016
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	675
TOTAL ASSETS	417,547
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-1,932
22001 · WesBanco Credit Card 9135 CC	1,454
Total Credit Cards	-478
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	49,152
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	53,647
Total Current Liabilities	53,169
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	54,954
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	67,838
Total Equity	362,593
TOTAL LIABILITIES & EQUITY	417,547

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss
 July through November 2021

9:03 PM
 12/07/21
 Accrual Basis

	8(a) Cohort 4	Amazon Grant	Bowie Business...	FY21 TEDCO Te...	Head Quarters	TOTAL
Income						
43400 · Direct Public Support						
43405 · Government Grants						
43415 · City of Bowie	0.00	0.00	40,000.00	5,000.00	55,000.00	100,000.00
Total 43405 · Government Grants						
	0.00	0.00	40,000.00	5,000.00	55,000.00	100,000.00
43400 · Direct Public Support - Other	40,000.00	0.00	0.00	0.00	0.00	40,000.00
Total 43400 · Direct Public Support						
	40,000.00	0.00	40,000.00	5,000.00	55,000.00	140,000.00
43500 · Direct Corporate Sponsorship	0.00	25,000.00	0.00	0.00	0.00	25,000.00
45000 · Investments						
45030 · Interest-Savings	0.00	0.00	0.00	0.00	61.01	61.01
Total 45000 · Investments						
	0.00	0.00	0.00	0.00	61.01	61.01
45200 · Other Client Fees	12,640.00	0.00	0.00	0.00	0.00	12,640.00
45500 · Tenant Rental Income	0.00	0.00	0.00	0.00	10,750.00	10,750.00
45510 · Affiliate Client Fees	0.00	0.00	0.00	0.00	9,755.00	9,755.00
Total Income						
	52,640.00	25,000.00	40,000.00	5,000.00	75,566.01	198,206.01
Gross Profit						
	52,640.00	25,000.00	40,000.00	5,000.00	75,566.01	198,206.01
Expense						
60500 · Gen. & Administrative Expenses						
60550 · Management Fees - Exe Dir	0.00	0.00	0.00	0.00	20,566.94	20,566.94
60600 · Administrative Salaries						
60601 · Worker's Compensation Insurance	0.00	0.00	0.00	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	0.00	0.00	585.00	585.00
60600 · Administrative Salaries - Other	0.00	0.00	0.00	0.00	27,661.50	27,661.50
Total 60600 · Administrative Salaries						
	0.00	0.00	0.00	0.00	29,257.50	29,257.50
60650 · Health Insurance						
60700 · Payroll Expenses	0.00	0.00	0.00	0.00	821.08	821.08
60725 · Payroll Fees						
60750 · FICA/Social Security	0.00	0.00	0.00	0.00	95.00	95.00
60800 · SUTA	0.00	0.00	0.00	0.00	2,160.81	2,160.81
60825 · FUTA	0.00	0.00	0.00	0.00	52.26	52.26
					5.82	5.82
Total 60700 · Payroll Expenses						
	0.00	0.00	0.00	0.00	2,313.89	2,313.89
60900 · Business Expenses						
	0.00	0.00	0.00	0.00	701.37	701.37
Total 60500 · Gen. & Administrative Expenses						
	0.00	0.00	0.00	0.00	53,660.78	53,660.78
62700 · Contract Services	12,833.34	0.00	24,000.00	5,000.00	320.00	42,153.34
62800 · Facilities and Equipment						
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	389.04	389.04

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss
July through November 2021

	8(a) Cohort 4	Amazon Grant	Bowie Business...	FY21 TEDCO Te...	Head Quarters	TOTAL
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	5,662.25	5,662.25
62845 · Computer/Equipment Install Svcs	0.00	0.00	0.00	0.00	4,489.05	4,489.05
62871 · Liability Insurance	0.00	0.00	0.00	0.00	1,424.00	1,424.00
62890 · Rent	0.00	0.00	0.00	0.00	12,288.00	12,288.00
62900 · Parking	0.00	0.00	0.00	0.00	115.00	115.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	150.00	150.00
Total 62800 · Facilities and Equipment	0.00	0.00	0.00	0.00	24,517.34	24,517.34
62860 · Software licenses expense	0.00	0.00	0.00	0.00	203.92	203.92
62880 · Website	0.00	0.00	2,250.00	0.00	0.00	2,250.00
65000 · Operations						
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	536.28	536.28
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.00	16.57	16.57
65030 · Printing and Copying	0.00	0.00	0.00	0.00	177.52	177.52
65040 · Supplies	0.00	0.00	0.00	0.00	3,001.78	3,001.78
65050 · Telephone, Telecom	0.00	0.00	0.00	0.00	1,407.58	1,407.58
65060 · Internet Expense	0.00	0.00	0.00	0.00	703.37	703.37
Total 65000 · Operations	0.00	0.00	0.00	0.00	5,843.10	5,843.10
65100 · Marketing Expense						
65160 · Special Event Expense	0.00	0.00	0.00	0.00	385.43	385.43
65165 · Meals and Entertainment	0.00	0.00	0.00	0.00	109.63	109.63
65100 · Marketing Expense - Other	0.00	0.00	0.00	0.00	832.50	832.50
Total 65100 · Marketing Expense	0.00	0.00	0.00	0.00	1,327.56	1,327.56
66100 · Other Expenses	0.00	0.00	168.67	0.00	161.04	329.71
68300 · Travel and Meetings	0.00	0.00	0.00	0.00	82.17	82.17
Total Expense	12,833.34	0.00	26,418.67	5,000.00	86,115.91	130,367.92
Net Income	39,806.66	25,000.00	13,581.33	0.00	-10,549.90	67,838.09

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

Accrual Basis

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	140,000	90,000	50,000	156%
43500 · Direct Corporate Sponsorship	25,000	50,000	-25,000	50%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	61	86	-25	71%
45200 · Other Client Fees	12,640	0	12,640	100%
45500 · Tenant Rental Income	10,750	9,600	1,150	112%
45510 · Affiliate Client Fees	9,755	10,750	-995	91%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	50	-50	0%
Total Income	198,206	180,361	17,845	110%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	198,206	180,361	17,845	110%
Expense				
60500 · Gen. & Administrative Expenses	53,661	105,860	-52,200	51%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	1,500	-1,500	0%
62700 · Contract Services	42,153	55,500	-13,347	76%
62800 · Facilities and Equipment	24,517	28,401	-3,884	86%
62860 · Software licenses expense	204	680	-476	30%
62880 · Website	2,250	417	1,833	540%
65000 · Operations	5,843	8,888	-3,045	66%
65100 · Marketing Expense	1,328	2,733	-1,406	49%
65130 · Membership Expense	0	0	0	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	330	833	-504	40%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	82	1,000	-918	8%
Total Expense	130,368	205,813	-75,445	63%
Net Income	67,838	-25,452	93,290	-267%

Bowie Business Innovation Center (Bowie BIC)
A/R Aging Summary
As of November 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
foodresources llc	0.00	700.00	0.00	0.00	0.00	700.00
TOTAL	0.00	700.00	0.00	0.00	0.00	700.00



Proposed

Program Manager--Part Time (30 Hours/Week)

\$45,000 to start, with option of up to \$60,000 based on performance and with acceptance of full-time employment offer

The Bowie Business Innovation Center (Bowie BIC) is a growing, award-winning hub for business acceleration for technology companies and government contractors in the City of Bowie and Prince George's County, MD.

Bowie BIC ranks as the largest business accelerator in Prince George's County, in terms of clients. Bowie BIC is an independent non-profit organization located at the new Entrepreneurship Living Learning Community on the campus of Bowie State University.

Bowie BIC is hiring a Program Manager who will contribute directly to the achievement of Bowie BIC's mission of accelerating the growth of companies and jobs in Prince George's County, by increasing the number of Bowie BIC clients and their associated economic impacts.

This will be accomplished through the Program Manager's effective recruitment of new Bowie BIC clients against specific targets, on-going business support for all new and existing Bowie BIC clients and the retention of our clients through appropriate programming. The Program Manager also will coordinate client engagement activities with relevant program partners and stakeholders.

Responsibilities

50% Client Outreach and Recruitment

40% Client Support and Reporting

10% Engagement of Strategic Partners for Programming

MAJOR RESPONSIBILITIES

- Recruit and retain Bowie BIC clients against agreed targets.
- Advise Bowie BIC member companies in strategic areas (business operations, fundraising, marketing, etc.) that foster their development and encourage growth.
- Manage and cultivate Bowie BIC relationships with prospective business advisors/partners, and community leaders to promote market outreach and business development.
- Identify and/or develop resources to cultivate and assist member Bowie BIC companies and applicants (including the delivery of entrepreneurial programs/events that promote business development & growth).
- Evaluate and assess the business potential of Bowie BIC applicant companies and provide recommendations for their acceptance into the program..
- Regularly counsel clients on business aspects of their venture, monitors progress and results of the companies, and supports the client activities
- Expand Bowie BIC's diverse network of mentors and advisors
- Participate in the development and administration of Bowie BIC's annual operating budget
- Direct outreach activities including appropriate speaking engagements, conferences, facility tours
- Assist with evaluating and seeking potential funding sources through program revenue, grants, donors, sponsorships, etc.
- Update job knowledge by participating in continuing education, reading professional publications, maintaining personal networks and participating in professional organizations.
- Establish and maintain relationships with the appropriate economic development organizations, community leaders, and other business organizations.

- Some travel may be required.
- Other duties as assigned.

BASIC QUALIFICATIONS

Work Experience:

Five to seven years of job-related experience in client outreach and recruitment, as well as program management.

Skills:

Ability to analyze, evaluate, and assess complex information; coaching and consulting experience; and an ability to use independent judgment and communicate effectively.

PREFERRED QUALIFICATIONS

Skills/Work Experience:

- Five to seven years of job-related work experience
- Leadership experience managing a small business
- Knowledge of entrepreneurship and the Prince George's County innovation ecosystem
- Skilled in networking, persuasion, prospecting, public speaking, research, writing, motivation, identification of clients' needs and challenges
- Working 30 hours/week, on occasion role may require weekend, after hours 1 night a week, or extended work weeks to accomplish deadlines and goals
- Proficiency in Microsoft Office Suite and an affinity for technology
- Well-developed communication skills, including the ability to use effective listening and verbal communications skills, the ability to communicate with people at all levels and the ability to write effective business correspondence
- Well-developed time management skills, including the ability to identify, prioritize and complete tasks and projects in an effective and timely manner
- Ability to deal tactfully with people and develop good negotiations and conflict resolution skills
- Sound analytical and organizational skills

- Ability to make good, independent decisions and be able to effectively manage high profile projects simultaneously
- Present a highly professional and positive image at all times
- Ability to work in a team

Education

Bachelor's degree in business, finance, technology or related/relevant field.

APPLICATION PROCESS

Please email a cover letter, resume and any additional materials about your experience to:

Crystal Clark
Director of Operations
Bowie Business Innovation Center
crystal.clark@bowiebic.com

Interviews will be scheduled beginning the week of January 24, 2022.

BOWIE BIC CLIENTS AND PROSPECTS

As of November 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
TTMP Corporation Bowie, MD 20721	4	Edward Anderson	IT services	11/1/2021
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
Doubbs Defense	Interest in 2022	Cybersecurity Services	Affiliate
ArtPlayLearn, LCC	Interest in 2022	Ed.Managmt. System	Affiliate
Netwar Defense Corporation	Interest in Dec 2021	Government Contracting	Affiliate

Executive Director's Report

Board Meeting

December 10, 2021

CLIENT UPDATE

As of November 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.

In November, we lost an affiliate client, CyberSecurity Innovations (CSI), a government contractor who had planned to use Bowie BIC meeting space more than COVID-19 allowed. In November we added a new affiliate client, TTMP Corporation, a Bowie IT services firm interested in transitioning into government contracting. In December, we will add at least one additional affiliate client, Netwar Defense Corporation, a cybersecurity firm.

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	October Training/Counseling/Events	Instructor/Program	Attendees
Nov 16	Introduction to Entrepreneurship & MWBC	Angie Duncanson/MWBC	11
Nov 17	Accounting Open Door	Jamie Lewis/CLA	8
Nov 10	Open Mic Night	Lisa Smith/Bowie BIC	21
	MWBC Counseling	Angie Duncanson/MWBC	22
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	93
	Total		155

The majority of 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 recently made a video for the Prince George's County Library system to discuss managing student loan debt. She also participated in Bowie BIC's Entrepreneur Open Mic Night November 10 during Global Entrepreneurship Week. Bowie BIC made an introduction for Dr. Canady to Lindsay Ryan, Venture Manager for the University System of Maryland. Dr. Canady also 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 has invited Tiffany Davis, TEDCO's team member in Prince George's County to conduct another "Open Door" session in early January 2022. Ms. Davis manages TEDCO's new Urban Business Innovation Initiative (UBII), which targets tech-based founders from underserved communities.
- Bowie BIC resident client Ops Tech Alliance was selected in November by the U.S. Small Business Administration (SBA) to conduct a company briefing at Bowie BIC for the U.S. Secretaries of Defense, Transportation, and the Navy, along with the SBA Administrator and the Director of the SBA Office of Veteran Business Development. The original November date for this program has been moved to December 15, with participation from the SBA Administrator and the U.S. Secretary of the Navy Del Toro. Bowie BIC Board Chair Sherman Ragland and BSU VP of Institutional Advancement and Ex Officio BIC Board Member Brent Swinton are scheduled to address the group. Ms. Clark is coordinating arrangements for this visit and she will be on-site at Bowie BIC on December 14 when the Security Detail visits Bowie BIC to check out the space, parking arrangements, etc.

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 is continually expanded with registrations from Bowie BIC events.
- Bowie BIC has a follow up meeting in mid-December 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 early 2022. Bowie BIC already has identified two food industry professionals interested in assisting with business planning and training on industry best practice for the companies interested in using the shared kitchen facility. 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 50 companies each month in 2022. Ms. Dailey's plan is to develop a pipeline of food service expertise that could open brick and mortar restaurants in Bowie and Prince George's County.

BIC SIGNATURE PROGRAMS

Bowie 8(a) Accelerator

- The Fall 2021 cohort launched October 29 with a record 31 participants and concludes December 17 with a special federal contractors' event and graduation. Bowie BIC meets weekly with SBA's Washington District Office leadership to review program content for the coming week.
- Bowie BIC Board member Cy Alba conducted the Legal Issues session for the 8(a) Program on Dec. 3 and on Dec. 8, he hosted an Open Door session for 8(a) Accelerator participants who wanted one-on-one conversations with him to discuss their legal issues.
- BIC Board members Charlene Wade and Eben Smith met via Zoom on Dec. 6 with Project Manager QC Jones and BIC staff to discuss ways to keep the cohorts engaged online with Bowie BIC and build value for the cohort members. Specific suggestions included establishing Master Mind Groups and/or a Slack or SIGNAL online platform for information sharing.
- BIC Board member Magdalena Gebrekristos/Magadia Consulting will address the cohort December 10 to share her experience growing a successful 8(a) business.
- The final session on December 17 includes a federal contractor's panel discussion and closing remarks from Tim Adams, CEO of SA-Tech and current Mayor of Bowie. Tim Adams will deliver commencement remarks for the cohort.

InnovateBowie

- Bowie BIC has begun planning for an Innovate Bowie Event in Spring 2022. One thought is to combine this event with Bowie BIC's 10th Anniversary celebration.

BSU PARTNERSHIP

- Bowie BIC submitted a letter of support for a BSU proposal for the U.S. Department of Commerce NTIA Connecting Minority Communities Pilot Program.
- The BSU Entrepreneurship Academy is an excellent partner with Bowie BIC, working with us to manage operational and facilities issues at the ELLC, as well as to collaborate on joint programs for the upcoming academic year.

DEVELOPMENT

- Bowie BIC received a \$25,000 grant from Amazon on November 18, 2021. The grant will be used to build Amazon visibility through sponsorship of Bowie BIC activities. Our Amazon contact, Patrick Phillippi, will be visiting Bowie BIC in early January.

- U.S. Small Business Administration (SBA) did not approve a Community Navigator grant for the Prince George's County "Hub and Spoke" proposal team led by FSC First. However, FSC First was successful in attracting alternative grant funding which will allow for a scaled-down, six-month version of the initial program to be delivered by the original teams under the new name "Level-Up". As a team member in the original SBA proposal, Bowie BIC will receive \$10,000 to coordinate two student "Smart Start" business panels and a cohort based, four-week Scale Up Accelerator with volunteer assistance from Capital One. Level Up launches in January 2022.
- Bowie BIC applied for a \$20,000 operating grant to the CliftonLarsonAllen Foundation November 22nd. Successful grantees will be notified prior to December 31, 2021.
- University of Maryland-College Park recently won a five-year Economic Development Administration (EDA) University Centers grant. Bowie BIC provided a letter of support for this grant. Bowie BIC has been advised by Lindsay Ryan, Venture Director, USM and lead for this grant that in year two (October 2022) there is an opportunity for Bowie BIC to receive grant funds for business support activities for the cohorts.
- There is no update on the proposed Congressional earmark for an 8(a) Accelerator Contracting 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 may know the status of the earmark in early 2022.

ADMINISTRATION AND OPERATIONS

- CliftonLarsonAllen handled the preparation and filing of our 990 tax filing for 2020 and Maryland Secretary of State filing prior to the November 15 deadline.
- Bowie BIC and its resident clients have resolved most of the operational issues (keys, pass cards, parking, etc.) with the university associated with our new space in the Entrepreneurship Living Learning Center (ELLC). We are still learning some of the university operational processes.
- BSU delayed mail delivery for Bowie BIC and its clients in November and early December through internal management decisions and confusion over our mailing address. This adversely impacted cash flow for BIC clients, who receive payments by mail. (See November aging report). We believe the university has moved to improve the quality of our mail service now that we have raised the issue.
- Bowie BIC sent our final version of the Occupancy and Operations Agreement (OOA) to BSU VP for Administration and Finance Tony Savia after the BIC November Board meeting. Mr. Savia requested small edits to the OOA associated with the new reserved parking arrangement for Bowie BIC, which we made. A final version should be ready for signature before Christmas.

- Comcast moved our internet from the university system to our own separate network on November 30th. Our representative from MTBW (Bowie BIC's IT services consultant) was present and able make adjustments to our system as needed, so that BIC operations continued without interruption. Comcast will move our telephone system over to ELLC on December 20th. Ms. Smith and Ms. Clark will have physical telephones in their offices then and the fax line for the fax machine will be connected. Bowie BIC's telephone number and fax number will not change. We also will have the telephone messaging capabilities we need.
- Bowie BIC will be closed on December 24 for Christmas and on December 31 for New Year's Day. Bowie State University closes December 24, 2021 and reopens January 3, 2022.

Next Meeting:

Bowie BIC Board Meeting
January 14, 2022

In-Person Meeting
8:30 to 9:30 AM



Board of Directors Meeting

January 14, 2022

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 January 14, 2022

Join Zoom Meeting--Using NEW 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 – 10:00 AM**

- | | | |
|-------|--|------------------|
| I. | Call to Order | Jenkins |
| II. | Announcement | Conway |
| III. | Approval of Minutes | Wade |
| | a. Board Meeting December 10, 2021 (Attached) | |
| IV. | Financial Report | Bussink/L. Smith |
| | a. December 2021 (Attached) | |
| V. | Bowie State University Update | Swinton |
| VI. | New Business | |
| | a. Discussion: Vaccination Policy for Clients, Staff, Contractors | L. Smith/Alba |
| VII. | Old Business | |
| | a. Client List (Attached) | L. Smith |
| | b. Executive Director's Report (Attached) | L. Smith |
| VIII. | Other Business and Announcements | All |
| IX. | For the BIC Board Calendar: | |
| | ● <u>Jan. 18 City of Bowie Economic Development Strategy presentation</u> , City Council Meeting at 8:00 pm. Livestreamed at City website www.cityofbowie.org | |
| | ● <u>Jan. 26 Level Up Launch, FSC First 5-month Financial Literacy Program</u> , with BIC participation | |

X. Confirmation: **Bowie BIC Board Meeting February 11, 2022 at 8:30 am Via Zoom.**

XI. Adjourn Board Meeting

Jenkins

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, December 10, 2021.

Present: Isaías Cy Alba, Jesse Buggs, Greg Bussink, Magdalena Gebrekristos, Wendy Jenkins, Sherman Ragland, Eben Smith, Charlene Wade, Lisa Smith

Absent: Denita Conway, John Halley, Mark Lawrence, Brent Swinton, Adam Santavicca

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:30 am.

2. ELECTION OF BOARD MEMBERS & OFFICERS

Ms. Gebrekristos was happy to announce that all members and officers of the Bowie BIC Board of Directors expressed interest in another one-year term. Ms. Gebrekristos entertained a motion to accept all board members for another term. Mr. Ragland made a motion, and it was seconded by Ms. Wade. The motion was unanimously approved.

Ms. Gebrekristos entertained a second motion to accept all officers for another one-year term. Mr. Smith made a motion, and it was seconded by Mr. Bussink. The motion was approved by the board. Mr. Ragland abstained.

The 2022 Bowie BIC Board Slate is as follows:

Members

Cy Alba
Greg Bussink
Denita Conway
Magdalena Gebrekristos
John Halley
Wendy Jenkins
Mark Lawrence
Sherman Ragland
Eben Smith
Charlene Wade

Officers

Sherman Ragland, Chairman
Wendy Jenkins, Vice Chairman
Greg Bussink, Treasurer
Charlene Wade, Secretary

Ex Officio Members

Jesse Buggs, City of Bowie
Brent Swinton, Bowie State University

3. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the October meeting. Mr. Ragland made a motion to approve the November 2021 meeting minutes. The motion was seconded by Mr. Mr. Smith and approved by the board. Ms. Smith made a note of the 2022 Board of Director's meeting calendar being attached to the packet that was previously sent out.

4. FINANCIAL REPORT

- Mr. Bussink noted the strong cash position of the financials and the continued accrual of rent to Bowie State University.
- An error was corrected on the P&L which reflected payments that had not been processed for the management fees. New ACH processes have been put into place to ensure proper processing and reporting going forward.
- The Amazon grant was received in the amount of \$25k and a new class was added to the financials to track expenses.
- BIC management team has agreed to defer rental payments by foodresource due to delays in receiving more than \$12,000 in payments by mail in the ELLC. Irregular mail delivery has been an ongoing issue since the move in August and has been brought to the attention of BSU management. There has been a mailroom staffing turnover as well as issues with the address of the ELLC building, which is causing a delay in the mail being delivered.

5. BSU UPDATE

Mr. Ragland noted that Mr. Swinton's absence was due to a major \$50M Capital Campaign fund raising event.

