



# City of Richmond

# OMB D

OFFICE OF MINORITY BUSINESS DEVELOPMENT



## TECHNICAL SEMINARS FOR PERIOD JANUARY 2009-2010

| DATE              | TIME      | LOCATION  | TOPIC   | SPEAKER  |
|-------------------|-----------|---|---|--|
| January 8, 2009   | 4pm - 6pm | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | “What is Exporting? Is Exporting For You? An Introduction To the Basics of Exporting” | My Lan Tran, Program Manager, Office of Minority Business Development  |
| January 22, 2009  | 4pm -6pm  | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | “Developing an Effective Business Plan”   | My Lan Tran, Program Manager, Office of Minority Business Development  |
| February 12, 2009 | 4pm -6pm  | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | “Financing Planning Strategies for Small Businesses in a Downturn Economy”            | John Dunni, Managing Partner, Financial Services Of Virginia, Brett Reese, President, South Side Insurance, and other guests |
| March 5, 2009     | 4pm – 6pm | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | “How To Win and Retain Your Customers in a Difficult Economy”                         | Bill Rogers, "Have a Great Day Product: and Preston Brown, WCLM Radio  |
| March 12, 2009    | 4pm – 6pm | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | Update on B.R.A.C and Doing Business with Fort Lee                                    | Joanne Tompkins, Procurement Technical Assistance Center   |

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| March 27, 2009 | 10am – 12pm | 4100 