6. NEW BUSINESS

- Suggestions for the BIC Program Manager Position description:
 - Update education to include relevant work experience
 - Clarify manager vs. coordinator as the position title
 - Change weekends to flexible
 - Change "option" to "potential" of part-time position to full-time position with benefits.
 - Distribution vehicles discussed
 - Ms. Smith asked for board support in the screening and interviewing process
 - Candidate must know Prince George's County community
 - March hire date target

7. OLD BUSINESS

- Ops Tech Alliance is preparing for a high-profile visit from the SBA Administrator and the Secretary of the Navy to celebrate his work. Mr. Ragland and Mr. Swinton will participate in the visit.
- The 8(a) Accelerator Program will conclude on December 17th. SBA wants to create a list of our 8(a) Accelerator graduates to promote to contracting officers as "contract ready".
- CliftonLarsonAllen has filed the 990 and Maryland State tax filings.
- The MOU with BSU is nearly final with the assistance of Mr. Alba and Ms. Smith.
- The new internet service with Comcast is now up and running. Telephone service installation is planned in December.

8. ANNOUNCEMENTS

- Ms. Smith plans to begin the search for a new banking relationship as WesBanco has closed their Crofton office and their online banking system is problematic.
- BSU Winter Commencement – December 22
- BSU Closes for Winter Break – December 24
- Bowie BIC closed December 24 and December 31 for end of year holidays.

Mr. Ragland adjourned the meeting at 9:43 am. The next meeting of the Bowie BIC Board of Directors is planned as an in-person meeting at BIC office at the Entrepreneurship Living Learning Community (ELLC) on January 14th.

Respectfully Submitted,
Crystal Clark
Recording Secretary

Balance Sheet

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	287,381
10001 · WesBanco Checking	94,242
Total Checking/Savings	381,623
Accounts Receivable	
11000 · Accounts Receivable	1,400
Total Accounts Receivable	1,400
Total Current Assets	383,023
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,307
Total Fixed Assets	2,821
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	675
TOTAL ASSETS	386,519
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-1,932
22001 · WesBanco Credit Card 9135 CC	1,429
Total Credit Cards	-503
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	57,853
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	62,348
Total Current Liabilities	61,845
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	63,630
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	28,135
Total Equity	322,890
TOTAL LIABILITIES & EQUITY	386,519

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July through December 2021

	8(a) Cohort 4	Amazon Grant	Bowie Busine...	FY21 TEDCO T...	Head Quarters	TOTAL
Income						
43400 · Direct Public Support						
43405 · Government Grants						
43415 · City of Bowie	0.00	0.00	40,000.00	5,000.00	80,121.35	125,121.35
Total 43405 · Government Grants	0.00	0.00	40,000.00	5,000.00	80,121.35	125,121.35
Total 43400 · Direct Public Support	0.00	0.00	40,000.00	5,000.00	80,121.35	125,121.35
43500 · Direct Corporate Sponsorship						
45000 · Investments	40,000.00	25,000.00	0.00	0.00	0.00	65,000.00
45030 · Interest-Savings	0.00	0.00	0.00	0.00	72.16	72.16
Total 45000 · Investments	0.00	0.00	0.00	0.00	72.16	72.16
45200 · Other Client Fees						
45500 · Tenant Rental Income	12,640.00	0.00	0.00	0.00	0.00	12,640.00
45510 · Affiliate Client Fees	0.00	0.00	0.00	0.00	13,150.00	13,150.00
	0.00	0.00	0.00	0.00	12,180.00	12,180.00
Total Income	52,640.00	25,000.00	40,000.00	5,000.00	105,523.51	228,163.51
Gross Profit	52,640.00	25,000.00	40,000.00	5,000.00	105,523.51	228,163.51
Expense						
60500 · Gen. & Administrative Expenses						
60550 · Management Fees - Exe Dir	0.00	0.00	0.00	0.00	61,297.57	61,297.57
60600 · Administrative Salaries						
60601 · Worker's Compensation Insurance	0.00	0.00	0.00	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	0.00	0.00	660.00	660.00
60600 · Administrative Salaries - Other	0.00	0.00	0.00	0.00	32,638.72	32,638.72
Total 60600 · Administrative Salaries	0.00	0.00	0.00	0.00	34,309.72	34,309.72
60650 · Health Insurance						
60700 · Payroll Expenses	0.00	0.00	0.00	0.00	1,026.35	1,026.35
60725 · Payroll Fees	0.00	0.00	0.00	0.00	105.00	105.00
60750 · FICA/Social Security	0.00	0.00	0.00	0.00	2,541.55	2,541.55
60800 · SUTA	0.00	0.00	0.00	0.00	52.26	52.26
60825 · FUTA	0.00	0.00	0.00	0.00	5.82	5.82
Total 60700 · Payroll Expenses	0.00	0.00	0.00	0.00	2,704.63	2,704.63
60900 · Business Expenses	0.00	0.00	0.00	0.00	701.37	701.37
Total 60500 · Gen. & Administrative Expenses	0.00	0.00	0.00	0.00	100,039.64	100,039.64
62700 · Contract Services	25,666.67	0.00	24,000.00	5,000.00	320.00	54,986.67
62800 · Facilities and Equipment						
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	583.56	583.56
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	5,662.25	5,662.25
62845 · Computer/Equipment Install Svcs	0.00	0.00	0.00	0.00	3,080.31	3,080.31

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July through December 2021

	8(a) Cohort 4	Amazon Grant	Bowie Busine...	FY21 TEDCO T...	Head Quarters	TOTAL
62871 · Liability Insurance	0.00	0.00	0.00	0.00	1,424.00	1,424.00
62890 · Rent	0.00	0.00	0.00	0.00	20,988.65	20,988.65
62900 · Parking	0.00	0.00	0.00	0.00	115.00	115.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	150.00	150.00
Total 62800 · Facilities and Equipment	0.00	0.00	0.00	0.00	32,003.77	32,003.77
62860 · Software licenses expense	0.00	0.00	0.00	0.00	203.92	203.92
62880 · Website	0.00	0.00	2,250.00	0.00	750.00	3,000.00
65000 · Operations						
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	753.02	753.02
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.00	29.55	29.55
65030 · Printing and Copying	0.00	0.00	0.00	0.00	177.52	177.52
65040 · Supplies	304.96	0.00	0.00	0.00	3,167.75	3,472.71
65050 · Telephone, Telecom	0.00	0.00	0.00	0.00	1,407.58	1,407.58
65060 · Internet Expense	0.00	0.00	0.00	0.00	937.83	937.83
Total 65000 · Operations	304.96	0.00	0.00	0.00	6,473.25	6,778.21
65100 · Marketing Expense						
65160 · Special Event Expense	0.00	0.00	0.00	0.00	385.43	385.43
65165 · Meals and Entertainment	0.00	0.00	0.00	0.00	156.03	156.03
65100 · Marketing Expense - Other	0.00	0.00	0.00	0.00	1,961.40	1,961.40
Total 65100 · Marketing Expense	0.00	0.00	0.00	0.00	2,502.86	2,502.86
66100 · Other Expenses						
68300 · Travel and Meetings	0.00	0.00	168.67	0.00	262.73	431.40
	0.00	0.00	0.00	0.00	82.17	82.17
Total Expense	25,971.63	0.00	26,418.67	5,000.00	142,638.34	200,028.64
Net Income	26,668.37	25,000.00	13,581.33	0.00	-37,114.83	28,134.87

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss - Month by Month
 July through December 2021

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	TOTAL
Income							
43400 · Direct Public Support	20,000	35,000	20,000	25,000	0	25,121	125,121
43500 · Direct Corporate Sponsorship	0	0	0	40,000	25,000	0	65,000
45000 · Investments	14	14	11	11	11	11	72
45200 · Other Client Fees	0	0	0	0	12,640	0	12,640
45500 · Tenant Rental Income	1,200	2,400	2,350	2,400	2,400	2,400	13,150
45510 · Affiliate Client Fees	1,665	1,715	1,825	2,725	1,825	2,425	12,180
Total Income	22,879	39,129	24,186	70,136	41,876	29,958	228,164
Gross Profit	22,879	39,129	24,186	70,136	41,876	29,958	228,164
Expense							
60500 · Gen. & Administrative Expenses	17,153	15,946	8,905	5,686	6,176	46,174	100,040
62700 · Contract Services	8,000	8,000	5,000	320	20,833	12,833	54,987
62800 · Facilities and Equipment	4,605	4,423	10,428	6,135	4,141	2,272	32,004
62860 · Software licenses expense	191	0	0	13	0	0	204
62880 · Website	1,500	750	0	0	0	750	3,000
65000 · Operations	1,253	3,520	240	829	935	0	6,778
65100 · Marketing Expense	27	1,239	36	25	1,175	0	2,503
66100 · Other Expenses	0	169	161	0	102	0	431
68300 · Travel and Meetings	0	0	82	0	0	0	82
Total Expense	32,728	34,047	24,853	13,009	33,363	62,029	200,029
Net Income	-9,849	5,082	-667	57,128	8,513	-32,071	28,135

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget vs. Actual

Accrual Basis

July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	125,121	90,000	35,121	139%
43500 · Direct Corporate Sponsorship	65,000	50,000	15,000	130%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	72	102	-29	71%
45200 · Other Client Fees	12,640	0	12,640	100%
45500 · Tenant Rental Income	13,150	11,700	1,450	112%
45510 · Affiliate Client Fees	12,180	14,700	-2,520	83%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	50	-50	0%
Total Income	228,164	186,427	41,737	122%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	228,164	186,427	41,737	122%
Expense				
60500 · Gen. & Administrative Expenses	100,040	126,390	-26,350	79%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	1,500	-1,500	0%
62700 · Contract Services	54,987	67,000	-12,013	82%
62800 · Facilities and Equipment	32,004	34,110	-2,106	94%
62860 · Software licenses expense	204	680	-476	30%
62880 · Website	3,000	500	2,500	600%
65000 · Operations	6,778	10,175	-3,397	67%
65100 · Marketing Expense	2,503	3,300	-797	76%
65130 · Membership Expense	0	0	0	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	431	1,000	-569	43%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	82	1,200	-1,118	7%
Total Expense	200,029	245,855	-45,826	81%
Net Income	28,135	-59,428	87,563	-47%

3:44 PM

01/14/22

Bowie Business Innovation Center (Bowie BIC)

A/R Aging Summary

As of December 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
foodresources llc	<u>0.00</u>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,400.00</u>
TOTAL	<u>0.00</u>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,400.00</u>

BOWIE BIC CLIENTS AND PROSPECTS

As of December 31, 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
TTMP Corporation Bowie, MD 20721	4	Edward Anderson	IT services	11/1/2021
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
Doubbs Defense	Interest in 2022	Cybersecurity Services	Affiliate
ArtPlayLearn, LCC	Interest in 2022	Ed.Managmt. System	Affiliate
Netwar Defense Corporation	Interest in Dec 2021	Government Contracting	Affiliate

Executive Director's Report

Board Meeting

January 14, 2022

CLIENT UPDATE

As of December 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.

In December, we anticipated adding one additional affiliate client. Netwar Defense Corporation, a cybersecurity firm in Bowie. However, new regulations defining legal business addresses of government contractors now make it impossible for affiliate/non-resident clients to use Bowie BIC as their legal address for registration in the SAM system. In the future, home addresses may be used more widely for small contractors.

In December, an additional 31 8(a) client companies graduated from Bowie BIC's fourth 8(a) Accelerator cohort and second online cohort.

BOWIE BIC OPERATIONS UPDATE

Everyone coming to campus must be vaccinated, as required by the University System of Maryland (USM). All students, staff and faculty must be fully vaccinated or have an approved medical or religious exemption to access campus and attend classes. Face masks must be always worn in all indoor spaces.

Staff and faculty should not come to campus for work until a negative PCR test result is reported. Testing is available at the Wellness Center on campus. BSU will offer mostly in-person classes for the spring semester.

COUNSELING AND TRAINING

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Dec 2	Coffee & Connection	Angie Duncanson/MWBC	7
Dec 11	Introduction to Entrepreneurship & MWBC	Angie Duncanson/MWBC	3
	MWBC Counseling	Angie Duncanson/MWBC	10
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	76
	Total		96

Most of the 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 Executive Director Lisa Smith is scheduling a virtual coffee with each resident and affiliate client in the Bowie BIC's business accelerator program to catch up, since COVID has made it difficult to meet in person.
- In January, Stanley Walker, CEO of SME Solutions in Glendale, MD asked to join Bowie BIC as a resident client. SME is a management and security clearance company. We will be scheduling a Client Selection Committee meeting in January to review his application. Mr. Walker is a graduate of the Fall 2021 8(a) Accelerator program.
- Bowie BIC resident client Ops Tech Alliance was selected in November by the U.S. Small Business Administration (SBA) to conduct a company briefing December 15 at Bowie BIC for the U.S. Secretaries of Defense, Transportation, and the Navy, along with the SBA Administrator and the Director of the SBA Office of Veteran Business Development. The dramatic spike in Covid-19 Omnicom cases at BSU in the 72 hours preceding this visit required us to request on December 14 that the visit be rescheduled. We do not have a new date for the visit.
- Bowie BIC has invited Tiffany Davis, TEDCO's team member in Prince George's County to conduct another "Open Door" session in February 2022. Ms. Davis manages TEDCO's new Urban Business Innovation Initiative (UBII), which targets tech-based founders from underserved communities.

MARKETING

- Bowie BIC's participation in the Level Up Pilot Program, which launches with FSC First in January, includes a four session Business Scale-Up Accelerator program in March/April specifically for Prince George's County companies. Companies will register to participate, which will provide visibility and a prospect database for Bowie BIC. FSC First will manage the marketing effort, which kicks off on January 26. The invited presenters for the Scale-Up Accelerator are Sean Chrysostom, Capital One; Isaias "Cy" Alba, Piliero Mazza; and Jamie Lewis, CliftonLarsonAllen. (Proposed Program Attached)
- Bowie BIC has a follow up meeting in mid-January with Candi Dailey/Potomac Hospitality Group to agree 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 early 2022. Bowie BIC already has identified two food industry professionals interested in assisting with business planning and training on industry best practice for the companies interested in using the shared kitchen facility. 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 50 companies each month in 2022. Ms. Dailey's plan is to develop a pipeline of food service expertise that could open brick and mortar restaurants in Bowie and Prince George's County.

- Bowie BIC staff and several board members participated in interviews associated with the development of the City of Bowie's Economic Development Strategy and Action Plan. At their 8:00 PM meeting on Tuesday January 18, 2022, the City Council will hear the results of the first phase, data gathering, of the consultant's work to prepare an Economic Development Strategy and Action Plan. There will also be an opportunity for the public to provide their input about the key issues and needs impacting City economic development; suggestions on the City's economic development strategy goals; and their thoughts and recommendations to inform the development of the City's Economic Development Strategy and Action Plan.

Share your thoughts and suggestions using this survey link:

<https://www.surveymonkey.com/r/LXL2TB2>

- Prince George's County Councilmember Todd M. Turner (District 4) included a Bowie BIC photo in his 2022 calendar, which was distributed in District 4.

BIC SIGNATURE PROGRAMS

Bowie 8(a) Accelerator

- The Fall 2021 8(a) Accelerator program final session on December 17 included remarks from James Harper, Director of Acquisition Management at the U.S. Dept. of Transportation (DOT), a federal contractors' panel discussion with contracting officers from US DOT and the U.S. Army Health Readiness Contracting Office and Aurora Technical Services, graduate from the first cohort all discussing contracting best practice. Tim Adams, CEO of SA-Tech and current Mayor of Bowie participated in the best practice discussion and delivered commencement remarks for the cohort. He also invited the cohort to connect with his business development team.
- The Fall w032 cohort has provided suggestions in December on how to continue to engage as a cohort for business development and teaming opportunities. Bowie BIC will survey the cohort in early February to collect information more formally.
- Rehman Javid, CEO, Sybersense and a graduate of the cohort 1, announced that he has won his first 8(a) sole source contract of \$4 million. The contract with the U.S. Navy and it is the largest single contract win for his company and his first prime contract. We will add a testimonial from Sybersense to the 8(a) Accelerator program web page.

InnovateBowie

- Bowie BIC met Dec. 23 with Al Lott, Bowie City Manager to discuss our request for City support in FY2023, which included coordinating an Innovate Bowie Event in Spring 2022 and to request funding for this event. He was supportive. One thought is to combine this event with Bowie BIC's 10th Anniversary celebration.

BSU PARTNERSHIP

- Bowie BIC's participation in the Level Up Pilot Program which launches with FSC First in January, tentatively includes a three-session Business Smart Start program in March/April specifically for Bowie State students in the Entrepreneurship program. The presenters are Mark Wells, SBDC; Sean Chrysostom, Capital One; Isaias "Cy" Alba, Piliero Mazza; and Bowie BIC resident client Kevin Duncan, K. Duncan & Co. (Proposed Program Attached.)
- Our BSU intern, Unique Griffin will assist with administration and data collection for the Business Smart Start program.
- Design Collective, the design team responsible for Bowie State University's Entrepreneurship-Living Learning Community (ELLC), will present its ELLC experience at the Society for College and University Planning's (SCUP) Mid-Atlantic Conference at the University of Virginia March 9-11.2022. Bowie BIC and the Entrepreneurship Academy have agreed to participate if there is a hybrid/online option.

DEVELOPMENT

- CliftonLarsonAllen (CLA) Foundation Board of Directors notified us on December 30 that they had approved an award of \$15,000 to Bowie BIC. The funds will be sent to us the last week in January. CLA grant application is by invitation only. Special thanks to Bowie BIC Treasurer Greg Bussink for nominating us as an applicant
- Bowie BIC received a \$25,000 grant from Amazon on November 18, 2021. The grant will be used to build Amazon visibility through sponsorship of Bowie BIC activities. Our Amazon contact, Patrick Phillippi, plans to visit Bowie BIC on January 25.
- Bowie BIC has signed a Memorandum of Understanding (MOU) with FSC First to deliver a specific scope of work (attached) as part of the six-month Level Up financial literacy program that is set to launch January 26. Bowie BIC will receive \$10,000 to coordinate a four session scale up accelerator and a three-session Business Smart Start program for BSU students participating in the Entrepreneurship Program.
- There is still no update on the proposed Congressional earmark for an 8(a) Accelerator Contracting 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 may know the status of the earmark in early 2022.

ADMINISTRATION AND OPERATIONS

- Bowie BIC financial information has been provided to FS Taylor to complete the CPA review of our financial position. We should have the final report by the end of January.
- Bowie BIC is distributing the job Announcement for the Program Manager Position to our networks, online and through Zip Recruiter. We hope to begin interviews at the end of January. (Announcement Attached.)
- Bowie BIC and its resident clients have resolved most of the operational issues (keys, pass cards, parking, etc.) with the university associated with our new space in the Entrepreneurship Living Learning Center (ELLC). We are still waiting to receive pass keys for internal spaces. The Bowie BIC Management Team currently shares a single key.
- BSU delayed mail delivery for Bowie BIC and its clients has continued in December, because of holidays, COVID, internal management decisions and continued confusion over our mailing address. This adversely impacted cash flow for BIC clients, who receive payments by mail. (See December aging report). We have been told that the university has moved to improve the quality of our mail service, but we continue to experience delays.
- Bowie BIC has sent final edits regarding reserved parking and conference room use for the Occupancy and Operations Agreement (OOA) with BSU to VP for Administration and Finance Tony Savia. A final version may be ready for signature before the end of January.
- Comcast moved our internet from the university system to our own separate network on November 30th. Comcast's plans to install our phone system have been delayed because the equipment mailed to Bowie BIC at ELLC was returned twice, because the original 14001 address was on record with Comcast. The equipment has been resent to the new correct address and as soon as the equipment is received, the Comcast installation will proceed. Bowie BIC's telephone number and fax number will not change. We also will have the telephone messaging capabilities we need.
- Bowie BIC will be closed on January 17 in observance of Martin Luther King, Jr. Day.

EXHIBIT A



PROPOSED UPDATED

Level Up – Avenues to Entrepreneurship Recovery

Pilot Coordinated by FSC First

Access to Business Financial Acumen to Help Make Businesses Bankable

Phase 1: January -May 2022

FSC First has accessed multiple funding sources for Phase 1 of the **Level Up** Program and will engage with multiple partners, including Bowie BIC, to deliver this initiative. FSC First has established a Salesforce platform for project data collection, which is a priority for attracting follow-on funding. FSC First also has funding to market this program in the region and will take the lead in marketing this initiative in Prince George's, Charles, Calvert and Montgomery County

Bowie BIC proposes to deliver two programs for Level Up:

1) Business Scale-Up Accelerator Program

Proposed dates: Friday mornings February 25-March 4-11-18, 2022

This cohort-based program will be delivered online by Bowie BIC with data collection and reporting managed by a Bowie State University student intern under the direction of Bowie BIC, and in collaboration with Capital One and CliftonLarsonAllen LLP:

- Sean Chrysostom, Engagement Specialist
Community Impact and Investment
Capital One
- Jamie Lewis, CPA
Principal, Tax and Small Business
CliftonLarsonAllen LLP
- Kevin Duncan, CPA
CEO
K. Duncan and Associates

Entrepreneurship Living Learning Community · Suite A130 · Bowie State University
14000 Jericho Park Road · Bowie, MD 20715 · 301-524-5654 · lisa.smith@bowiebic.com
www.bowiebic.com

EXHIBIT A

This is a four-session, cohort-based training program for up to 20 businesses, focused on understanding business credit, cash flow and bankability. Our program also includes access to additional individual “Open Door” sessions with business accountants at CLA. Our program will be promoted by FSC First as part of the **Level Up** Program. Prince George’s County companies who previously received County Covid-19 grant funding from Prince Georges’ County will be a special target participant group. All participants will receive a certificate for completing Bowie BIC’s Business Accelerator Program, which is part of the Level Up initiative.

Participants will be invited to apply via the Bowie BIC website and will be interviewed by the Bowie BIC and CLA team prior to admission. This accelerator program would be offered online on four consecutive Friday mornings from 9:00-11:00 am. The fourth session is a presentation and critique of each member’s Action Plan for strengthening their company’s bankability.

Proposed Business Scale-Up Accelerator Program in February/March 2022:

	Topic	Presenter	Outcomes/Understanding
Session 1 Feb. 25	Credit 101: Personal & Business	Sean Chrysostom, <i>CapitalOne</i>	-Personal Credit vs. Business Credit -Credit Scores and Credit Reports -Building Banking Relationships
Session 2 March 4	Cash Flow for Profitability	Sean Chrysostom, <i>Capital One</i> Jamie Lewis, <i>CLA</i>	-Cash Flow Illustration -Cash Flow as a Management Tool
Session 3 March 11	Bank Borrowing for Growth	Sean Chrysostom, <i>Capitol One</i>	-5C’s of Credit -Financing Options -Questions to expect
Session 4 March 18	Strategic Plan for Bankability	Kevin Duncan, <i>K.Duncan & Co.</i> Sean Chrysostom, <i>Capital One</i>	-Cash Flow Forecasting -Bankability Strategic Plan Review

All Business Scale-Up Accelerator Program participants will be invited to participate in Bowie BIC’s free, year-round, one-on-one “Open Door” sessions on legal, accounting and government contracting issues.

EXHIBIT A

“Open Door” conversation scheduling will be managed by:

Crystal Clark, Director of Operations, Bowie BIC

crystal.clark@bowiebic.com

2) Business Smart Start Accelerator Program for Bowie State University Students

Proposed dates: Wednesday evenings March 30-April 13-27, 2022

The Business Smart Start Accelerator Program will be delivered online by Bowie BIC in collaboration with the Maryland Small Business Development Center (SBDC), Capital One, PilieroMazza and CliftonLarsonAllen (CLA). Data collection and reporting will be managed by a Bowie State University student intern, under the direction of Bowie BIC.

We are requesting that this cohort-based program coordinated for Bowie State University (BSU) students by Bowie BIC in collaboration with the BSU Entrepreneurship Center, be included as one of the requirements of the BSU 2022 Entrepreneurship Program.

This cohort-based program will be delivered by Bowie BIC in collaboration with:

- Mark Wells, Senior Counselor
Maryland Small Business Development Center (SBDC)
- Sean Chrysostom, Engagement Specialist
Community Impact and Investment
Capital One
- Isaias “Cy” Alba, Partner
Piliero Mazza LLP
- Kevin Duncan, CPA
K. Duncan & Co.

Up to 15 student participants will be accepted into the Accelerator Program, following a review of their application and interview by the Bowie BIC team prior to admission. This accelerator program would be offered online in three one hour-long sessions, every other Wednesday evening. Time 5:00-6:00 pm.

During the weeks between each session, student will have be engaged with activities related to the weekly session topic. Students who complete all three sessions receive a certificate for completing Bowie BIC’s Business Smart Start Accelerator Program, which is part of the Level Up initiative.

Entrepreneurship Living Learning Community · Suite A130 · Bowie State University
14000 Jericho Park Road · Bowie, MD 20715 · 301-524-5654 · lisa.smith@bowiebic.com
www.bowiebic.com

EXHIBIT A

Proposed Business Smart Start Accelerator Program for BSU Students in March and April 2022:

	Topic	Presenter	Outcomes/Understanding
Session 1 March 30	Business Plan	Mark Wells, <i>SBDC</i> Cy Alba, <i>Piliero Mazza</i>	-Importance of a Business Plan -Legal set up/company structure
Session 2 April 13	Cash Flow for Profitability	Kevin Duncan, <i>K.Duncan & Co.</i>	-Cash Flow Illustration -Cash Flow as a Management Tool
Session 3 April 27	Building Banking Relations and Borrowing for Growth	Sean Chrysostom, <i>Capitol One</i>	-5C's of Credit -Personal vs. Business Credit -Credit Scores and Credit Reports -Financing Options -Questions to expect

Data will be collected from participants in both cohorts through the registration process and through polling following each session.



Program Manager--Part Time

The Bowie Business Innovation Center (Bowie BIC) is a growing, award-winning business acceleration hub for technology companies and government contractors in Prince George's County, MD -- and we are adding to our team!

Bowie BIC is hiring a Program Manager who is passionate about growing companies and who will help drive the achievement of Bowie BIC's mission of accelerating the growth of companies and jobs in Prince George's County, by continuing to increase the number and diversity of Bowie BIC clients and their associated economic impacts.

Last Fall, Bowie BIC relocated to the new \$42 million Entrepreneurship Living Learning Community facility at Bowie State University (BSU), and we have new opportunities to expand our programs and economic impact in the City of Bowie and Prince George's County.

The Baltimore Business Journal now ranks Bowie BIC as the largest business accelerator in Prince George's County, in terms of clients. Bowie BIC also is the only business accelerator located on the campus of a historically black college or university (HBCU) in the University System of Maryland. Established in 2012, Bowie BIC is an independent non-profit organization supported by the public sector and corporate community.

Our new Program Manager will help us expand Bowie BIC's program offerings for entrepreneurs. The Program Manager also will be responsible for recruiting new clients against specific targets, on-going business support for all new and existing clients and the retention of our clients through appropriate programming. In addition, the Program Manager will coordinate client engagement activities with relevant program partners and stakeholders.

Responsibilities:

50% Client Program Development, Outreach and Recruitment

40% Client Support and Reporting

10% Engagement of Strategic Partners for Programming

The starting salary is \$52,500 for an average of 30 hours per week. This position has the potential to become a full-time position offering a competitive salary and benefits in Bowie BIC's

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high-performing culture. This opportunity will be based upon performance in the part-time position and acceptance of full-time employment.

MAJOR RESPONSIBILITIES

- Update the Bowie BIC business acceleration program offerings for affiliate/nonresident clients, in collaboration with the Bowie BIC Executive Director and Operations Director.
- Recruit new clients to build the client base under the new program.
- Retain Bowie BIC clients against agreed targets.
- Advise Bowie BIC member companies in strategic areas (business operations, fundraising, marketing, etc.) that foster their development and encourage growth.
- Manage and cultivate Bowie BIC relationships with prospective business advisors/partners, and community leaders to promote market outreach and business development.
- Identify and/or develop resources to cultivate and assist member Bowie BIC companies and applicants (including the delivery of entrepreneurial programs/events that promote business development & growth).
- Evaluate and assess the business potential of Bowie BIC applicant companies and provide recommendations for their acceptance into the program.
- Regularly counsel clients on business aspects of their venture, monitor progress and results of the companies, and support the client activities.
- Expand Bowie BIC's diverse network of mentors and advisors.
- Participate in the development and administration of Bowie BIC's annual operating budget.
- Direct outreach activities including appropriate speaking engagements, conferences, and facility tours.
- Assist with evaluating and seeking potential funding sources through program revenue, grants, donors, sponsorships, etc.

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- Update job knowledge by participating in continuing education, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Establish and maintain relationships with the appropriate economic development organizations, community leaders, and other business organizations.
- Level of effort assumes thirty (30) hours/week on a flexible schedule, as needed, to meet deadlines and goals.
- Some travel may be required.
- Other duties as assigned.

BASIC QUALIFICATIONS

Work Experience:

Three to five seven years of job-related experience with helping companies grow, client outreach and recruitment, as well as program management.

Skills:

Ability to analyze, evaluate, and assess complex information; coaching and consulting experience; and an ability to use independent judgment and communicate effectively.

PREFERRED QUALIFICATIONS

Skills/Work Experience:

- Leadership experience managing a small business.
- Entrepreneurship experience and contacts in the Prince George's County entrepreneurial ecosystem.

- Skilled in networking, persuasion, prospecting, public speaking, research, writing, motivation, identification of clients' needs and challenges.
- Proficiency in Microsoft Office Suite and an affinity for technology-based tools.
- Well-developed communication skills, including the ability to use effective listening and verbal communications skills, the ability to communicate with people at all levels and the ability to write effective business correspondence.
- Well-developed time management skills, including the ability to identify, prioritize and complete tasks and projects in an effective and timely manner.
- Ability to deal tactfully with people and possess good negotiation and conflict resolution skills.
- Sound analytical and organizational skills.
- Ability to make good, independent decisions and be able to effectively manage high profile projects simultaneously.
- Present a highly professional and positive image at all times
- Ability to work in a team.

Education

Bachelor's degree in business, finance, technology, or related/relevant field; or equivalent business experience.

Starting Salary

\$52,500 Starting salary; thirty (30) hours per week on average. Flexible hours with online work options. This position has the potential to become a full-time position offering a competitive salary and benefits.

Mentoring and professional development provided for the candidate seeking a challenge and with the skills to work in the diverse and dynamic communities in Prince George's County, MD.

As a new employee of Bowie BIC, which is not part of BSU, but which operates in offices at BSU, which is part of the University Systems of Maryland and follows their directives, you will be required to provide proof of full vaccination at the start of employment, unless an accommodation request has been provided and granted pursuant to federal and state law.”

Bowie BIC prohibits discrimination with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices or any other aspect of employment on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy or veteran status.

APPLICATION PROCESS

Please email a letter of interest addressing your qualifications, organizational vision, and entrepreneurial experience, along with a resume and contact details for three professional references to:

Crystal Clark
Director of Operations
Bowie Business Innovation Center
crystal.clark@bowiebic.com

References will not be contacted without prior approval of the applicant.

Interviews will be scheduled beginning the week of January 24, 2022.

Next Meeting:

Bowie BIC Board Meeting
February 11, 2022

Via ZOOM
8:30 to 10:00 AM



Report to City Manager

Bowie BIC Activities

January through March 2022

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

February 11, 2022

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 February 11, 2022

Join Zoom Meeting--Using NEW 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 – 10:00 AM

- | | | |
|-------|---|------------------|
| I. | Call to Order | Ragland |
| II. | Approval of Minutes | Wade |
| | a. Board Meeting January 14, 2022 (Attached) | |
| III. | Financial Report | Bussink/L. Smith |
| | a. January 2022 (Attached) | |
| IV. | Bowie State University Update | Swinton |
| V. | Old Business | |
| | a. Executive Director's Report and Client List (Attached) | L. Smith |
| VI. | New Business | |
| | a. Client Selection Committee Report | Halley |
| | b. Personnel Update | Ragland/L. Smith |
| VII. | Other Business and Announcements | All |
| VIII. | For the Board Calendar: | |
| | <u>February 22</u> Level Up Legislative Hearing (Operating Grant Marketing) HB 0567 at 1:00 pm | |
| | <u>March 4</u> Bowie BIC Scale Up Accelerator Kick-Off for Level Up 9:00-11:00 am via Zoom | |
| | <u>March 9</u> Prince George's County Tech Council Kick-Off 5:30 pm-8:00 pm National Harbor | |
| IX. | Confirmation: Bowie BIC Board Meeting March 11, 2022, at 8:30 am Via Zoom | |
| X. | 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, January 14, 2022.

Present: Isaias "Cy" Alba, Jesse Buggs, Greg Bussink, Denita Conway, Magdalena Gebrekristos, John Halley, Wendy Jenkins, Mark Lawrence, Eben Smith, Brent Swinton, Charlene Wade, Lisa Smith

Absent: Sherman Ragland, Adam Santavicca

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Ms. Jenkins, Vice Chair at 8:32 am.

2. ANNOUNCEMENT

Ms. Conway announced that she would be leaving the Bowie BIC Board of Directors and moving to the role of a C-Suite Advisor.

3. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the December meeting. Mr. Smith made a motion to approve the December 2021 meeting minutes. The motion was seconded by Ms. Gebrekristos and approved by the board.

4. FINANCIAL REPORT

- Catch up expenses were noted for Management Fees.
- Budget vs Actual tracked ahead of budget.
- Payment to the University is expected to become due once the MOU is signed.

5. BSU UPDATE

- Spring Covid-19 Protocol
 - Spectator attendance is suspended for sporting events across campus
 - NCAA events still planned with virtual wrap around events and in person main event.
 - KN95 masks are mandated for students/staff/faculty
 - Boosters not mandated but vaccination is required
 - Cheryl Dove is Covid Response Project Manager for BSU
- \$50M 3 Year Fund Raising Campaign kickoff in December - \$40M already raised – link to see event:
<https://bowiestate.edu/about/administration-and-governance/division-of-institutional-advancement/campaign-for-excellence/https://bowiestate.edu/about/administration-and-governance/division-of-institutional-advancement/campaign-for-excellence/>

6. NEW BUSINESS

- The job description was updated to include health and safety requirements in line with BSU policy. There was discussion of what BIC policy should be going forward.

7. OLD BUSINESS

- Client Selection Committee – 2 companies are interested in a shared office.
- Level Up – Avenues to Entrepreneurship Recovery pilot coordinated by FSC First
 - Business Scale-Up Accelerator Program (4 – 2-hour sessions)
 - Business Smart Start Accelerator Program for Bowie State Students (4 – 1-hour sessions)

8. Announcements

- City of Bowie Economic Strategy meeting – January 18
- Meeting with new sponsor Amazon – January 25
- Pilot Program with Coursera – beginning in March

Ms. Jenkins adjourned the meeting at 9:35 am. Ms. Jenkins made a motion to adjourn the meeting and the motion was seconded by Ms. Conway. The next meeting of the Bowie BIC Board of Directors will be held on February 11th at 8:30 am via Zoom.

Respectfully Submitted,
Crystal Clark
Recording Secretary

1:28 PM

Bowie Business Innovation Center (Bowie BIC)

02/09/22

Balance Sheet

Accrual Basis

As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	287,392
10001 · WesBanco Checking	78,069
Total Checking/Savings	365,461
Accounts Receivable	
11000 · Accounts Receivable	1,400
Total Accounts Receivable	1,400
Total Current Assets	366,861
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,404
Total Fixed Assets	2,724
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	675
TOTAL ASSETS	370,260
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-1,932
22001 · WesBanco Credit Card 9135 CC	1,340
Total Credit Cards	-591
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	61,436
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	65,931
Total Current Liabilities	65,340
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	67,125
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	8,381
Total Equity	303,135
TOTAL LIABILITIES & EQUITY	370,260

1:29 PM

02/09/22

Accrual Basis

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July 2021 through January 2022

	8(a) Cohort 4	Amazon Grant	Bowie Business...	FY21 TEDCO Te...	Head Quarters	TOTAL
Income						
43400 · Direct Public Support						
43405 · Government Grants						
43415 · City of Bowie	0.00	0.00	40,000.00	5,000.00	80,121.35	125,121.35
Total 43405 · Government Grants	0.00	0.00	40,000.00	5,000.00	80,121.35	125,121.35
Total 43400 · Direct Public Support	0.00	0.00	40,000.00	5,000.00	80,121.35	125,121.35
43500 · Direct Corporate Sponsorship						
45000 · Investments	40,000.00	25,000.00	0.00	0.00	0.00	65,000.00
45030 · Interest-Savings	0.00	0.00	0.00	0.00	83.38	83.38
Total 45000 · Investments	0.00	0.00	0.00	0.00	83.38	83.38
45200 · Other Client Fees	12,640.00	0.00	0.00	0.00	0.00	12,640.00
45500 · Tenant Rental Income	0.00	0.00	0.00	0.00	15,550.00	15,550.00
45510 · Affiliate Client Fees	0.00	0.00	0.00	0.00	13,705.00	13,705.00
Total Income	52,640.00	25,000.00	40,000.00	5,000.00	109,459.73	232,099.73
Gross Profit	52,640.00	25,000.00	40,000.00	5,000.00	109,459.73	232,099.73
Expense						
60500 · Gen. & Administrative Expenses						
60550 · Management Fees - Exe Dir	0.00	0.00	0.00	0.00	61,297.57	61,297.57
60600 · Administrative Salaries						
60601 · Worker's Compensation Insurance	0.00	0.00	0.00	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	0.00	0.00	660.00	660.00
60600 · Administrative Salaries - Other	0.00	0.00	0.00	0.00	37,615.94	37,615.94
Total 60600 · Administrative Salaries	0.00	0.00	0.00	0.00	39,286.94	39,286.94
60650 · Health Insurance						
60700 · Payroll Expenses	0.00	0.00	0.00	0.00	1,568.49	1,568.49
60725 · Payroll Fees	0.00	0.00	0.00	0.00	115.00	115.00
60750 · FICA/Social Security	0.00	0.00	0.00	0.00	2,922.29	2,922.29
60800 · SUTA	0.00	0.00	0.00	0.00	321.02	321.02
60825 · FUTA	0.00	0.00	0.00	0.00	35.68	35.68
Total 60700 · Payroll Expenses	0.00	0.00	0.00	0.00	3,393.99	3,393.99
60900 · Business Expenses	0.00	0.00	0.00	0.00	701.37	701.37
Total 60500 · Gen. & Administrative Expenses	0.00	0.00	0.00	0.00	106,248.36	106,248.36
62700 · Contract Services						
62800 · Facilities and Equipment	38,500.00	0.00	24,000.00	5,000.00	320.00	67,820.00
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	680.82	680.82
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	6,427.25	6,427.25
62845 · Computer/Equipment Install Svcs	0.00	0.00	0.00	0.00	3,112.20	3,112.20

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss
July 2021 through January 2022

	8(a) Cohort 4	Amazon Grant	Bowie Business...	FY21 TEDCO Te...	Head Quarters	TOTAL
62871 · Liability Insurance	0.00	0.00	0.00	0.00	1,424.00	1,424.00
62890 · Rent	0.00	0.00	0.00	0.00	24,571.98	24,571.98
62900 · Parking	0.00	0.00	0.00	0.00	161.00	161.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	150.00	150.00
Total 62800 · Facilities and Equipment	0.00	0.00	0.00	0.00	36,527.25	36,527.25
62860 · Software licenses expense	0.00	0.00	0.00	0.00	203.92	203.92
62880 · Website	0.00	0.00	2,250.00	0.00	750.00	3,000.00
65000 · Operations	0.00	0.00	0.00	0.00	848.01	848.01
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	29.55	29.55
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.00	177.52	177.52
65030 · Printing and Copying	0.00	0.00	0.00	0.00	3,472.71	3,472.71
65040 · Supplies	304.96	0.00	0.00	0.00	1,407.58	1,407.58
65050 · Telephone, Telecom	0.00	0.00	0.00	0.00	937.83	937.83
65060 · Internet Expense	0.00	0.00	0.00	0.00		
Total 65000 · Operations	304.96	0.00	0.00	0.00	6,568.24	6,873.20
65100 · Marketing Expense	0.00	0.00	0.00	0.00	385.43	385.43
65160 · Special Event Expense	0.00	0.00	0.00	0.00	156.03	156.03
65165 · Meals and Entertainment	0.00	0.00	0.00	0.00	1,961.40	1,961.40
65100 · Marketing Expense - Other	0.00	0.00	0.00	0.00		
Total 65100 · Marketing Expense	0.00	0.00	0.00	0.00	2,502.86	2,502.86
66100 · Other Expenses	0.00	0.00	168.67	0.00	262.73	431.40
68300 · Travel and Meetings	0.00	0.00	0.00	0.00	30.00	30.00
68310 · Meeting/Conference Registration	0.00	0.00	0.00	0.00	82.17	82.17
68300 · Travel and Meetings - Other	0.00	0.00	0.00	0.00		
Total 68300 · Travel and Meetings	0.00	0.00	0.00	0.00	112.17	112.17
Total Expense	38,804.96	0.00	26,418.67	5,000.00	153,495.53	223,719.16
Net Income	13,835.04	25,000.00	13,581.33	0.00	-44,035.80	8,380.57

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss - Month by Month
 July 2021 through January 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	TOTAL
Income								
43400 · Direct Public Support	20,000	35,000	20,000	25,000	0	25,121	0	125,121
43500 · Direct Corporate Sponsorship	0	0	0	40,000	25,000	0	0	65,000
45000 · Investments	14	14	11	11	11	11	11	83
45200 · Other Client Fees	0	0	0	0	12,640	0	0	12,640
45500 · Tenant Rental Income	1,200	2,400	2,350	2,400	2,400	2,400	2,400	15,550
45510 · Affiliate Client Fees	1,665	1,715	1,825	2,725	1,825	2,425	1,525	13,705
Total Income	22,879	39,129	24,186	70,136	41,876	29,958	3,936	232,100
Gross Profit	22,879	39,129	24,186	70,136	41,876	29,958	3,936	232,100
Expense								
60500 · Gen. & Administrative Expenses	17,153	15,946	8,905	5,686	6,176	46,174	6,209	106,248
62700 · Contract Services	8,000	8,000	5,000	320	20,833	12,833	12,833	67,820
62800 · Facilities and Equipment	4,605	4,423	10,428	6,135	4,141	2,272	4,523	36,527
62860 · Software licenses expense	191	0	0	13	0	0	0	204
62880 · Website	1,500	750	0	0	0	750	0	3,000
65000 · Operations	1,253	3,520	240	829	935	0	95	6,873
65100 · Marketing Expense	27	1,239	36	25	1,175	0	0	2,503
66100 · Other Expenses	0	169	161	0	102	0	0	431
68300 · Travel and Meetings	0	0	82	0	0	0	30	112
Total Expense	32,728	34,047	24,853	13,009	33,363	62,029	23,691	223,719
Net Income	-9,849	5,082	-667	57,128	8,513	-32,071	-19,754	8,381

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget vs. Actual
July 2021 through January 2022

Accrual Basis

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	125,121	120,000	5,121	104%
43500 · Direct Corporate Sponsorship	65,000	50,000	15,000	130%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	83	117	-34	71%
45200 · Other Client Fees	12,640	0	12,640	100%
45500 · Tenant Rental Income	15,550	13,800	1,750	113%
45510 · Affiliate Client Fees	13,705	19,550	-5,845	70%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	100	-100	0%
Total Income	232,100	223,442	8,658	104%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	232,100	223,442	8,658	104%
Expense				
60500 · Gen. & Administrative Expenses	106,248	146,919	-40,671	72%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	1,500	-1,500	0%
62700 · Contract Services	67,820	80,000	-12,180	85%
62800 · Facilities and Equipment	36,527	39,819	-3,292	92%
62860 · Software licenses expense	204	680	-476	30%
62880 · Website	3,000	583	2,417	514%
65000 · Operations	6,873	11,419	-4,545	60%
65100 · Marketing Expense	2,503	3,467	-964	72%
65130 · Membership Expense	0	375	-375	0%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	431	1,167	-735	37%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	112	1,400	-1,288	8%
Total Expense	223,719	287,328	-63,609	78%
Net Income	8,381	-63,886	72,267	-13%

1:35 PM

02/09/22

Bowie Business Innovation Center (Bowie BIC)

A/R Aging Summary

As of January 31, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
foodresources llc	0.00	700.00	0.00	700.00	0.00	1,400.00
TOTAL	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	<u>1,400.00</u>

BOWIE BIC CLIENTS AND PROSPECTS

As of January 30, 2022

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
TTMP Corporation Bowie, MD 20721	4	Edward Anderson	IT services	11/1/2021
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-
Netwar Defense Corp. Glendale, MD 20769	4	Paul Wells	Cybersecurity services	12/20/2021
Sage Services Group (Graduate) Bowie, MD 20715	4	Sonya Hopson	Project management; training	7/1/2013

PROSPECT COMPANY	STATUS	INDUSTRY	INTEREST
Doubbs Defense	Interest in 2022	Cybersecurity Services	Affiliate
ArtPlayLearn, LCC	Interest in 2022	Ed.Managmt. System	Affiliate
SME Solutions	Interest in 2022	IT services	Affiliate

Executive Director's Report

Board Meeting
 February 11, 2022

CLIENT UPDATE

As of January 30, 2022, there are 11 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 8 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). All students, staff and faculty must be fully vaccinated or have an approved medical or religious exemption to access campus and attend classes. Face masks must be always worn in all indoor spaces.

Staff and faculty should not come to campus for work until a negative PCR test result is reported. Testing is available at the Wellness Center on campus. BSU will offer mostly in-person classes for the spring semester.

COUNSELING AND TRAINING

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Jan 11	What's Necessary to Apply for Childcare Stabilization Grant	Angie Duncanson/MWBC	1
Jan 12	What's Necessary to Apply for Childcare Stabilization Grant (part 2)	Angie Duncanson/MWBC	1
Jan 20	Coffee & Connection	Angie Duncanson/MWBC	4
Jan 21	Entrepreneurs, Are You Ready For a Correct Report of your 2021 Taxes?	Angie Duncanson/MWBC	6
Jan 24	Steps to Start a Business	Angie Duncanson/MWBC	6
Jan 27	Develop Your Business Plan	Angie Duncanson/MWBC	9
	MWBC Counseling	Angie Duncanson/MWBC	14
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	53
	Total		94

Most of the 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 Executive Director Lisa Smith continues to schedule virtual coffee meetings to check in with resident and affiliate BIC clients, since COVID has made it difficult to meet in person.
- For several months, Bowie BIC Affiliate client Dr. Tisa Silver Canady has been discussing the establishment of a Center for Collegiate Financial Wellness at Bowie State University with members of the university leadership. The next step is to make a presentation to BSU President Breaux, and we understand that meeting will be scheduled soon. Dr. Canady's work as an advisor on student loan planning was featured in *USA Today* in early February.
- Bowie BIC is scheduling "Open Door" sessions for February and March with our resource partners (accounting, govcon, etc.)

MARKETING

- Bowie BIC has resumed distribution of its THIS WEEK e-newsletter now that many 2022 training and counseling programs have resumed.
- Bowie BIC will launch a four-session Business Scale-Up Accelerator on Fridays in March, as part of BIC's participation in the Level Up Pilot Program, which FSC First launches in February. This program is focused on Prince George's County companies. Information collected through the company registration process will become a database of companies served and serve as a way to track company progress. FSC First has developed a logo for the Level Up program and will manage the overall marketing effort, which kicks off in February. A number of Bowie BIC resource partners will participate in this program. (Updated Program Attached)

BIC SIGNATURE PROGRAMS

InnovateBOWIE

- Bowie BIC met February 7 with John Henry King, Director of Economic Development for the City of Bowie to discuss ideas for the InnovateBOWIE event, which could include a Bowie BIC 10th Anniversary celebration component. This would be scheduled in late April, early May 2022. Additional planning meetings will be scheduled with other partners.

BSU PARTNERSHIP

- Bowie BIC's participation in the Level Up Pilot Program includes a four-session Business Smart Start program March 30 through April 20 specifically for Bowie State students. This training opportunity will be promoted through the BSU Entrepreneurship Academy. (Updated program attached.)
- Our BSU intern, Unique Griffin will assist with administration and data collection for the Business Smart Start program.

DEVELOPMENT

- On February 1, Bowie BIC Executive Director Lisa Smith and Bowie BIC Board member and VP of BSU Institutional Advancement Brent Swinton testified and submitted letters of support for continued County funding for Bowie BIC during County Executive's FY2023 Budget Listening Session. (Letters of support attached and *Washington Informer* news clip.)
- Bowie BIC has signed a Memorandum of Understanding (MOU) with FSC First to deliver a four-session Scale-Up Accelerator for CEOs in March and a four-session Smart Start Accelerator for BSU Students in April.
- Bowie BIC also will expand this partnership with FSC First. Over the coming months, Bowie BIC will deliver two new roundtables under contract. These programs will feature area women business owners sharing tips about financing business growth.
- Derrick Coley, Special Assistant for Government Relations at Bowie State reports that support remains strong among federal legislators for the proposed Congressional earmark for an 8(a) Accelerator Contracting 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. This initiative remains mired in congressional bickering on other issues.

ADMINISTRATION AND OPERATIONS

- FS Taylor has completed the CPA review of Bowie BIC Bowie BIC's financial position as of June 30, 2021. (Final Report attached.)
- Bowie BIC received a \$30,000 payment on February 2 as part of its FY2022 operating grant from the City of Bowie.
- Bowie BIC Board member John Halley, of M&T Bank chaired a Client Selection Committee meeting Feb. 8 with Netwar Defense Corp., a prospect for residential status. Bowie BIC Board members Brent Swinton/BSU and Jesse Buggs/City of Bowie participated in the call. The Committee recommended that the company's application be declined, when it became clear that the company's primary interest was inexpensive office space.

- Bowie BIC distributed the Job Announcement for the Entrepreneurship Community Manager Position to our networks and online through associations, like InBIA and MBIA. We began interviews in early February. (Announcement attached.)
- BSU mail delivery delays for Bowie BIC and its clients continued in January and February. This adversely impacted cash flow for BIC clients, who receive payments by mail. One resident client has been unable to pay rent for two months. (See January aging report). We have been told that the university has moved to improve the quality of our mail service, but we continue to experience delays.
- Bowie BIC has sent final edits regarding reserved parking and conference room use for the Occupancy and Operations Agreement (OOA) with BSU to VP for Administration and Finance Tony Savia. A final version may be ready for signature before the end of February.
- Comcast installed our telephone service at ELLC on February 2, so we have a landline again. Our phone number remains the same. Comcast installed our Internet service on November 30th.
- Bowie BIC will be closed on February 21 in observance of President's Day.

EXHIBIT A



Level Up – Avenues to Entrepreneurship Recovery

Pilot Coordinated by FSC First

Access to Business Financial Acumen to Help Make Businesses Bankable

Phase 1: January - May 2022

FSC First has accessed multiple funding sources for Phase 1 of the **Level Up** Program and will engage with multiple partners, including Bowie BIC, to deliver this initiative. FSC First has established a Salesforce platform for project data collection, which is a priority for attracting follow-on funding. FSC First also has funding to market this program in the region and will take the lead in marketing this initiative in Prince George's, Charles, Calvert, and Montgomery County

Bowie BIC plans to deliver two programs for Level Up:

1) Business Scale-Up Accelerator Program

Friday mornings 9:00 -11:00 am in March (March 4, 11, 18, 25, 2022)

This cohort-based program will be delivered online by Bowie BIC with data collection and reporting managed by a Bowie State University student intern under the direction of Bowie BIC, and in collaboration with Capital One and CliftonLarsonAllen LLP:

- Sean Chrysostom, Engagement Specialist
Community Impact and Investment
Capital One
- Greg Bussink, CPA
Principal
CliftonLarsonAllen LLP
- Kevin Duncan, CPA
CEO
K. Duncan and Associates

Entrepreneurship Living Learning Community · Suite A130 · Bowie State University
14000 Jericho Park Road · Bowie, MD 20715 · 301-524-5654 · lisa.smith@bowiebic.com
www.bowiebic.com

EXHIBIT A

This is a four-session, cohort-based training program for up to 20 businesses, focused on understanding business credit, cash flow and bankability. Our program also includes access to additional individual “Open Door” sessions with business accountants at CLA. Our program will be promoted by FSC First as part of the **Level Up** Program. Prince George’s County companies who previously received County Covid-19 grant funding from Prince Georges’ County will be a special target participant group. All participants will receive a certificate for completing Bowie BIC’s Business Accelerator Program, which is part of the Level Up initiative.

Participants will be invited to apply via the Bowie BIC website and will be interviewed by the Bowie BIC and CLA team prior to admission. This accelerator program would be offered online on four consecutive Friday mornings from 9:00-11:00 am. The fourth session is a presentation and critique of each member’s Action Plan for strengthening their company’s bankability.

Business Scale-Up Accelerator Program for Adults

	Topic	Presenter	Outcomes/Understanding
Session 1 Feb. 25	Credit 101: Personal & Business	Sean Chrysostom, <i>CapitalOne</i>	-Personal Credit vs. Business Credit -Credit Scores and Credit Reports -Building Banking Relationships
Session 2 March 4	Cash Flow for Profitability	Sean Chrysostom, <i>Capital One</i> Greg Bussink, <i>CLA</i>	-Cash Flow Illustration -Cash Flow as a Management Tool
Session 3 March 11	Bank Borrowing for Growth	Sean Chrysostom, <i>Capitol One</i>	-5C’s of Credit -Financing Options -Questions to expect
Session 4 March 18	Strategic Plan for Bankability	Kevin Duncan, <i>K. Duncan & Co.</i> Sean Chrysostom, <i>Capital One</i>	-Cash Flow Forecasting -Bankability Strategic Plan Review

In addition, all Business Scale-Up Accelerator Program participants will be invited to participate in Bowie BIC’s free, year-round, one-on-one “Open Door” sessions on legal, accounting and government contracting issues.

EXHIBIT A

“Open Door” conversation scheduling will be managed by:

Crystal Clark, Director of Operations, Bowie BIC

crystal.clark@bowiebic.com

2) Business Smart Start Accelerator Program for Bowie State University Students

Wednesday evenings 5:00-6:00 pm March 30-April 6, 13, 20, 2022

The Business Smart Start Accelerator Program (Smart Start) will be delivered online by Bowie BIC over four consecutive weeks, in conjunction with the Entrepreneurship Academy (EA) at BSU. The technical business content for the Smart Start Program will be provided by the Maryland Small Business Development Center (SBDC), Capital One, PilieroMazza and K. Duncan & Co.

The goal of the Smart Start Accelerator Program is for students to work under the guidance of the Smart Start advisors to develop and present an outline of their business plan during the final session for critique.

This Program is open to all BSU students with an interest in entrepreneurship. Up to 15 student participants will be accepted into the Smart Start Accelerator Program, following a review of their application and interview by the Bowie BIC team prior to admission.

Data collection and reporting for Smart Start will be managed by a Bowie State University student intern, working under the direction of Bowie BIC.

The Smart Start Accelerator Program technical business advisors will be:

- Mark Wells, Senior Counselor
Maryland Small Business
Development Center (SBDC)
- Sean Chrysostom
Community Impact & Investment
Capital One
- Isaias “Cy” Alba, Partner
Piliero Mazza LLP
- Kevin Duncan, CPA
K. Duncan & Co.

Entrepreneurship Living Learning Community · Suite A130 · Bowie State University
14000 Jericho Park Road · Bowie, MD 20715 · 301-524-5654 · lisa.smith@bowiebic.com
www.bowiebic.com

EXHIBIT A

Students who complete all four sessions will receive a certificate for completing Bowie BIC's Business Smart Start Accelerator Program, in conjunction with EA.

Business Smart Start Accelerator Program for Bowie State Students

	Topic	Presenter	Outcomes/Understanding
Session 1 March 30	Business Plan	Mark Wells, <i>SBDC</i>	-Importance of a Business Plan -Elements, outline and research for a business plan
Session 2 April 5	Establishing Your Company Legally	Cy Alba, <i>Piliero Mazza</i>	Legal set up/company structure
Session 3 April 13	Cash Flow for Profitability Building Banking Relations and Borrowing for Growth	Kevin Duncan, <i>K. Duncan Assoc.</i> Sean Chrysostom, <i>Capitol One.</i>	-Cash Flow Illustration -Cash Flow as a Management Tool -5C's of Credit -Personal vs. Business Credit -Credit Scores and Credit Reports -Financing Options -Questions to expect
Session 4 April 27	Business Plan Outline Presentations and Critique	Mark Wells, <i>SBDC</i>	-Business plan outline developed -Presentation experience gained

Data will be collected from participants in this cohort through the registration process and through polling following each session.

Bowie BIC Level Up Program Coordinator:

Crystal Clark, Director of Operations

crystal.clark@bowiebic.com

1/31/2022



February 1, 2022

The Honorable Angela Alsobrooks
County Executive
Prince George's County
Wayne K. Curry Administration Building
1301 McCormick Drive, Suite 4000
Largo, MD 20774

Re: Continued Funding for Bowie Business Innovation Center (Bowie BIC) in FY23 Budget

Dear Ms. Alsobrooks,

I want to express my appreciation to you for the County's previous financial support for the Bowie Business Innovation Center (Bowie BIC). The County's support has helped us leverage existing County business assistance and counseling resources and launch new initiatives that have increased the growth and economic impact of County businesses, particularly in response to the COVID-19 pandemic.

Bowie BIC, an award-winning hub for business acceleration, which provides pathways for growth for Prince George's County businesses is requesting continued County funding in FY2023 of \$100,000.

Bowie BIC is a nonprofit organization which has been based at Bowie State University for nearly a decade. Today, Bowie BIC is the hub for the largest concentration of business scale-up resources in the county. In FY2021, a record 1,541 small businesses, technology companies and government contractors accessed programs through Bowie BIC. Business interest in our new programs in response to the COVID-19 pandemic has been strong and our engagement with businesses in the first half of FY2022 indicates that we will exceed the FY2021 number of businesses assisted by the end of this fiscal year.

Prince George's County support has been a key element in our growth and our continued economic development impact in the county. In November 2021, for the second consecutive year, *The Baltimore Business Journal* ranked Bowie BIC the sixth largest business accelerator program in the Baltimore region and the largest business accelerator in Prince George's County, in terms of clients. The 87 clients involved in our core Business Accelerator program and 8(a) Accelerator Program online reported more than 590 jobs and \$80 million in revenues in calendar 2021.

Bowie BIC programs continue to attract national recognition. In April 2021, the J.P. Morgan Chase & Co. *Playbook for Improving Diversity and Inclusion at Entrepreneurship Centers* was

released. The Playbook recognized the 30 most promising programs in America and cited Bowie BIC's 8(a) Accelerator program as one of those promising programs.

Our 8(a) Accelerator Program - the first in America – is delivered in collaboration with the U.S. Small Business Administration (SBA) to help women, veteran and minority contractors in SBA's 8(a) business development program in Prince George's County win government contracts. Our 8(a) Accelerator is funded by Capital One and other corporate partners.

Bowie BIC also collaborated with the City of Bowie to deliver the Bowie Business Recovery (BBR) Program from January through July 2021. During this program, we registered more than 680 county businesses to participate in the online counseling, training and roundtable discussions focused on accelerating business recovery in response to the COVID-19 pandemic. .

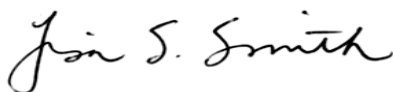
Bowie BIC leverages its county funding to attract public sector support from partners such as the City of Bowie, the Prince George's County EDC, FSC First, and Maryland Technology Development Corporation. County support also helps us attract a growing number of corporate sponsors, such as M&T Bank, Capital One, CliftonLarsonAllen and the business accelerator client companies themselves. These partnerships provide additional funding for Bowie BIC's work to accelerate the development and economic impact of the County's growth-oriented technology companies and underserved minority and woman-owned small businesses. These corporate connections also ensure that our programming is market-driven.

Bowie BIC established its business acceleration program at Bowie State University in 2011 as a special resource for the University's growing student entrepreneurship initiatives. Today, Bowie BIC is a key partner with Bowie State University and the value of student entrepreneurship is increasingly recognized as an important element in the development of innovative business and academic communities. The opening of the new Entrepreneurship Living Learning Community at Bowie State University in August 2021, and the relocation of Bowie BIC operations to this building have already created new opportunities for Bowie BIC to work collaboratively with Bowie State to create new experiential learning opportunities for students and to stimulate increased student and alumni entrepreneurship activities. Brent Swinton, Vice President of Institutional Advancement at Bowie State also is submitting a letter to you for continued County support of Bowie BIC funding.

With continued County financial support, we can directly contribute to the County's economic growth through the accelerated business development of the companies county-wide that use our services, as well as Bowie BIC clients, Bowie State University student and alumni businesses, and the new jobs generated by all these businesses.

Thank you for your consideration.

Sincerely,



Lisa S. Smith
Executive Director



DIVISION OF INSTITUTIONAL ADVANCEMENT

Henry Administration Building, Suite 2300
14000 Jericho Park Rd, Bowie, MD 20715

P 301-860-4300

F 301-860-4163

bowiestate.edu

January 31, 2022

The Honorable Angela D. Alsobrooks
County Executive
Prince George's County
Wayne K. Curry Administration Building
1301 McCormick Drive, Suite 4000
Largo, MD 20774

Re: Continued Funding for Bowie Business Innovation Center (Bowie BIC) in the County's
FY23 Budget

Dear Ms. Alsobrooks,

Bowie State University (BSU) supports the Bowie Business Innovation Center (Bowie BIC) request for continued funding of \$100,000 in the FY23 County budget.

Not only does Bowie BIC contribute directly to the County's economic growth by accelerating the scale-up and economic impact of technology businesses and government contractors in the County, but its physical location on the campus of BSU, and continued active engagement with our university community, creates a unique, practical learning environment and entrepreneurial focus for students and faculty at BSU.

The award-winning Bowie BIC business accelerator, an entrepreneurship resource on the campus at BSU for nearly a decade, moved its operations to the new Entrepreneurship Living Learning Community (ELLC) at BSU when that facility opened in August 2021. Bowie BIC's new space now is physically co-located with the university's Entrepreneurship Academy, which is charged with instilling an entrepreneurial mindset across our campus community. Bowie BIC's location at ELLC already is creating new, innovative, entrepreneurship opportunities and attracting new programmatic resources for BSU students and faculty.

As the only Maryland business acceleration program located at a historically Black institution in the University System of Maryland, Bowie BIC provides our students and faculty with a unique opportunity to interact with entrepreneurs and small businesses in the County. The Bowie BIC, its client companies and business resource partners also provide learning opportunities for Bowie State students through class projects, paid internships, and training programs offering technical business advice on financing, legal and human resource issues, etc., for companies.

The Bowie BIC also has directly contributed to the success of the university's entrepreneurship concentration, where students learn how to start or help support small businesses and think entrepreneurially for large enterprises. BSU's academic Entrepreneurship Concentration, which began in the Fall 2016 semester, has proven to be a popular program among students in all majors, who now are attracted to entrepreneurship. In addition, our Entrepreneurship Academy creates a pathway for students to enter the Bowie BIC business acceleration program and build their own businesses here in Prince George's County.

Bowie State University is an extraordinary resource for Prince George's County--delivering the kind of educational and economic development impacts that build wealth, and that have never been more important to our County. Bowie BIC is an essential partner for the university, as we continue to strengthen our entrepreneurship focus in general, and the growing programs and impacts delivered by Bowie State's Entrepreneurship Academy for students, in specific.

Thank you for considering our request that you continue to financially support for Bowie BIC, as you work through the budget process.

Sincerely,

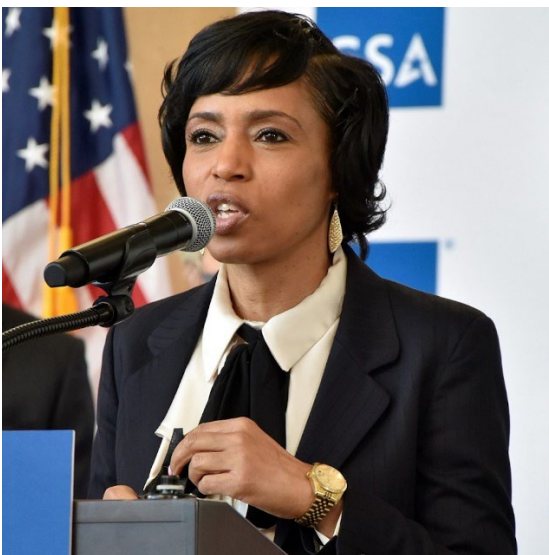


Brent Swinton, CFRE

Vice President for Institutional Advancement
Bowie State University

Prince George's Residents Air Concerns During Listening Session on FY23 Budget

by William J. Ford February 2, 2022



Prince George's County Executive Angela Alsobrooks (Robert R. Roberts/The Washington Informer)

Prince George's County residents have a laundry list of items they want prioritized in the county's fiscal 2023 budget proposal, including affordable housing, lowering property taxes and other quality-of-life issues.

Some also requested money for their nonprofit organizations. Lisa Smith, executive director of the Bowie Business Innovation Center at Bowie State University, requested \$100,000 for the center.

“With continued county financial support, we can directly contribute to the county’s economic growth,” she said Tuesday during a more than two-hour virtual listening session on the budget, the first that sought public input regarding the matter.

The county’s current spending plan of about \$4.5 billion earmarks more than half of that total for the public school system, which has already released its own proposed budget of \$2.6 billion.

The main proposals include \$229 million for student technology, \$140 million for mental health support and \$132 million to hire additional staff.

The county plans to allocate portions of \$176.6 million it received from the federal American Rescue Plan, the \$1.9 trillion stimulus package President Joe Biden signed into law in March.

The money, which must be spent by 2024, can go toward water and sewer projects, assisting small businesses and other coronavirus-related services.

Food support can be one of those benefits, which several residents and nonprofit leaders encourage County Executive Angela Alsobrooks to support.

A food security task force offered 11 recommendations that include using \$250,000 to create a food security office with a director and staff to coordinate and leading various programs with other county agencies, private businesses, local farmers and residents.

Adam LaRose, director of advocacy and public policy at the Capital Area Food Bank, said outreach must be done to ensure more residents participate in the Supplemental Nutrition Assistance Program (SNAP). He said about 17% of county residents who are eligible aren’t enrolled

in the program, which accumulates to \$17.2 million in federal dollars going unused annually.

“We urge you to use all the leverage and funding at your disposal to support our clients in need,” he said.

Any budget suggestions reviewed, researched and recommended would be assessed by Alsobrooks and her budget staff.

“I’m really pleased to tell you that many of the priorities that you expressed have already been included in our budget,” she said. “I am more optimistic than ever we are going to be able to move our county forward in a way that really does reflect the values of this community.”

The county council has the last say in the budget approval process, which must be completed before the next fiscal year begins on July 1.

BOWIE BUSINESS INNOVATION CENTER, INC.
FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

F.S. Taylor & Associates, P.C.
Certified Public Accountants
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Largo, Maryland 20774
(240) 770-7792

BOWIE BUSINESS INNOVATION CENTER, INC.
FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

BOWIE BUSINESS INNOVATION CENTER, INC.
FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

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F.S. TAYLOR & ASSOCIATES, P.C.◇◇
CERTIFIED PUBLIC ACCOUNTANTS & MANAGEMENT CONSULTANTS

1401 Mercantile Lane, Suite 271/ Largo, Maryland 20774/240-770-7792
1420 N Street, N.W., Suite 100 / Washington, D.C. 20005 / 202/898-0008 Fax 202/898-0208

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Bowie Business Innovation Center, Inc.

We have reviewed the accompanying financial statements of Bowie Business Innovation Center, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets—modified cash basis as of June 30, 2021, and the related statement of revenues, expenses, and other changes in net assets—modified cash basis for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.

Summarized Comparative Information

We previously reviewed Bowie Business Innovation Center's 2020 financial statements and, in our conclusion dated January 28, 2021, stated that based on our review, we were not aware of any material modifications that should be made to the 2020 financial statements in order for them to be in accordance with the modified cash basis of accounting. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended June 30, 2020, for it to be consistent with the reviewed financial statements from which it has been derived.

F. S. Taylor & Associates, P.C.

Largo, Maryland
January 27, 2022

BOWIE BUSINESS INNOVATION CENTER, INC.
STATEMENTS OF ASSETS, LIABILITIES, AND NET ASSETS - MODIFIED CASH BASIS
JUNE 30, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 336,747	\$ 246,714
Accounts receivable		725
Total current assets	<u>336,747</u>	<u>247,439</u>
Other assets:		
Property and equipment, net	<u>3,405</u>	<u>4,572</u>
Total assets	<u><u>\$ 340,152</u></u>	<u><u>\$ 252,011</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Security deposits held	\$ 4,495	\$ 4,495
Advance affiliate fees	<u>1,785</u>	<u>1,785</u>
Total liabilities	<u>6,280</u>	<u>6,280</u>
Net assets:		
Without donor restrictions	333,872	190,037
With donor restrictions		55,694
Total liabilities and net assets	<u><u>\$ 340,152</u></u>	<u><u>\$ 252,011</u></u>

SEE INDEPENDENT ACCOUNTANT'S REVIEW REPORT.

BOWIE BUSINESS INNOVATION CENTER, INC.**STATEMENTS OF REVENUES, EXPENSES, AND OTHER CHANGES IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2021 (with 2020 total for comparative purposes)**

	2021			2020
	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	Total	Total
<u>REVENUE AND SUPPORT WITHOUT DONOR RESTRICTIONS</u>				
Direct public support	\$ 386,000	\$ -	\$ 386,000	\$ 230,010
Direct corporate sponsorship	6,000		6,000	80,000
Other client fees				630
Tenant rental income	8,100		8,100	33,105
Affiliate client fees	31,545		31,545	24,795
Other program income	674		674	12,910
Interest income	150		150	150
Release of restrictions	55,694	(55,694)		
Total revenue and support	488,163	(55,694)	432,469	381,600
<u>EXPENSES</u>				
Salaries and related benefits	194,639		194,639	226,466
Contractual services	110,063		110,063	
BSU Entrepreneurship				569
Facilities and equipment	5,632		5,632	37,204
Software licenses	180		180	279
Website	10,264		10,264	3,500
Operations	14,460		14,460	17,040
Marketing	5,233		5,233	12,343
Membership	935		935	1,125
Travel and meetings	775		775	890
Other expenses	2,147		2,147	58
Total expenses	344,328		344,328	299,474
Total change in net assets	143,835	(55,694)	88,141	82,126
Net assets, beginning of year	190,037	55,694	245,731	163,605
Net assets, end of year	\$ 333,872	\$ -	\$ 333,872	\$ 245,731

SEE INDEPENDENT ACCOUNTANT'S REVIEW REPORT.

BOWIE BUSINESS INNOVATION CENTER, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – ORGANIZATION

Background – The Bowie Business Innovation Center (BBIC) is a business accelerator program where technology companies and government contractors in the City of Bowie and Prince George’s County access the mentoring, technical assistance, counseling, and connections to partners and capital to accelerate their business growth.

Revenue recognized by the organization is primarily from locally-funded grants, as well as tenant rental income and corporate contributions.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting – The financial statements of BBIC have been prepared using the modified cash basis of accounting; consequently, revenue is recognized when received and expenses are recorded when paid. However, fixed assets and related depreciation allowances are recorded and included in the accompanying financial statements.

Income Tax – BBIC is exempt from federal income taxes under Section 501 (c)(3) of the Internal Revenue Code and has been classified as other than a private foundation within the meaning of Section 509(a)(2) of the Internal Revenue Code. Accordingly, no provision for income taxes is recognized in the financial statements. In addition, BBIC had no unrelated business income during the year ended June 30, 2021. BBIC believes that it has appropriate support for any income tax positions taken. Therefore, management has not identified any uncertain tax positions.

Cash and Cash Equivalents – BBIC considers demand deposits and money market accounts to be cash and cash equivalents.

Financial Statement Presentation – BBIC reports its financial statements in accordance with FASB ASC 958. Under FASB ASC 958, financial statements are required to report information regarding financial position and activities according to two classes of net assets: those without donor restrictions and those with donor restrictions. Net assets with donor restrictions are those with time restrictions that were not yet satisfied as of the end of the year.

BOWIE BUSINESS INNOVATION CENTER, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 3 – PROPERTY AND EQUIPMENT

Acquisitions of property and equipment greater than \$500 are recorded at cost and depreciated using the straight-line method over five years, which is the estimated useful life of the assets. A summary of property and equipment at June 30 is as follows:

	<u>6/30/2021</u>	<u>6/30/2020</u>
Furniture and equipment	\$ 15,128	\$ 15,128
Less: accumulated depreciation and amortization	(11,723)	(10,556)
Net property and equipment	<u>\$ 3,405</u>	<u>\$ 4,572</u>

Depreciation expense was \$1,167 and \$1,264 for the years ended June 30, 2021 and 2020, respectively.

NOTE 4 – OPERATING LEASE

BBIC rents office space located in the Bowie State University Center for Business and Graduate Studies. The lease, which was executed effective January 1, 2019, is for a term of 2 years with options to extend the lease through December 31, 2026. The lease requires base monthly payments of \$2,979, with annual escalations of 3% each subsequent year. Required annual payments under the lease for the years ended June 30 are as follows:

<u>Year Ended June 30</u>	<u>Total Payments</u>
2022	\$ 38,494
2023	39,649
2024	40,838
2025	42,063
2026	43,325
Thereafter	21,983
Total	<u>\$ 226,352</u>

Rent expense for the years ended June 30, 2021 and 2020 was \$0 and \$26,838, respectively, and is included in facilities and equipment costs reported on the statement of revenues, expenses and other changes in net assets.

NOTE 5 – SUBLEASES

BBIC subleases space located in the Bowie State University Center for Business and Graduate Studies to various affiliate-level and resident-level clients with various lease terms. Affiliate-level clients have short-term leases on a month-to-month basis with monthly payments of \$295 required; resident-level clients have leases with a term of a year (with options to extend) with monthly payments of \$675 required. During the years ended June 30, 2021 and 2020, BBIC received total rental income of \$39,645 and \$57,900, respectively

BOWIE BUSINESS INNOVATION CENTER, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 6 – SUBSEQUENT EVENTS

In preparing these financial statements, management of BBIC has evaluated events and transactions that occurred after June 30, 2021 for the potential recognition or disclosure in the financial statements. These events and transactions were evaluated through January 27, 2022, the date the financial statements were available to be issued. Management did not identify any such events or transactions that would require disclosure.

Entrepreneurship Community Manager Position

The Bowie Business Innovation Center (Bowie BIC), an award-winning hub for business acceleration in Prince George's County, MD, is seeking a Community Manager with entrepreneurship and small business development experience. This individual should be passionate about building companies and capable of creating innovative programs that will accelerate the growth of our clients, who are technology and professional services companies. Many of our clients also are government contractors.

Last Fall, Bowie BIC relocated to the new Entrepreneurship Living Learning Community at Bowie State University (BSU). We have new opportunities now to expand our programs, client base, and the associated economic impact mission we deliver for the City of Bowie and Prince George's County.

The Community Manager will expand our award-winning, nationally recognized 8(a) Accelerator Program; support and increase our affiliate membership program; assist in creating dynamic Bowie BIC programs to attract new clients; and deliver on-going business support for existing clients.

KEY RESPONSIBILITIES

- **Program Expansion, Outreach and Recruitment**
 - Support the delivery of Bowie BIC business acceleration program offerings for affiliate/nonresident clients, in collaboration with the Bowie BIC Executive Director and Operations Director.
 - Recruit new clients to build the client base under the new program.
- **Client Support**
 - Advise Bowie BIC client companies in strategic areas (business operations, fundraising, marketing, etc.) that foster their development and encourage growth.
 - Identify and/or develop resources to assist Bowie BIC client companies and applicants (including the delivery of entrepreneurial programs/events that promote business development and growth).
 - Retain Bowie BIC clients against agreed targets.
- **Engagement of Strategic Partners for Existing & New Programming**
 - Manage and cultivate Bowie BIC relationships with prospective business advisors/partners, and community leaders to promote market outreach and business development.
 - Help expand Bowie BIC's diverse network of mentors and advisors

QUALIFICATIONS

Work Experience:

- Three to five years of job-related experience counseling and creating programs to help companies grow, client outreach and recruitment, as well as program management.
- Entrepreneurship experience and a strong network of contacts in the Prince George's County and broader Maryland entrepreneurial ecosystem.
- Leadership experience managing a small business.

Education:

Bachelor's degree in business, finance, technology, or related/relevant field; or equivalent business experience.

COMPENSATION

Initially this is a contract deliverables-based position in the range up to \$52,500 on an annual basis that reports directly to the Bowie BIC Executive Director. We offer flexible work hours with remote work options, as long as deliverables are being met. This contract position has the potential to become a full-time position, based on achievement of performance metrics, offering a competitive salary and benefits. Bowie BIC is an independent Maryland 501(c)3 organization that operates on the campus of Bowie State University.

APPLICATION PROCESS

Please email a letter of interest addressing your qualifications, organizational vision, and entrepreneurial experience, along with a resume and contact details for three professional references to:

Crystal Clark
Director of Operations
Bowie Business Innovation Center
crystal.clark@bowiebic.com

Zoom Interviews will be scheduled beginning the week of February 7, 2022.

The Bowie BIC prohibits discrimination with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy, or veteran status.

Next Meeting:

Bowie BIC Board Meeting
March 11, 2022

Via ZOOM
8:30 to 10:00 AM



Board of Directors Meeting

March 11, 2022

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 March 11, 2022

Join Zoom Meeting--Using NEW 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 – 10:00 AM

- | | | |
|-------|---|------------------|
| I. | Call to Order | Ragland |
| II. | Approval of Minutes | Wade |
| | a. Board Meeting February 11, 2022 (Attached) | |
| III. | Financial Report | Bussink/L. Smith |
| | a. February 2022 (Attached) | |
| IV. | Bowie State University Update | Swinton |
| V. | New Business | |
| | a. Executive Director Search Committee Report (Attached) | Jenkins/Wade |
| | --Exec. Director Job Description | |
| | --Search Process Timeline | |
| VI. | Old Business | |
| | a. Executive Director Report | L. Smith |
| | b. BSU MOU Update | Alba/L. Smith |
| VII. | Other Business and Announcements | All |
| VIII. | For the Board Calendar: | |
| | <u>March 24</u> "Capital Matters" Women's Business Financing Roundtable with FSC First | |
| | <u>March 25</u> Bowie BIC Scale Up Accelerator Lender's Roundtable 10:00-11:00 am via Zoom | |
| IX. | Confirmation: Bowie BIC Board Meeting April 8, 2022, at 8:30 am Via Zoom | |
| X. | 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, February 11, 2021.

Present: Jesse Buggs, Greg Bussink, Magdalena Gebrekristos, John Halley, Sherman Ragland, Eben Smith, Charlene Wade, Lisa Smith

Absent: Isaias Cy Alba, Wendy Jenkins, Mark Lawrence, Brent Swinton

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:34 am.

2. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the January meeting and noted that Ms. Conway left the Board meeting early, so she did not second the motion to adjourn the meeting. Mr. Smith made a motion to approve the January 2022 meeting minutes with this change. The motion was seconded by Mr. Bussink and approved by the board noting that Mr. Smith seconded the motion to adjourn the meeting with the change. Mr. Ragland abstained from the vote, as he did not attend this Board meeting.

3. FINANCIAL REPORT

- Adjustments were made to rent accrual amount.
- Aging report is showing a deficit for foodresource, LLC payments due to continuing mail delivery issue at the university
- Completed FS Taylor CPA Review. No issues raised.

4. NEW BUSINESS

- Tisa Silver Canady (BIC affiliate) was written up in USA Today as one of the primary resources on student loans, student loan planning, student loan forgiveness. She is working with BSU to create a Center for Collegiate Financial Wellness.
- Mr. Swinton and Ms. Smith gave written and verbal testimony advocating for budget funding with the County Exec.
- Bowie BIC's Comcast internet and phone are set up and running at ELLC.
- Level Up activity with FSC First has begun and Capital Matters is being planned.
- A VIP visit from the Assistant Director of the SBA in the office of Women Owned Business is scheduled with the Maryland Women's Business Center and BIC.

5. NEW BUSINESS

- Client Selection Committee report – Mr. Halley discussed the process and factors behind not accepting Netwar Defense as a resident client.
 - Mr. Wells requested space primarily to receive a federal contract
 - Mr. Wells had no contracts currently awarded.
 - Mr. Wells declined to supply business tax returns, unlike all other prospects.

6. PERSONNEL UPDATE

- Community Manager Position – Carmen Braxton has been interviewed.
- Mr. Ragland reported that he received a letter from Ms. Smith stating that her last day at Bowie BIC will be June 15, 2022.
 - Search Committee membership initial recommendations: Wendy Jenkins and Charlene Wade (co-chairs), Greg Bussink, Eben Smith, and Mark Lawrence, with all interested Board members invited to participate.
 - Initial tasks discussed:
 - Agree Job Description
 - Agree Benefits package
 - Agree Timeline
 - Promotion followed by vetting and interviewing of candidates
 - Submission of 3 to 4 ranked candidates to the chair for interviews
 - Recommendation of final candidate to board of directors
 - Staff involvement – including to help draft announcement, help distributing the announcement, receiving the resumes, helping to score/evaluate candidates, participating in the interview process.

7. ANNOUNCEMENTS

- Launch of the 4-week Scale-Up Accelerator, which is part of the Level Up Program, on March 4
- Kick-off of the new Prince George's Tech Council on March 9th.

Mr. Ragland adjourned the meeting at 10:02 am. The next meeting of the Bowie BIC Board of Directors will be held on March 11th at 8:30 am via Zoom.

Respectfully Submitted,
Crystal Clark
Recording Secretary

1:33 PM

Bowie Business Innovation Center (Bowie BIC)

03/09/22

Balance Sheet

Accrual Basis

As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	287,404
10001 · WesBanco Checking	99,543
Total Checking/Savings	386,947
Accounts Receivable	
11000 · Accounts Receivable	700
Total Accounts Receivable	700
Total Current Assets	387,647
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,501
Total Fixed Assets	2,627
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	675
TOTAL ASSETS	390,949
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-2,561
22001 · WesBanco Credit Card 9135 CC	4,735
Total Credit Cards	2,174
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	65,019
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	69,514
Total Current Liabilities	71,688
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	73,473
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	22,721
Total Equity	317,476
TOTAL LIABILITIES & EQUITY	390,949

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July 2021 through February 2022

1:41 PM
03/09/22
Accrual Basis

	8(a) Cohort 4	Amazon Grant	Bowie Busin...	CLA Grant	FY21 TEDCO ...	Head Quarters	TOTAL
Income							
43400 · Direct Public Support							
43405 · Government Grants							
43415 · City of Bowie	0.00	0.00	40,000.00	0.00	5,000.00	110,121.35	155,121.35
Total 43405 · Government Grants							
	0.00	0.00	40,000.00	0.00	5,000.00	110,121.35	155,121.35
Total 43400 · Direct Public Support							
	0.00	0.00	40,000.00	0.00	5,000.00	110,121.35	155,121.35
43500 · Direct Corporate Sponsorship							
45000 · Investments	40,000.00	25,000.00	0.00	15,000.00	0.00	0.00	80,000.00
45030 · Interest-Savings	0.00	0.00	0.00	0.00	0.00	95.59	95.59
Total 45000 · Investments							
	0.00	0.00	0.00	0.00	0.00	95.59	95.59
45200 · Other Client Fees	12,640.00	0.00	0.00	0.00	0.00	0.00	12,640.00
45500 · Tenant Rental Income	0.00	0.00	0.00	0.00	0.00	17,400.00	17,400.00
45510 · Affiliate Client Fees	0.00	0.00	0.00	0.00	0.00	15,230.00	15,230.00
Total Income	52,640.00	25,000.00	40,000.00	15,000.00	5,000.00	142,846.94	280,486.94
Gross Profit	52,640.00	25,000.00	40,000.00	15,000.00	5,000.00	142,846.94	280,486.94
Expense							
60500 · Gen. & Administrative Expenses							
60550 · Management Fees - Exe Dir	0.00	0.00	0.00	0.00	0.00	82,267.78	82,267.78
60600 · Administrative Salaries							
60601 · Worker's Compensation Insurance	0.00	0.00	0.00	0.00	0.00	1,011.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	0.00	0.00	0.00	660.00	660.00
60600 · Administrative Salaries - Other	0.00	0.00	0.00	0.00	0.00	42,593.16	42,593.16
Total 60600 · Administrative Salaries							
	0.00	0.00	0.00	0.00	0.00	44,264.16	44,264.16
60650 · Health Insurance							
60700 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	1,568.49	1,568.49
60725 · Payroll Fees	0.00	0.00	0.00	0.00	0.00	125.00	125.00
60750 · FICA/Social Security	0.00	0.00	0.00	0.00	0.00	3,303.03	3,303.03
60800 · SUTA	0.00	0.00	0.00	0.00	0.00	511.25	511.25
60825 · FUTA	0.00	0.00	0.00	0.00	0.00	47.82	47.82
Total 60700 · Payroll Expenses							
	0.00	0.00	0.00	0.00	0.00	3,987.10	3,987.10
60900 · Business Expenses	0.00	0.00	0.00	0.00	0.00	701.37	701.37
Total 60500 · Gen. & Administrative Expenses							
	0.00	0.00	0.00	0.00	0.00	132,788.90	132,788.90
62700 · Contract Services	38,500.00	0.00	24,000.00	0.00	5,000.00	320.00	67,820.00
62800 · Facilities and Equipment							
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	0.00	778.08	778.08
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	0.00	7,219.63	7,219.63
62845 · Computer/Equipment Install Svcs	0.00	0.00	0.00	0.00	0.00	3,132.80	3,132.80

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss
July 2021 through February 2022

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03/09/22

Accrual Basis

	8(a) Cohort 4	Amazon Grant	Bowie Busin...	CLA Grant	FY21 TEDCO ...	Head Quarters	TOTAL
62871 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	1,424.00	1,424.00
62890 · Rent	0.00	0.00	0.00	0.00	0.00	28,155.31	28,155.31
62900 · Parking	0.00	0.00	0.00	0.00	0.00	1,173.00	1,173.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Total 62800 · Facilities and Equipment	0.00	0.00	0.00	0.00	0.00	42,032.82	42,032.82
62860 · Software licenses expense	0.00	0.00	0.00	0.00	0.00	230.42	230.42
62880 · Website	0.00	0.00	2,250.00	0.00	0.00	750.00	3,000.00
65000 · Operations							
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	0.00	961.70	961.70
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.00	0.00	43.98	43.98
65030 · Printing and Copying	0.00	0.00	0.00	0.00	0.00	177.52	177.52
65040 · Supplies	304.96	0.00	0.00	0.00	0.00	3,302.58	3,607.54
65050 · Telephone, Telecom	0.00	0.00	0.00	0.00	0.00	1,407.58	1,407.58
65060 · Internet Expense	0.00	0.00	0.00	0.00	0.00	2,308.31	2,308.31
Total 65000 · Operations	304.96	0.00	0.00	0.00	0.00	8,201.67	8,506.63
65100 · Marketing Expense							
65160 · Special Event Expense	0.00	0.00	0.00	0.00	0.00	400.95	400.95
65165 · Meals and Entertainment	0.00	0.00	0.00	0.00	0.00	306.31	306.31
65100 · Marketing Expense - Other	0.00	0.00	0.00	0.00	0.00	1,961.40	1,961.40
Total 65100 · Marketing Expense	0.00	0.00	0.00	0.00	0.00	2,668.66	2,668.66
65130 · Membership Expense	0.00	0.00	0.00	0.00	0.00	175.00	175.00
66100 · Other Expenses	0.00	0.00	168.67	0.00	0.00	262.73	431.40
68300 · Travel and Meetings							
68310 · Meeting/Conference Registration	0.00	0.00	0.00	0.00	0.00	30.00	30.00
68300 · Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	82.17	82.17
Total 68300 · Travel and Meetings	0.00	0.00	0.00	0.00	0.00	112.17	112.17
Total Expense	38,804.96	0.00	26,418.67	0.00	5,000.00	187,542.37	257,766.00
Net Income	13,835.04	25,000.00	13,581.33	15,000.00	0.00	-44,695.43	22,720.94

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss - Month by Month

July 2021 through February 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	TOTAL
Income									
43400 · Direct Public Support	20,000	35,000	20,000	25,000	0	25,121	0	30,000	155,121
43500 · Direct Corporate Sponsorship	0	0	0	40,000	25,000	0	0	15,000	80,000
45000 · Investments	14	14	11	11	11	11	11	12	96
45200 · Other Client Fees	0	0	0	0	12,640	0	0	0	12,640
45500 · Tenant Rental Income	1,200	2,400	2,350	2,400	2,400	2,400	2,400	1,850	17,400
45510 · Affiliate Client Fees	1,665	1,715	1,825	2,725	1,825	2,425	1,525	1,525	15,230
Total Income	22,879	39,129	24,186	70,136	41,876	29,958	3,936	48,387	280,487
Gross Profit	22,879	39,129	24,186	70,136	41,876	29,958	3,936	48,387	280,487
Expense									
60500 · Gen. & Administrative Expenses	17,153	15,946	8,905	5,686	6,176	46,174	6,209	26,541	132,789
62700 · Contract Services	8,000	8,000	5,000	320	20,833	12,833	12,833	0	67,820
62800 · Facilities and Equipment	4,605	4,423	10,428	6,135	4,141	2,272	4,523	5,506	42,033
62860 · Software licenses expense	191	0	0	13	0	0	0	27	230
62880 · Website	1,500	750	0	0	0	750	0	0	3,000
65000 · Operations	1,253	3,520	240	829	935	0	95	1,633	8,507
65100 · Marketing Expense	27	1,239	36	25	1,175	0	0	166	2,669
65130 · Membership Expense	0	0	0	0	0	0	0	175	175
66100 · Other Expenses	0	169	161	0	102	0	0	0	431
68300 · Travel and Meetings	0	0	82	0	0	0	30	0	112
Total Expense	32,728	34,047	24,853	13,009	33,363	62,029	23,691	34,047	257,766
Net Income	-9,849	5,082	-667	57,128	8,513	-32,071	-19,754	14,340	22,721

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget vs. Actual

July 2021 through February 2022

Accrual Basis

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	155,121	120,000	35,121	129%
43500 · Direct Corporate Sponsorship	80,000	50,000	30,000	160%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	96	128	-32	75%
45200 · Other Client Fees	12,640	0	12,640	100%
45500 · Tenant Rental Income	17,400	15,900	1,500	109%
45510 · Affiliate Client Fees	15,230	25,300	-10,070	60%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	100	-100	0%
Total Income	280,487	231,303	49,184	121%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0%
Total COGS	0	0	0	0%
Gross Profit	280,487	231,303	49,184	121%
Expense				
60500 · Gen. & Administrative Expenses	132,789	167,458	-34,669	79%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	1,750	-1,750	0%
62700 · Contract Services	67,820	93,000	-25,180	73%
62800 · Facilities and Equipment	42,033	45,528	-3,495	92%
62860 · Software licenses expense	230	680	-449	34%
62880 · Website	3,000	667	2,333	450%
65000 · Operations	8,507	12,899	-4,392	66%
65100 · Marketing Expense	2,669	4,133	-1,465	65%
65130 · Membership Expense	175	900	-725	19%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	431	1,333	-902	32%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	112	1,600	-1,488	7%
Total Expense	257,766	329,948	-72,182	78%
Net Income	22,721	-98,646	121,367	-23%

1:32 PM

03/09/22

Bowie Business Innovation Center (Bowie BIC)

A/R Aging Summary

As of February 28, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
foodresources llc	0.00	700.00	0.00	0.00	0.00	700.00
TOTAL	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>



Executive Director Position

The Bowie Business Innovation Center (Bowie BIC), an award-winning hub for business acceleration in Prince George’s County, MD, is seeking an Executive Director with the vision, entrepreneurial network, management, communication, and fundraising skills to develop and deliver business acceleration programs that continue to generate economic impacts for our county.

Bowie BIC was launched at Bowie State University in 2012 as an independent Maryland nonprofit organization. Bowie BIC is funded by the City of Bowie, the Prince George’s County Council, the corporate community, and the entrepreneurs participating in Bowie BIC programs. The Bowie BIC Executive Director reports directly to the Bowie BIC Board of Directors, which is comprised of regional business leaders. Bowie BIC recently relocated to Bowie State’s new Entrepreneurship Innovation Center, within the new BSU Entrepreneurship Living Learning Community. Bowie BIC is now physically co-located with the university’s Entrepreneurship Academy program for students, which has created new opportunities for collaboration between the Bowie BIC program and the BSU entrepreneurship students.

KEY RESPONSIBILITIES

Leadership & Management

- Ensure ongoing programmatic excellence for Bowie BIC’s signature programs: our core Business Accelerator program, our award-winning 8(a) Accelerator program and our InnovateBOWIE! event. Build upon these initiatives, along with our client services to increase the organization’s profile and impact.
- Develop and manage the multiple revenue streams (public sector and private sector grants, plus user fees) that fund operations and programs against revenue goals and key performance indicators (such as company revenues, jobs generated, investment attracted), as agreed with the Bowie BIC Board of Directors.
- Formulate strategies and implement plans to attract new revenue sources to expand Bowie BIC programs and economic impacts.

- Maintain engagement with existing board members, stakeholders, and funders. Manage and cultivate Bowie BIC relationships with prospective business advisors/partners, and community leaders to extend market outreach promote business development and expand a diverse network of mentors and advisors.
- Ensure consistent professionalism in the organization's finance and administration, as well as development activity, communications, and overall operations.

Communication and Engagement

- Continually strengthen the profile of the organization through marketing, public relations, public speaking, and social media activities to engage a wide range of stakeholders and funders.
- Expand and refine all aspects of the organization's communications -- from web presence to external relations -- with the goal of creating a stronger brand.
- Ensure effective systems to track program success and client impacts, and regularly evaluate program components against agreed performance metrics, so that successes can be effectively communicated to the Board, funders, and other stakeholders.

QUALIFICATIONS

Work Experience:

- Six to eight years of experience in a leadership role for a performance-based independent, non-profit entrepreneur support organization with significant local, state, and national government financial and political support.
- A successful track-record of attracting funding and managing innovative, high-impact programs that drive client company growth, to include experience with client outreach, recruitment, and performance data collection.
- Creation of a strong, diverse network of contacts in technology, government contracting and other growth-oriented industries in the Prince George's County and broader Maryland entrepreneurial ecosystem.
- Experience managing monthly financial reporting, organization registrations and annual tax filings.

- Experience with effective program marketing activities, including digital marketing, social media, and surveys.
- Experience successfully managing small teams comprised of employees and contractors.
- Strong written and verbal communication skills and demonstrated experience as a persuasive communicator.
- Excellent interpersonal and multidisciplinary project management skills

Education:

Bachelor's degree in business, marketing, communication, technology, or related/relevant field. Master's degree in relevant field preferred.

COMPENSATION

This is a full-time position offering a competitive starting salary (\$75,000 to \$95,000 commensurate with experience) and comprehensive benefits package.

APPLICATION PROCESS

Please email a letter of interest addressing your qualifications, along with a resume and contact details for three professional references to:

Crystal Clark
Search Committee
Bowie Business Innovation Center
crystal.clark@bowiebic.com

The Bowie BIC prohibits discrimination with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy, or veteran status.

3/9/2022

BOWIE BIC EXECUTIVE DIRECTOR SEARCH TIMELINE (As of 3/9/2022)

Based on conversations with the ED Search Committee the proposed search process to date is:

TASK	DATES	LEAD	COMMENTS
Set up a Search Committee of BIC Board members (5-7 members) with Co-Chairs to manages the overall process	Feb. 17	Lisa	
Establish a working timeframe for the selection process	March 4	Wendy/Charlene	Need Input from Committee
Develop the leadership profile/job description	March 4	Lisa	Need input and agreement of Committee to finalize.
Define the criteria for ranking applicants, plus questions for interview	March 11	Magdalena & Charlene	Create assessment documents for interviews
Determine if this is a contract or salaried position; agree compensation package.	March 11		Review budget costs with Greg.
Develop promotion plan for job announcement	March 11	Eben	A combination of personal, industry networks, plus online platforms
Proposed Announcement date	March 15	Eben	
Establish a plan for receiving application materials electronically	March 4	Lisa & Crystal	Create a Drop box or other method for easy committee review
Search Committee does initial winnow to top 6-8 and documents assessments	April 5	Wendy/Charlene	Lisa can make recommendations.
Top candidates are Zoom interviewed by the Committee and Stakeholders	Week April 18	Committee	Crystal can set up interviews. Crystal can participate in interviews.
3-4 candidates identified for 2 nd interview	April 25	Committee	
Top 3-4 candidates interviewed at BIC --Interviewers documented feedback	Week May 2	Committee	Crystal can set up interviews. Lisa can participate in interviews.
Search committee meets and reviews feedback from all interviews; recommends 1-2 candidates for Board review	Week May 9	Committee	Crystal can set up interviews.

Subset of Search Committee checks references on final two and sends recommendation to Bowie BIC Board for review/approval.	Week May 16	Charlene	
Offer is extended by Bowie BIC Chair for top pick	Week May 16	Sherman	
New ED selection is announced, and promotion of the announcement follows.	June 1	Eben	
New Director begins at Bowie BIC	July/August	Crystal	Start date TBD. Crystal can conduct initial orientation.
New Director Orientation (Optional)	Early August	Lisa	Timing dependent on ED start date
New Director introduced at first BIC Board meeting.	September 16	Sherman	Per BIC Board current calendar

BOWIE BIC CLIENTS AND PROSPECTS

As of February 28, 2022

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
TTMP Corporation Bowie, MD 20721	4	Edward Anderson	IT services	11/1/2021
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
Doubbs Defense	Interest in 2022	Cybersecurity Services	Affiliate
ArtPlayLearn, LCC	Interest in 2022	Ed.Managmt. System	Affiliate
Aurora Technical Services	Interest in 2022	IT services	Affiliate

Executive Director's Report

Board Meeting

March 11, 2022

CLIENT UPDATE

As of February 28, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies and prospect pipeline is attached.

BOWIE BIC OPERATIONS UPDATE

Bowie State University continues to maintain COVID-19 precautions while monitoring status of the virus in our community. At this time, the university continues to require masks in all indoor locations in accordance with the guidelines of the Prince George's County health department. Wearing high quality masks has proven to provide best protection for vaccinated and unvaccinated BSU community members in its group living and learning settings.

BSU is conducting in-person classes for the spring 2022 semester.

COUNSELING AND TRAINING

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Feb 24	Coffee & Connection	Angie Duncanson/MWBC	1
	MWBC Counseling	Angie Duncanson/MWBC	5
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	62
	Total		68

Most of the 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 Executive Director Lisa Smith continues to schedule virtual coffee meetings to check in with resident and affiliate BIC clients, since COVID has made it difficult to meet in person.
- Bowie BIC Affiliate client, and nationally recognized expert on student loans, Dr. Tisa Silver Canady, conducted virtual office hours February 23 to help Marylanders navigate student loans and prepare for financial success beyond repayment. Bowie BIC helped promote this online event. Dr. Canady is still working with BSU leadership to establish a Center for Collegiate Financial Wellness at Bowie State University.
- Bowie BIC is scheduling “Open Door” sessions for March with our resource partners (accounting, govcon, etc.)

MARKETING

- Bowie BIC continues distribution of its THIS WEEK e-newsletter now that 2022 training and counseling programs have resumed.
- Bowie BIC has launched a four-session Business Scale-Up Accelerator on Fridays in March, as part of BIC’s participation in the Level Up Pilot Program coordinated by FSC First. The first 20-member cohort for this accelerator program has been recruited and is focused on Prince George’s County companies. Information collected through the company registration process will become a database and serve as a way to track company progress. (Flyer Attached.)

BIC SIGNATURE PROGRAMS

InnovateBOWIE

- Bowie BIC checked numerous organizations’ calendars against nine target dates in May to identify a date for InnovateBOWIE! . We are discussing the date, event program and sponsors with BIC Board member Mark Lawrence.

BSU PARTNERSHIP

- Bowie BIC worked with the Entrepreneurship Academy to coordinate a webinar on March 3 conducted by Bowie BIC client Ames Perry/foodresource. Initially this event was designed for BSU students interested in creating food-related businesses. Interest in the event was strong outside the university so we also promoted the event to our own distribution list. More than 50 people registered to attend the event. (Flyer attached.)
- The new Business Smart Start for Bowie State Students runs for four consecutive Wednesday evenings March 30 through April 20. Each program session features a technical business advisor addressing key business startup activities: business planning, legal issues, accounting

considerations and banking relationships. This training opportunity is designed for a cohort of 15 students. It will be promoted to students through the BSU Entrepreneurship Academy. The Level Up team is designing a promotional flyer for this program.

- Our BSU intern, Unique Griffin will assist with administration and data collection for the Business Smart Start program.

DEVELOPMENT

- On February 18, Bowie BIC submitted a letter to the Chair of the Maryland House Appropriations Committee in support of HB0567 and SB0657 for Prince George's Financial Services Corporation-Funding. Delegate Darryl Barnes of Prince George's County sponsored the House bill. This bill would require the Governor, for fiscal year 2024, to include in the annual budget an appropriation of \$420,000 to the Maryland Department of Commerce to be used to provide an operating grant to the Prince George's Financial Services Corporation (FSC First). (Letter attached.)
- On February 24, Bowie BIC worked with the Maryland Women's Business Center (WBC) to coordinate the visit to Bowie BIC of Natalie Cofield, SBA Assistant Administrator, Office of Women Owned Business (OWBO). Ms. Cofield toured Bowie BIC and received briefings from WBC and Bowie BIC on our respective work with women-owned businesses.
- Senator Ben Cardin (D-Md.) invited Bowie BIC Executive Director Smith to be one of his three virtual guests for President Biden's State of the Union (SOTU) March 1. The Senator talked with his guests prior to the address and immediately after the address about their current projects and concerns. At the Senator's request, Bowie BIC posted to social media about our engagement with the (SOTU). We also recorded a short video describing our program, impacts and noted that our program is the inspiration of the Senator's UpLift Act. That Act is bogged down in the Congress. Senator Cardin's office issued a press release and shared information about our group interactions with the Senator on social media. (Press release attached.)

ADMINISTRATION AND OPERATIONS

- Bowie BIC received a \$15,000 program grant from the CliftonLarsonAllen (CLA) Foundation on February 24. CLA will issued a press about the grant award the week of March 7.
- Bowie BIC distributed the Job Announcement for the Entrepreneurship Community Manager Position to our networks and through associations, like InBIA and MBIA. We have interviewed two candidates and have re-circulated the job description.
- Bowie BIC has received the final version of the Occupancy and Operating Agreement (OOA) with Bowie State University for Chairman Ragland's signature. This agreement commences July 1, 2021. We have requested rent invoices for the period July 1, 2021 through December 2021. BSU VP for Administration and Finance Tony Savia has agreed in writing not charge us rent from April 2020 through June 2021 because we did not occupy our space in the Center for Business building because of COVID restrictions.

SCALE-UP ACCELERATOR PROGRAM

Strengthen your Company's Bankability

Learn how to attract the financing your company needs to accelerate your recovery from the pandemic and grow.

Four weekly Zoom sessions Friday mornings in March from 9:00-11:00 am.

Increase your understanding of:

- Business Credit
- Financial Statements
- Cash Flow
- Improving Bankability

Working directly with Capital One and K. Duncan & Company financial services firm.

Connect informally with area bankers during our Banker's Roundtable.

Apply TODAY to reserve your place:

REGISTER

Questions: crystal.clark@bowiebic.com



ESSENTIAL STEPS IN PLANNING YOUR FOOD VENTURE

MARCH 2, 2022
4:00-5:30 PM

A **VIRTUAL WORKSHOP** FOR FOOD
PRODUCT PLANNERS AND
DEVELOPERS

PANEL OF EXPERTS DISCUSSING:

- IDEAS FOR CREATING A FOOD PRODUCT
- FOOD PACKAGING
- FOOD LABELING



Nutrition Facts	
Serving Size 1 can	
Amount Per Serving	
Calories 140	
	% Daily Value*
Total Fat 0g	0%
Sodium 20mg	1%
Total Carbohydrate 36g	12%
Sugars 36g	
Protein 0g	
* Percent Daily Values are based on a 2,000 calorie diet.	





February 18, 2022

Delegate Maggie McIntosh
Chair
Appropriations Committee
Maryland General Assembly
Room 121
House Office Building
Annapolis, MD 21401

Re: Support for HB0567 and SB0657 Prince George's Financial Services Corporation-Funding

Dear Chair McIntosh,

I am writing to express my full support for HB0567 and SB0657 Prince George's County Financial Services Corporation-Funding, which is sponsored by Delegate Darryl Barnes of Prince George's County. This bill would require the Governor, for fiscal year 2024, to include in the annual budget an appropriation of \$420,000 to the Maryland Department of Commerce to be used to provide an operating grant to the Prince George's Financial Services Corporation (FSC First).

This additional funding for FSC First, will allow that organization to expand its financial training and lending capability to meet the critical and growing need for Prince George's County businesses to accelerator their recovery and job generation capability following the COVID-19 pandemic.

I serve as the Executive Director of the Bowie Business Innovation Center (Bowie BIC), an award-winning hub for business acceleration, and the largest concentration of business scale-up resources in Prince George's County. Bowie BIC is a non-profit organization which provides pathways to growth for our County businesses. We have been based at Bowie State University for more than a decade. FSC First has been a resource and programmitc partner for us since our launch in 2011.

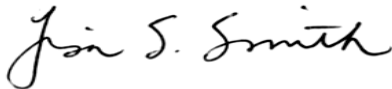
In FY2021, a record 1,541 small businesses, technology companies and government contractors accessed programs through Bowie BIC. Business interest in our business and financial literacy programs, serveral of which of delivered in partnership with FSC First, has been strong and our engagement with businesses in the first half of FY2022 indicates that we will exceed the FY2021 number of businesses assisted by the end of this fiscal year.

Entrepreneurship Living Learning Community • Suite A130 • Bowie State University
14000 Jericho Park Road • Bowie, MD 20715 • Tel: 301-524-5654 • Email: lisa.smith@bowiebic.com
Web: www.bowiebic.com

The financial support that HB0567/SB0657 would provide for FSC First and its partners, such as Bowie BIC, is an investment in the financial health and strength of the small business community in Prince George's County. This funding support also will directly contribute to the County's economic growth through the accelerated business development and job generation capabilities of the companies county-wide that use FSC First services. I urge you to pass this bill.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Lisa S. Smith".

Lisa S. Smith
Executive Director

CC: Shelly Gross-Wade, FSC First

SBA Leadership Visits Maryland Women's Business Center at Bowie State University



On February 24, 2022, [Natalie Madeira Cofield, Assistant Administrator, U.S. Small Business Administration](#), visited [Maryland Women's Business Center](#) at Bowie State University. The visit included an overview of the [Business Innovation Center at Bowie State](#) (Bowie BIC) and a tour of the Entrepreneurship Living Learning Community. Bowie BIC's 8(a) Accelerator Program was nationally recognized in 2021.

For Immediate Release

March 3, 2022

Contact:

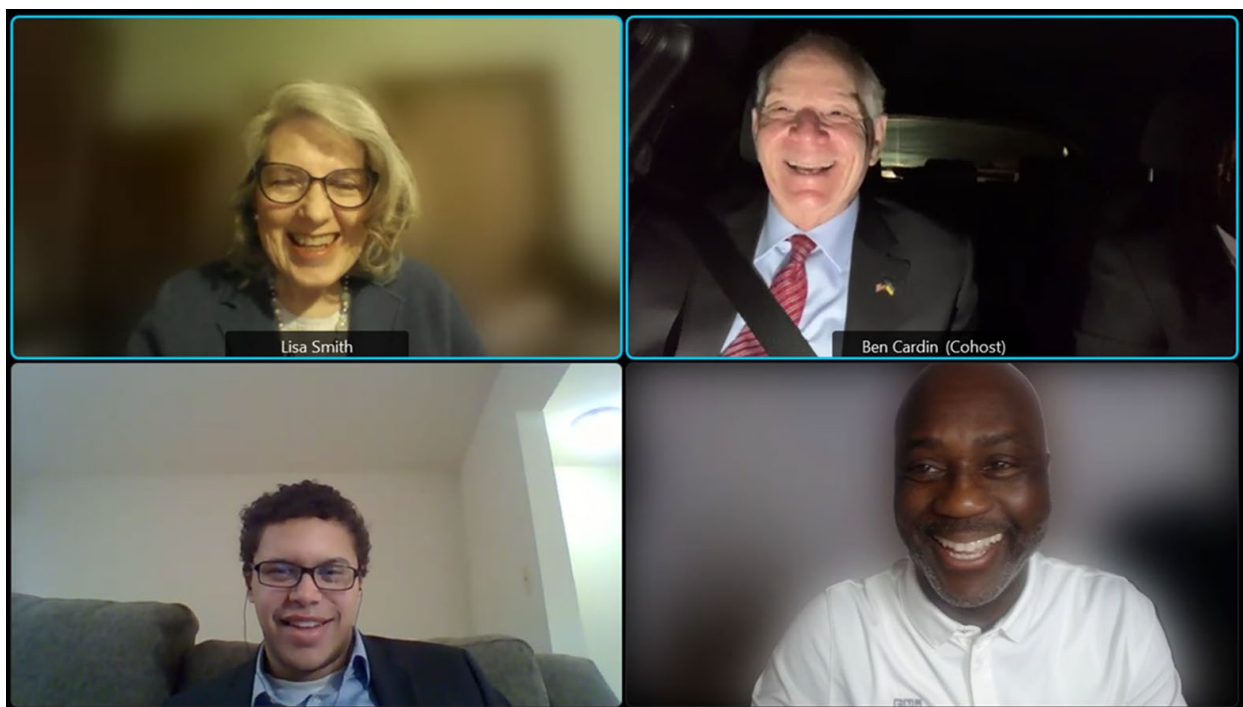
[Fabion Seaton](#) 202-880-4217

****VIDEO RELEASE****

Cardin's SOTU Virtual Guests Laud President Biden's Commitment to Empowering Underserved Entrepreneurs

(Washington, D.C.) – U.S. Senate Committee on Small Business & Entrepreneurship Chair Ben Cardin (D-Md.) hosted a discussion following President Joe Biden's first State of the Union Address with his virtual guests Spencer Jones, owner of Chick & Ruth's Delly in Annapolis, Omar Muhammad, Director of the Entrepreneurial Development Assistance Center (EDAC) at Morgan State University, and Lisa Smith, Executive Director of Bowie Business Innovation Center (Bowie BIC).

"The theme of the speech on the economy was right on target..." Cardin [said](#) about the address. **"I was pleased that he said he wants to help small businesses, and he wants to go after those who committed fraud. It's outrageous what some people did, and the Trump Administration did absolutely nothing at all on transparency or enforcement of those violating the rules. We were yelling and screaming—Democrats and Republicans—about the Trump Administration's lack of transparency."** [View Cardin video here.](#)



*Top Row: [Lisa Smith](#); [Senator Cardin](#)
Bottom Row: [Spencer Jones](#); [Omar Muhammad](#)*

As [the](#) Senate Democrats' lead negotiator of Congress' small business relief efforts during the pandemic, Senator Cardin has championed equity-focused policies that successfully directed relief to the most vulnerable small businesses according to [recent studies](#); and his guests reflect his commitment to increasing federal capacity to support underserved entrepreneurs.

Spencer Jones' restaurant, Chick & Ruth's Delly, is an institution on Annapolis' Main Street. [The](#) restaurant was able to keep its doors open during the pandemic with support through the Paycheck Protection Program (PPP) and the Restaurant Revitalization Fund, which was created by President Biden's historic American Rescue Plan.

Mr. Jones was pleased to hear President Biden's commitment to reducing inflation. He [said](#), **"Hearing that tackling inflation is going to be a top priority was very important. I was happy to hear that."** [View Jones video here.](#)

As Director of EDAC at Morgan State University, Omar Muhammad oversees the university's entrepreneurial development initiatives. The initiatives include the Baltimore Women's Business Center, which is funded through a grant from the Small Business Administration, and the Returning Citizens Inspired to Develop Entrepreneurial Ventures (R.I.D.E.) Center, which is funded through a grant from the Minority Business Development Agency (MBDA).

Mr. Muhammad touted the importance of the technical assistance provided to small businesses by the [Community Navigators Pilot Program](#) created by the American Rescue Plan, [saying](#), **“Giving people money without having that technical assistance is just money going out the door. You have to include the technical assistance with it.”** [View Muhammad video here.](#)

As Executive Director of the Bowie BIC, Lisa Smith manages the only business accelerator operated by an HBCU in Maryland. The center provides entrepreneurs in the technology and government contracting industries with access to capital, mentorship, training, and collaborative workspace to help them launch successful businesses. Cardin’s *UPLIFT Act*, which is included in President Biden’s Build Back Better Budget, seeks to [replicate](#) the success of the Bowie BIC by providing grants to Historically Black Colleges and Universities (HBCUs) to create or expand similar programs.

Ms. Smith highlighted a new access to capital initiative launching soon as an example of the importance of programs like Bowie BIC. She [said](#), **“We’re launching something called, ‘The Scale Up Accelerator’ all around bankability for underserved entrepreneurs. We started promoting it last Tuesday, and we already have more than 40 people who have signed up to be part of this four-week intensive program.”** [View Smith video here.](#)

Fabion Seaton
Communications Director
U.S. Senate Committee on Small Business and Entrepreneurship
202-880-4217

Next Meeting:

Bowie BIC Board Meeting
April 8, 2022

Via ZOOM
8:30 to 10:00 AM



Board of Directors Meeting

April 8, 2022

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 April 8, 2022

Join Zoom Meeting--Using NEW 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 – 10:00 AM

- | | | |
|-------|---|------------------|
| I. | Call to Order | Ragland |
| II. | Approval of Minutes | Wade |
| | a. Board Meeting March 11, 2022 (Attached) | |
| III. | Financial Report | Bussink/L. Smith |
| | a. March 2022 (Attached) | |
| IV. | New Business | |
| | a. Executive Director Search Committee | Jenkins/Wade |
| | --Search Process Updated Timeline (Attached) | |
| | b. 8(a) Center of Excellence Earmark (Attached.) | Smith/Alba |
| V. | Old Business | |
| | a. Executive Director Report | L. Smith |
| | b. BSU MOU Update | Alba/L. Smith |
| VI. | Other Business and Announcements | All |
| VII. | For the Board Calendar: | |
| | <u>April 12:</u> State of the Base Community Update 7:30-10:00 am The Club, Andrews Air Force Base. Registration https://einvitations.afit.edu/inv/index.cfm?i=630826&k=046242017951 | |
| VIII. | Confirmation: Bowie BIC Board Meeting May 13, 2022, at 8:30 am Via Zoom | |
| 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, March 11, 2022.

Present: Isaias Cy Alba, Jesse Buggs, Greg Bussink, John Halley, Wendy Jenkins, Sherman Ragland, Eben Smith, Charlene Wade, Lisa Smith

Absent: Magdalena Gebrekristos, Mark Lawrence, Brent Swinton

1. CALL TO ORDER

The meeting was held via Zoom and called to order by Mr. Ragland at 8:35 am.

2. APPROVAL OF THE MINUTES

Ms. Wade reviewed the minutes from the February meeting. Mr. Ragland suggested an amendment to Section 6 Bullet 2 to include a transitional sentence. Append: The conversation ensued, and the search committee was organized. Ms. Jenkins made a motion to approve the February 2022 meeting minutes. The motion was seconded by Mr. Bussink and approved by the board with the amendment from Mr. Ragland.

3. FINANCIAL REPORT

- BSU is waiving accrued rent of approximately \$45K.
- Ms. Smith has requested rental invoices from BSU for the current fiscal year.
- Grant funding from the City of Bowie for \$30K and CLA for \$15K has been received.
- foodresouce will be paying past due balance by next month

4. BSU UPDATE – Mr. Ragland

- CIAA in Baltimore was very successful.
- An RFP for a companion building to ELLC has been issued.

5. New Business

- Search Committee Members – Wendy Jenkins and Charlene Wade – co chairs, Greg Bussink, Eben Smith, Mark Lawrence, Magdalena Gebrekristos.
- Announcement will go out on March 18th with the first round of interviews beginning in April.
- Salary position description and benefits package is still under review
- Executive Director Search Document changes – number pages, reference website for InnovateBowie! and other BIC related activities. Add: Executive Director Search, add: DRAFT watermark
- Position Description will be circulated to Stakeholders for Review by: City of Bowie, County Council representative and BSU
- Distribution: InBIA, MBIA, LinkedIn, waiting for additional input from Mr. Smith.
- Compensation \$75 - \$90K
- Mr. Ragland asked that the board be notified once the position has been launched and that the stakeholders be contacted individually.

6. Old Business

- Level Up Program Update – Scale Up Accelerator and Student Scale Up Accelerator are launching in March and April, respectively.
- Planning for InnovateBOWIE! is underway - searching for a speaker and theme.
- Natalie Cofield, Assistant Administrator for Women Owned Businesses for SBA visited MWBC and was introduced to the BIC
- Bowie BIC participation in Senator Cardin's State of the Union event March 1 was invaluable for maintaining our relationship, especially as the congressional earmark continues to progress toward approval.
- There has been an agreement on the MOU. The formality of getting signatures is the next step.

7. Announcements

- Ms. Smith is having surgery April 14, the week after the April board meeting.

Mr. Ragland adjourned the meeting at 9:35 am. The next meeting of the Bowie BIC Board of Directors will be held on April 8, 2022, at 8:30 am via Zoom.

Respectfully Submitted,
Crystal Clark
Recording Secretary

Balance Sheet

As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	287,416
10001 · WesBanco Checking	93,143
Total Checking/Savings	380,560
Total Current Assets	380,560
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,599
Total Fixed Assets	2,530
Other Assets	
18700 · Security Deposits Asset	675
Total Other Assets	675
TOTAL ASSETS	383,764
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-2,151
22001 · WesBanco Credit Card 9135 CC	7,268
Total Credit Cards	5,117
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	68,603
26500 · Tenant Security Deposit	4,495
Total Other Current Liabilities	73,098
Total Current Liabilities	78,215
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	80,000
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	9,009
Total Equity	303,764
TOTAL LIABILITIES & EQUITY	383,764

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July 2021 through March 2022

	8(a) Cohort 4	Amazon Grant	Bowie Business...	CLA Grant	FY21 TEDCO ...	Head Quarters	Level Up	TOTAL
Income								
43400 · Direct Public Support	0.00	0.00	40,000.00	0.00	5,000.00	110,121.35	0.00	155,121.35
43405 · Government Grants								
43415 · City of Bowie								
Total 43405 · Government Grants								
Total 43400 · Direct Public Support	0.00	0.00	40,000.00	0.00	5,000.00	110,121.35	0.00	155,121.35
43500 · Direct Corporate Sponsorship	40,000.00	25,000.00	0.00	15,000.00	0.00	0.00	10,000.00	90,000.00
45000 · Investments								
45030 · Interest-Savings	0.00	0.00	0.00	0.00	0.00	107.79	0.00	107.79
Total 45000 · Investments	0.00	0.00	0.00	0.00	0.00	107.79	0.00	107.79
45200 · Other Client Fees	12,640.00	0.00	0.00	0.00	0.00	0.00	0.00	12,640.00
45500 · Tenant Rental Income	0.00	0.00	0.00	0.00	0.00	19,800.00	0.00	19,800.00
45510 · Affiliate Client Fees	0.00	0.00	0.00	0.00	0.00	16,755.00	0.00	16,755.00
Total Income	52,640.00	25,000.00	40,000.00	15,000.00	5,000.00	146,784.14	10,000.00	294,424.14
Gross Profit	52,640.00	25,000.00	40,000.00	15,000.00	5,000.00	146,784.14	10,000.00	294,424.14
Expense								
60500 · Gen. & Administrative Expenses								
60550 · Management Fees - Exe Dir	0.00	0.00	0.00	0.00	0.00	92,752.89	0.00	92,752.89
60600 · Administrative Salaries								
60601 · Worker's Compensation Insurance	0.00	0.00	0.00	0.00	0.00	1,011.00	0.00	1,011.00
60602 · Student Entrepreneurship/Intern	0.00	0.00	0.00	0.00	0.00	900.00	0.00	900.00
60600 · Administrative Salaries - Other	0.00	0.00	0.00	0.00	0.00	50,058.99	0.00	50,058.99
Total 60600 · Administrative Salaries	0.00	0.00	0.00	0.00	0.00	51,969.99	0.00	51,969.99
60650 · Health Insurance								
60700 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	1,973.06	0.00	1,973.06
60725 · Payroll Fees								
60750 · FICA/Social Security	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00
60800 · SUTA	0.00	0.00	0.00	0.00	0.00	3,892.51	0.00	3,892.51
60825 · FUTA	0.00	0.00	0.00	0.00	0.00	524.21	0.00	524.21
Total 60700 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	49.26	0.00	49.26
60900 · Business Expenses								
62141 · Professional Fees	0.00	0.00	0.00	0.00	0.00	4,615.98	0.00	4,615.98
62142 · Accounting Fees	0.00	0.00	0.00	0.00	0.00	701.37	0.00	701.37
Total 62141 · Professional Fees	0.00	0.00	0.00	0.00	0.00	2,525.00	0.00	2,525.00
Total 60500 · Gen. & Administrative Expenses	0.00	0.00	0.00	0.00	0.00	2,525.00	0.00	2,525.00
62700 · Contract Services	38,500.00	0.00	24,000.00	0.00	5,000.00	154,538.29	0.00	67,500.00
62800 · Facilities and Equipment								
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	0.00	875.34	0.00	875.34
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	0.00	7,572.13	0.00	7,572.13
62845 · Computer/Equipment Install Svcs	0.00	0.00	0.00	0.00	0.00	3,153.40	0.00	3,153.40
62871 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	1,424.00	0.00	1,424.00
62890 · Rent	0.00	0.00	0.00	0.00	0.00	31,738.64	0.00	31,738.64

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July 2021 through March 2022

	8(a) Cohort 4	Amazon Grant	Bowie Busine...	CLA Grant	FY21 TEDCO ...	Head Quarters	Level Up	TOTAL
62900 · Parking	0.00	0.00	0.00	0.00	0.00	1,173.00	0.00	1,173.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00
Total 62800 · Facilities and Equipment	0.00	0.00	0.00	0.00	0.00	46,086.51	0.00	46,086.51
62860 · Software licenses expense	0.00	0.00	0.00	0.00	0.00	230.42	0.00	230.42
62880 · Website	0.00	0.00	2,250.00	0.00	0.00	750.00	0.00	3,000.00
65000 · Operations								
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	0.00	1,571.95	0.00	1,571.95
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.00	0.00	179.13	0.00	179.13
65030 · Printing and Copying	0.00	0.00	0.00	0.00	0.00	177.52	0.00	177.52
65040 · Supplies	304.96	0.00	0.00	0.00	0.00	3,714.24	72.45	4,091.65
65050 · Telephone, Telecom	0.00	0.00	0.00	0.00	0.00	1,407.58	0.00	1,407.58
65060 · Internet Expense	0.00	0.00	0.00	0.00	0.00	2,643.04	0.00	2,643.04
Total 65000 · Operations	304.96	0.00	0.00	0.00	0.00	9,693.46	72.45	10,070.87
65100 · Marketing Expense								
65160 · Special Event Expense	0.00	0.00	0.00	0.00	0.00	400.95	0.00	400.95
65165 · Meals and Entertainment	0.00	0.00	0.00	0.00	0.00	306.31	174.37	480.68
65100 · Marketing Expense - Other	0.00	0.00	0.00	0.00	0.00	1,961.40	0.00	1,961.40
Total 65100 · Marketing Expense	0.00	0.00	0.00	0.00	0.00	2,668.66	174.37	2,843.03
65130 · Membership Expense	0.00	0.00	0.00	0.00	0.00	175.00	0.00	175.00
66100 · Other Expenses	0.00	0.00	168.67	0.00	0.00	262.73	0.00	431.40
68300 · Travel and Meetings								
68310 · Meeting/Conference Registration	0.00	0.00	0.00	0.00	0.00	457.00	0.00	457.00
68300 · Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	82.17	0.00	82.17
Total 68300 · Travel and Meetings	0.00	0.00	0.00	0.00	0.00	539.17	0.00	539.17
Total Expense	38,804.96	0.00	26,418.67	0.00	5,000.00	214,944.24	246.82	285,414.69
Net Income	13,835.04	25,000.00	13,581.33	15,000.00	0.00	-68,160.10	9,753.18	9,009.45

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss - Month by Month

July 2021 through March 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	TOTAL
Income										
43400 · Direct Public Support	20,000	35,000	20,000	25,000	0	25,121	0	30,000	0	155,121
43500 · Direct Corporate Sponsorship	0	0	0	40,000	25,000	0	0	15,000	10,000	90,000
45000 · Investments	14	14	11	11	11	11	11	12	12	108
45200 · Other Client Fees	0	0	0	0	12,640	0	0	0	0	12,640
45500 · Tenant Rental Income	1,200	2,400	2,350	2,400	2,400	2,400	2,400	1,850	2,400	19,800
45510 · Affiliate Client Fees	1,665	1,715	1,825	2,725	1,825	2,425	1,525	1,525	1,525	16,755
Total Income	22,879	39,129	24,186	70,136	41,876	29,958	3,936	48,387	13,937	294,424
Gross Profit	22,879	39,129	24,186	70,136	41,876	29,958	3,936	48,387	13,937	294,424
Expense										
60500 · Gen. & Administrative Expenses	17,153	15,946	8,905	5,686	6,176	46,174	6,209	26,541	21,749	154,538
62700 · Contract Services	8,000	8,000	5,000	0	20,833	12,833	12,833	0	0	67,500
62800 · Facilities and Equipment	4,605	4,423	10,428	6,135	4,141	2,272	4,523	5,506	4,054	46,087
62860 · Software licenses expense	191	0	0	13	0	0	0	27	0	230
62880 · Website	1,500	750	0	0	0	750	0	0	0	3,000
65000 · Operations	1,253	3,520	240	829	935	0	95	1,633	1,564	10,071
65100 · Marketing Expense	27	1,239	36	25	1,175	0	0	166	174	2,843
65130 · Membership Expense	0	0	0	0	0	0	0	175	0	175
66100 · Other Expenses	0	169	161	0	102	0	0	0	0	431
68300 · Travel and Meetings	0	0	82	0	0	0	30	0	427	539
Total Expense	32,728	34,047	24,853	12,689	33,363	62,029	23,691	34,047	27,969	285,415
Net Income	-9,849	5,082	-667	57,448	8,513	-32,071	-19,754	14,340	-14,031	9,009

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget vs. Actual
July 2021 through March 2022

Accrual Basis

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Income				
43400 · Direct Public Support	155,121	120,000	35,121	129%
43500 · Direct Corporate Sponsorship	90,000	50,000	40,000	180%
44300 · Rent Relief	0	0	0	0%
45000 · Investments	108	128	-20	84%
45200 · Other Client Fees	12,640	0	12,640	100%
45500 · Tenant Rental Income	19,800	18,000	1,800	110%
45510 · Affiliate Client Fees	16,755	31,950	-15,195	52%
45515 · 8(a) Program Fees	0	19,875	-19,875	0%
45530 · Event Sponsorships	0	0	0	0%
47200 · Other Program Income	0	100	-100	0%
Total Income	294,424	240,053	54,371	123%
Cost of Goods Sold	0	0	0	0%
Gross Profit	294,424	240,053	54,371	123%
Expense				
60500 · Gen. & Administrative Expenses	154,538	187,987	-33,449	82%
62145 · Bad Debt Expense	0	0	0	0%
62155 · BSU EA Activity Support	0	1,750	-1,750	0%
62700 · Contract Services	67,500	106,000	-38,500	64%
62800 · Facilities and Equipment	46,087	51,237	-5,151	90%
62860 · Software licenses expense	230	779	-548	30%
62880 · Website	3,000	750	2,250	400%
65000 · Operations	10,071	15,596	-5,525	65%
65100 · Marketing Expense	2,843	4,700	-1,857	60%
65130 · Membership Expense	175	1,250	-1,075	14%
65140 · BSU Lecture Series Expense	0	0	0	0%
66100 · Other Expenses	431	1,500	-1,069	29%
66900 · Reconciliation Discrepancies	0	0	0	0%
68300 · Travel and Meetings	539	1,800	-1,261	30%
Total Expense	285,415	373,349	-87,935	76%
Net Income	9,009	-133,297	142,306	-7%

BOWIE BIC EXECUTIVE DIRECTOR SEARCH TIMELINE (As of 4/5/2022)

Based on conversations with the ED Search Committee the updated proposed search process dates are in yellow:

TASK	DATES	LEAD	COMMENTS
Set up a Search Committee of BIC Board members (5-7 members) with Co-Chairs to manages the overall process	Feb. 17	Lisa	
Establish a working timeframe for the selection process	March 4	Wendy/Charlene	Need Input from Committee
Develop the leadership profile/job description	March 4	Lisa	Need input and agreement of Committee to finalize.
Define the criteria for ranking applicants, plus questions for interview	By April 12	Magdalena & Charlene	Create assessment documents for interviews
Agree compensation package.	By April 29		Review budget costs with Greg.
Develop promotion plan for job announcement	March 31	Eben/Lisa	A combination of personal, industry networks, plus online platforms
Announcement date	April 1	Lisa & Crystal	Online Posting; organizational posting
Establish a plan for receiving application materials electronically	March 27	Lisa & Crystal	Applications acknowledged and saved in a file. A file sharing system can be used for review.
**New Application Closing Date	April 22		
Search Committee does first winnow to top 4-6 and documents assessments	Week of April 11	Wendy/Charlene	Lisa can make recommendations.
Search Committee does second winnow to top 4-6 and documents assessments	By April 29	Wendy/Charlene	Lisa can make recommendations.
Top candidates are Zoom interviewed by the Committee and Stakeholders	Week May 2	Committee	Crystal can set up interviews. Crystal can participate in interviews.
3-4 candidates identified for 2 nd interview	Week May 9	Committee	
Top 3-4 candidates interviewed at BIC --Interviewers documented feedback	Week May 16	Committee	Crystal can set up interviews. Lisa can participate in interviews.

Search committee meets and reviews feedback from all interviews; recommends 1-2 candidates for Board review	Week May 23	Committee	Crystal can set up interviews.
Subset of Search Committee checks references on final two and sends recommendation to Bowie BIC Board for review/approval.	Week May 23	Charlene	
Offer is extended by Bowie BIC Chair for top pick	Week June 6	Sherman	
New ED selection is announced, and promotion of the announcement follows.	Week June 13	Eben	
New Director begins at Bowie BIC	July/August	Crystal	Start date TBD. Crystal can conduct initial orientation.
New Director Orientation (Optional)	Early August	Lisa	Timing dependent on ED start date
New Director introduced at first BIC Board meeting.	September 16	Sherman	Per BIC Board current calendar

As listed on Senator Ben Cardin's website (3/29/2022):

<https://www.cardin.senate.gov/priorities/issues/fiscal-year-2022-congressionally-directed-spending-projects-that-received-funding>

Fiscal Year 2022 Congressionally Directed Spending Projects That Received Funding

Senator Cardin was able to successfully secure more than \$59 million in funding for 40 Congressionally Directed Spending projects in the Omnibus Fiscal Year 2022 Appropriations bill. Eligible projects were restricted to a limited number of federal funding streams. Only state and local governments and eligible nonprofit entities were permitted to receive funding.

Requests are listed in alphabetical order by applicant. (We are #14.)

Project Name: Bowie Business Innovation Center's Center of Excellence for 8(a) Government Contracting

Project location: Bowie, Maryland

Applicant: Bowie State University

Amount received: \$3 million

Description: \$3 million to establish the Bowie Business Innovation Center's (Bowie BIC) Center of Excellence for 8(a) Government Contracting at Bowie State University. This will expand the existing work of the only 8(a) Accelerator Program in the country that currently provides diverse, socially and economically disadvantaged

entrepreneurs with customized training, mentorship, and networking opportunities that have allowed the 57 8(a) company graduates to win more than \$31 million in federal contracts since December 2019.

Additional funding will allow for the expansion and replication of the Bowie BIC 8(a) Accelerator Program model through partnerships with other Historically Black Colleges and Universities (HBCUs) nationwide. The Center will provide procurement capture strategy training, 8(a) mentorship programs, access to commercial online market intelligence tools, and access to legal expertise in government contracting, and new opportunities for student internships and faculty researchers. The Center will be a resource and clearinghouse for best practices in 8(a) government contracting and utilize the data analytics capabilities at Bowie State University. Awarding funds for the establishment of the Center will support the creation of successful, diverse, and inclusive government contracting activity that drives the generation of new jobs and wealth creation for the communities served by HBCUs.

BOWIE BIC CLIENTS AND PROSPECTS

As of March 31, 2022

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
Aurora Technical Services Bowie, MD 20721	4	Donna Wright	Engineering cConsulting Services	4/1/2022
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
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
Doubbs Defense	Interest in 2022	Cybersecurity Services	Affiliate
ArtPlayLearn, LCC	Interest in 2022	Ed.Managmt. System	Affiliate
The Bowie Sun	Interest in 2022	Online News Service	Affiliate

Executive Director's Report

Board Meeting

April 8, 2022

CLIENT UPDATE

As of March 31, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies and prospect pipeline is attached.

BOWIE BIC OPERATIONS UPDATE

Bowie State University continues to maintain COVID-19 precautions while monitoring status of the virus in our community. At this time, the university continues to require masks in all indoor locations in accordance with the guidelines of the Prince George's County health department. Wearing high quality masks has proven to provide best protection for vaccinated and unvaccinated BSU community members in its group living and learning settings.

BSU is conducting in-person classes for the spring 2022 semester.

COUNSELING AND TRAINING

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Mar 4	Start-Up Accelerator Program/Level Up	Lisa Smith/Bowie BIC	20
Mar 15	Introduction to Entrepreneurship	Angie Duncanson/MWBC	5
Mar 21	Digital Marketing	Angie Duncanson/MWBC	1
Mar 31	Coffee & Connections	Angie Duncanson/MWBC	1
	MWBC Counseling	Angie Duncanson/MWBC	15
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	73
	Total		115

Bowie BIC counseling and training is now conducted in person, 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 Executive Director Lisa Smith met with Affiliate client Kaz Parker/LongTerm Care to review his plans for a software redesign and to help connect him with new TEDCO financing programs.
- Smith also met with Affiliate client Daniel Akintonde to advise him on how to recruit Bowie State student interns to assist him with marketing his new textbook app. We also advised him on how to conduct additional market research on student textbook buying patterns. The Entrepreneurship Academy staff introduced him to a BSU student podcaster who could assist him with marketing.
- Bowie BIC is scheduling "Open Door" sessions for April with Tiffany Davis, TEDCO's Prince George's County and small business bankers at Sandy Spring Bank, M&T and MainStreet Bank, who participated in the Lenders' Roundtable event that concluded the Scale-Up Accelerator program. This Accelerator program was part of the Level Up initiative funded by FSC First.

MARKETING

- Bowie BIC continues distribution of its THIS WEEK e-newsletter now that 2022 training and counseling programs have resumed.
- On March 17, the CliftonLarsonAllen Foundation issued a press release about their \$15,000 grant award to Bowie BIC. (Press Release attached.)
- Bowie BIC concluded the final Business Scale-Up Accelerator session on March 25, as part of BIC's participation in the Level Up Pilot Program coordinated by FSC First. This session included a four-member Lender's Roundtable with senior small business bankers: Ken White/Sandy Spring, Pam Scott/M&T and Shanton Kittler/Mainstreet Bank. The 20 participants in this cohort received Scale-up Accelerator certificates of completion.
- Bowie BIC and FSC First co-hosted the roundtable: "Powerful Beyond Measure: Women in Entrepreneurship," which was videotaped at Bowie BIC with an online audience of 45 on March 24. This roundtable is part of the Level Up program coordinated by FSC First. WHUR radio host Renee Nash moderated the panel. Bowie BIC Director Smith filmed a 1-minute Bowie BIC "commercial" during the taping, for inclusion in the final video.
- Bowie BIC launches a four-week Student Smart Start Business Accelerator program for Bowie State students beginning April 13. Details are below. (Flyer attached.)
- Bowie BIC Executive Director Lisa Smith serves as an Andrews Air Force Base Honorary Commander. She is working with Major Kimberly Gonzalez, Commander of the 316

Contracting Squadron to connect Bowie BIC with AFB events, such the State of Base April 12 and the AFB Small Business contracting event July 28 for BIC clients and graduates of the 8(a) Accelerator program.

BIC SIGNATURE PROGRAMS

InnovateBOWIE

- Bowie BIC is planning an InnovateBOWIE! event at Bowie City Hall June 2 from 5-7 pm. The theme is: "Sports, Entertainment and Innovation." We are in the process of confirming keynote speakers and finalizing the sponsorship package. We are coordinating this event in conjunction with Bowie BIC Board member Mark Lawrence at Inccuvate.

8(a) Accelerator

- Capital One has agreed to make its \$40K grant to Bowie BIC for a Fall 2022 8(a) Accelerator cohort available to Bowie BIC in May, instead of September, to give us adequate time to plan for the Fall 2022 program.
- Senator Cardin has secured a \$3 Million earmark for the development of the Bowie BIC 8(a) Center of Excellence. (See attached earmark description from Senator Cardin's office.)

BSU PARTNERSHIP

- On March 31, Bowie BIC Board Member Mark Lawrence/Inccuvate represented Bowie BIC as a judge for the BSU Bull Dog Tank event for student entrepreneurs. This event is coordinated by the Entrepreneurship Academy.
- On April 1, Bowie BIC worked with the Entrepreneurship Academy to host a visit to the Entrepreneurship Living Learning Community by U.S. Representative James Clyburn (D-SC), Maryland Comptroller Peter Franchot and Maryland State Delegate Darryl Barnes.
- The new Business Smart Start Accelerator for Bowie State Students runs virtually for four consecutive Wednesday evenings April 13 through May 4. Each program session features a different technical business advisor addressing key business startup activities: business planning, legal issues, accounting considerations and banking relationships. This training opportunity is designed for a cohort of 15 students. It will be promoted to students through the BSU Entrepreneurship Academy. The Level Up team designed the promotional flyer for this program. (Attached.)
- Our BSU intern, Unique Griffin is assisting with data presentation for the Business Smart Start program and the Business Scale-Up program under the Level Up program with FSC First.

DEVELOPMENT

- On February 18, Bowie BIC submitted a letter to the Chair of the Maryland House Appropriations Committee in support of HB0567 and SB0657 for Prince George's Financial Services Corporation-Funding. Delegate Darryl Barnes of Prince George's County sponsored

the House bill. This bill requested that in fiscal year 2023, the governor appropriate \$420,000 to the Maryland Department of Commerce to be used to provide an operating grant to the Prince George's Financial Services Corporation (FSC First). Both bills passed, but the grant final amount was reduced to \$300,000. This grant will be used to support marketing activities for the Level Up small business training program, which includes Bowie BIC as a partner.

- Bowie BIC proposed an earmark for the expansion of the Bowie BIC 8(a) Accelerator program to Senator Cardin's staff in April 2021 and Senator Cardin now has secured a \$3 Million earmark for the development of the Bowie BIC 8(a) Center of Excellence. Bowie BIC and BSU Government Relations are working with the Senator's office on an event at BSU where the earmark will be announced.

ADMINISTRATION AND OPERATIONS

- In March, Bowie BIC added a new Affiliate Client, Aurora Technical Services, which is a Bowie business and graduate of the 8(a) Accelerator program. Aurora would like to become a resident client when Ops Tech's lease ends in June and a Client Selection committee is being scheduled. Aurora plans to use the BIC co-working space several times a month until Ops Tech vacates. Ops Tech is relocating to Tampa, FL.
- Bowie BIC Executive Director interviewed several candidates for the Entrepreneurship Community Manager contract position. A contract offer for an initial 3-month period (average of 30 hours a week) has been made to Kellyann Few and she is reviewing the draft contract prepared with the assistance of BIC Board Member Cy Alba. A kick-off meeting is scheduled with her on April 8 with Executive Director Smith and Operations Director Clark, so Ms. Few can begin working with Bowie BIC immediately. (Resume attached.)
- The job announcement for the Executive Director position has been posted online (LinkedIn, Indeed and Zip Recruiter), posted with relevant organizations (InBIA, MBIA, etc.) and circulated to Bowie BIC Board and stakeholders. The closing date for applications is April 22. More than 100 applications have been received. Bowie BIC is acknowledging receipt of all applications. The Search Committee timeline has been adjusted slightly to accommodate this closing date. Next steps for the Search Committee are to establish the screening criteria based on the position description.
- Bowie BIC has received the final, final version of the Occupancy and Operating Agreement (OOA) with one addition to document further defining university liability. This version has been reviewed and approved by BIC Board Member Isaias "Cy" Alba. BSU VP of Administration Tony Savia will have President Breaux sign and then send it us for Chairman Ragland's signature.

CLA Foundation Grants \$738K to Diversity-Focused Organizations Nominated by Employees

Winter grant cycle rounds out record-breaking year, with more than \$1.5 million raised in 2021 for diverse organizations focused on education, employment, and entrepreneurship.

March 17, 2022 — CLA (CliftonLarsonAllen LLP), one of the leading professional services firms in the United States, announced that its CLA Foundation granted \$737,500 to 50 organizations across the country through its winter grant cycle. The foundation has two grant cycles per year. An additional \$650,000 was granted during the summer 2021 grant cycle.

“The successful launch and development of the award-winning business acceleration program at the Bowie Business Innovation Center would have been nearly impossible without the active engagement of several CLA professionals and access to other CLA business resources over the last decade,” said Lisa Smith, executive director, Bowie Business Innovation Center (Bowie BIC), one of this cycle’s grantees. “Our \$15,000 CLA Foundation grant award will take Bowie BIC programs and their economic impact in Prince George’s County to a new level.”

Established in 2012, Bowie BIC is located at Bowie State University, the oldest historically black college or university (HBCU) in Maryland. Bowie BIC was the first business accelerator in Maryland to locate on the campus of an HBCU. Today Bowie BIC is the largest business accelerator in Prince George’s County, Maryland, serving one of the most diverse counties in America. Bowie BIC has been nationally recognized by J.P. Morgan Chase & Co. as one of the top 30 programs leading the way for increased diversity and inclusion at entrepreneurship centers.

“CLA’s involvement as one of Bowie BIC’s founding board members provided the practiced financial advice needed to launch our small, nonprofit organization,” continued Smith. “The ongoing presence of a CLA professional on our Board over the years gave us the credibility to attract increasing public sector support and expand our base of corporate support for programs that impact a diverse and economically disadvantaged small business community here in Prince George’s County, Maryland.”

Living Classrooms Foundation in Baltimore — creating diverse programs that are community-driven, research-based, and ultimately designed to disrupt the ecosystem of poverty that can be directly traced to historic and contemporary racial, social, and economic disparities — also received a CLA Foundation grant in the amount of \$20,000.

“The ongoing pandemic elevates the need for continued and rising funding for the CLA Foundation, so that we can continue to provide meaningful grants,” said Mindy Plewacki, director, CLA Foundation. “As our community needs grow, our vision is for our foundation funding to keep pace. We asked the CLA family to make it a December to remember by going above and beyond for our communities, and we did it. Our year-end total topped \$1.5 million — a record-breaking year.”

The majority of the CLA Foundation grantees serve populations who have been historically underserved or underrepresented as defined by race, disability, Veteran status, and socioeconomics. The organizations funded in this cycle serve broad and diverse communities:

- 82% focus on serving people that identify as Black, Pacific Islander, Latinx, Asian, or more than one race
- 38% focus on serving people with disabilities
- 10% focus on serving Veterans
- 86% focus on serving low-income populations

The grant recipients help advance diversity, equity, and inclusion and demonstrate a commitment to the CLA Foundation's "three Es" — education, employment, and entrepreneurship.

Each year, CLA family members are invited to nominate organizations they believe are not only making a difference in their community, but also share the foundation's intent to promote and support diverse individuals and organizations that align with its mission of connecting diverse networks to create career opportunities through education, employment, and entrepreneurship.

Since 2015, the CLA family has awarded \$6.1 million through 388 grants to organizations across the country. Learn more [about the CLA Foundation](#).

About CLA

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services. With more than 7,500 people, 121 U.S. locations, and a global vision, we promise to know you and help you. For more information, visit [CLAconnect.com](https://claconnect.com). *Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.*

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Media outlets:

Columbia Flier
Howard County Times
Greenbelt News Review
Prince George's Community Television
The Aegis
The Afro-American Newspapers
The Baltimore Sun
The Diamondback
The Baltimore Magazine
Washington Business Journal
Baltimore Business Journal
The Daily Record
The Sentinel
Three|E Consulting Group



BUSINESS SMART START ACCELERATOR PROGRAM

FOR BOWIE STATE
UNIVERSITY STUDENTS

A Bowie BIC Program in collaboration with the BSU Entrepreneurship Academy

Work with business, legal, banking and accounting advisors to create a winning business plan.

Tips for developing a realistic business plan to accelerate your business success.

Four weekly Zoom sessions
Wednesday evenings from 5:00-6:00 pm
April 13, 20, 27, and May 4, 2022

Learn about the key requirements for a successful business plan:

- Vision and Goals
- Legal Issues
- Banking and Credit
- Accounting Considerations

Final Session—Present your Business Plan and receive professional feedback.

**Apply TODAY to
reserve your place**

Questions:
crystal.clark@bowiebic.com

KELLYANN FEW

Project Manager with a methodology to support small business leaders with growth strategies based on effective planning, programming, budgeting, and execution.

As a professional, the primary focus is to apply systems management to support policies, programs, and people. A specialist with a foundation in environmental (land, air, water, and energy) regulatory compliance, organizational conformance, and procurement management.

Can support various stakeholder groups with **management, innovation, and performance.**

CONTACT

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410-948-1701

WEBSITE:
[linkedin.com/in/kellyannfew](https://www.linkedin.com/in/kellyannfew)

EMAIL:
kfew@me.com

BOARD MEMBERSHIP/VOLUNTEERING

American Red Cross, Disaster Cycle Services – Volunteer Trainer

Doctors Community Hospital Capital Campaign Member

New Pathways to Enterprise, Ambassador for Women Entrepreneurship, Philippians

Build Haiti Foundation, Board Member

Bowie BiC, government procurement clinic-Volunteer manager

EDUCATION

Tufts University

Masters of Science, Civil Engineering & Environmental Management
Prepared me for a federal government career where I perfected the ability to balance technical complexities with management of planning, programming, budgeting and execution.

Hofstra University

Bachelors of Engineering Science
Earned an engineering degree, graduated with the ability to navigate government design new enforcement, compliance, and restoration solutions.

RELEVANT MANAGEMENT EXPERIENCE

C.L. Russell Group, LLC | Master Trainer

September 2016 - Present
Design, Develop and Deliver training solutions for private and public entities. Serve as the strategic leader for planning, programming, and implementing curricula in various industries. Specialize in environmental sustainability, proposal and grants management, project management, renewable energy, and business growth strategies. Credentialed as Master Trainer by The National Center for Construction Education and Research and National Association of Certified Energy Practitioners.

Howard Community College | Adjunct Instructor

August 2016 – June 2019
Teach Math and Business Communications.

eMs Business Leadership Initiative, Sole Proprietor | Industry Leader

August 2014 – December 2019
Developed a governing support service for business leaders, creating a procurement methodology to enhance the business portfolio of multiple non-profit organizations and for-profit small businesses. Introducing project management & procurement methodology to business leaders directing them to apply systems management for operations, capture, and financial management.

Non- Profit Examples:

Conduct due diligence creating grant applications solutions for compliance, monitoring, technical assistance, and grant fund management.

Build Haiti Foundation: 2013-Present

Designed strategic plan for grants programs to support programming for Sister Cities initiative (Global Leadership Program; Collaborative Leadership Program; and Arts & Culture Exchange)

Youth Educational Services, Inc.: 2016-2018

Created infrastructure to support City of Baltimore building acquisition, Formed program & project management policies and protocols for newly established business & community center; Developed \$500k pipeline for grant applications. Led programming for cyber workforce, youth employment education, and environmental stewardship.

For-Profit Examples:

Created management operations services focused on management, innovation and performance.

Power52 Energy Solutions, VP Operations

Jan 2019 – April 2020
Served as Program Manager for Solar Development projects to support Power Purchase Agreements, Community Solar Project, and Energy Access (LMI – Low and Moderate Income) initiatives. Developed a Community Solar Subscribers program to assist LMI community to create energy access equity, Served

program, proposal and project Manager for various Land Development /Construction for Solar Projects.

Designed, developed, and delivered Solar Installer Training Institute. To support sustainability of the solar training institute, launched Power52 Clean Energy Access and the designed an e-commerce platform for Renewable Energy Professional Training.

Fort Meade, Base Business Initiative, Director

July 2011 – December 2014

Provided administrative oversight of \$20M budget from DoD Community Grant Initiative. Connected with over 5000 small businesses seeking Fort Meade procurement opportunities.

HDR, Inc., Senior Environmental Engineer

May 2009 – June 2011

Supported the development of newly established environmental department. Focused on supporting Department of Defense clients with environmental compliance, management and stewardship for assets across the nation. Served as Program Manager with proposal & project oversight for air, water, land and sustainability deliverables.

US Department of Army, Senior Environmental Engineer

August 2001 – May 2009

Compliance Chief supporting Army Reserve's MilCON to ensure regulatory compliance for facilities across the nation, and sustainability through people, policies and programs.

Next Meeting:

Bowie BIC Board Meeting

May 13, 2022

Via ZOOM

8:30 to 10:00 AM



Program Update

City of Bowie
Mayor and
City Councilmembers

June 6, 2022



Bowie BIC Vision and Value

Build a dynamic entrepreneurial ecosystem to support innovation and the growth of diverse businesses in vibrant industry sectors in the City of Bowie and Prince George's County.

Continually improve and effectively deliver the technical assistance that helps Bowie businesses accelerate their job and revenue growth to increase their impact on economic development and wealth creation in Bowie and in the region.

Support and connect Bowie State University initiatives, such as the Entrepreneurship Innovation Center, with the City of Bowie and the region's entrepreneurial ecosystem, to drive increased economic impact for the City of Bowie.

A Business Acceleration Hub



Prince George's County's largest business accelerator program in terms of clients—and the 6th largest business accelerator client base in the Baltimore region for the 2nd consecutive year.



Largest concentration of business scale-up resources in the County

Three Business Accelerator Programs

Bowie BIC Business Accelerator

For innovators and government contractors who are Bowie BIC resident and affiliate clients
(Ongoing)

8(a) Accelerator Program

For existing 8(a) federal contractors
(Next Cohort: Fall 2022)

Scale-Up Accelerator

Building company bankability, part of FSC First's Level Up project
(Next Cohort: Early 2023)



BIC Bowie Client Impacts

Silver Canady Associates

A small Bowie-based professional services firm and Bowie BIC affiliate client whose founder is a Student Loan Strategist and author of **Borrowing While Black**. Dr. Silver is negotiating an MOU agreement with Bowie State University to establish the first Maryland Center for Collegiate Financial Wellness (CCFW) within the University System of Maryland (USM), at Bowie State University.



Tisa Silver, PhD.
Silver Canady Associates

Aurora Technical Services

A growing Bowie-based, woman-owned 8(a) firm and Bowie BIC resident client providing technical and administrative services to the federal government. CEO Donna Wright is a BSU alumna, a graduate of Bowie BIC's 8(a) Accelerator and Scale-Up Accelerator.



Donna Wright
Aurora Technical Services

8(a) ACCELERATOR PROGRAM

IN COLLABORATION WITH THE U.S. SMALL BUSINESS ADMINISTRATION

CAPTURE STRATEGY | MENTORING | NETWORKING

FAST-TRACK TO WINNING MORE GOVERNMENT CONTRACTING BUSINESS

WWW.BOWIEBIC-8A.COM

Online Support for Bowie Businesses Emerging from COVID-19 & BSU Students



LEVEL UP 
SPONSORED BY FSC FIRST

SCALE-UP ACCELERATOR PROGRAM

Strengthen your Company's Bankability

Learn how to attract the financing your company needs to accelerate your recovery from the pandemic and grow.

Four weekly Zoom sessions Friday mornings in March from 9:00-11:00 am.

Increase your understanding of:

- Business Credit
- Financial Statements
- Cash Flow
- Improving Bankability

Working directly with Capital One and K. Duncan & Company financial services firm.

Connect informally with area bankers during our Lender's Roundtable.

Apply TODAY to reserve your place:

REGISTER

Questions: crystalclark@bowiebic.com



LEVEL UP 
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13 of the 20 (65%) of the Scale-Up companies were Bowie companies.

Scale-Up Accelerator Participant Profile

- 82% anticipate applying for/increasing their line of credit in 2022
- 12% said their financials were up to date
- 50% said their business cost are higher than anticipated in 2022
- 77% have no established relationship with a bank
- 67% of the participant businesses are primarily cash based
- 90% said they need a line of credit



Bowie BIC By the Numbers (FY2022)

As of April

18

BIC Accelerator & Graduate
Companies

422

Jobs Generated by BIC
Clients and Graduates

\$42 M

Revenues Generated by
BIC Clients and Graduates

89

8(a) Accelerator
Clients

\$36 M

Revenues Generated by
8(a) Accelerator Clients

983

Entrepreneurs Participating in
All Bowie BIC Programs

4

Online and By Phone
Counselors/Advisors
Monthly

3

Management and
Operations Team

6

Bowie State
University Interns
(BIC, Clients, Board)

Bowie Business Support

By the Numbers (thru April 2022)

857

Small Business Development
Center (SBDC)
Counseling Clients

128

Maryland Women's
Business Center (MWBC)
Counseling Clients

993

Bowie BIC's Bowie-Based
Company Engagement

2 of 3

Resident BIC Clients
are Bowie businesses

3 of 7

Affiliate BIC Clients
are Bowie businesses

Bowie BIC's 8(a) Accelerator Recognized Internationally in 2022

The International Business Innovation Association (InBIA), the largest global network of incubators, accelerators and entrepreneurship centers is recognizing Bowie BIC's 8(a) Accelerator program as finalist for the associations' first **Julius Morgan Diversity and Inclusion Award** at InBIA's international conference June 26-29 in Atlanta, GA.



Bowie BIC Relocated to New BSU Entrepreneur Living Learning Community

- Bowie BIC moved in August 2021 and now has new purpose-built office, meeting and event space at Bowie State University
- Co-located with BSU Entrepreneurship Innovation Center
- Creating new opportunities for collaboration and growth



Added Value for BSU Students, Faculty, Alumni

Internships • Business Accelerators • Business Referrals



BSU College of Business student participated in Bowie BIC online student internship in FY2022 and was hired by financial services firm CliftonLarsonAllen

- Paid BSU Student Internships
- Free Online Business Counseling Resources



- Collaboration with the Maryland Center
- Collaboration on Grant Opportunities
- Collaboration on Resource Development
- Corporate Leads for Institutional Advancement

Global Entrepreneurship Week

November 15-19, 2021



...the world's largest celebration of innovators and job creators who launch startups that bring ideas to life, drive economic growth and expand human welfare.

Bowie BIC hosted its popular “Entrepreneur Open Mike Night” for Bowie entrepreneurs, followed by Zoom discussion.

Bowie BIC Hosts Special Guests



U.S. Senator James Clyburn, (D-SC), MD State Comptroller Peter Franchot and Maryland State Delegate Darryl Barnes (D-District 25) toured the Bowie BIC business accelerator in April 2022

Bowie BIC Center of Excellence for 8(a) Government Contracting



\$3 million in federally designated funding to expand our 8(a) Accelerator program and impacts to HBCU's in America, working in partnership with Bowie State University.

InnovateBOWIE! at Bowie City Hall



**INNOVATE
BOWIE**

Celebrating the Bowie BIC Ecosystem

“Sports, Entertainment and Innovation”

June 8, 2022 4:30-7:30 pm

Keynote Speaker: Greg Baroni
Founder/CEO Attain Partners Sports and
New Owner of the Bowie Baysox

Bowie BIC Board Leadership



Sherman L. Ragland, II
Tradewinds International
Holdings, LTD
Chair



Wendy Jenkins
Capital One
Vice Chair



Charlene Wade
Workforce Resources
Secretary



Greg Bussink
CliftonLarsonAllen
Treasurer

Our Partners in Bowie Ecosystem Building



Contact Us

Bowie Business Innovation Center

Living Learning Community

Bowie State University

14000 Jericho Park Road

Bowie, MD 20715

Tel: 301-383-1550 /Fax: 301-383-1569

lisa.smith@bowiebic.com

Web: www.bowiebic.com





Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Discussion on Belair Drive Speed

DATE: 06/02/2022

Council will have a discussion on Belair Drive speed.

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Discussion on Juneteenth Celebration

DATE: 06/02/2022

Council will discuss the upcoming Juneteenth celebration.

ATTACHMENTS: None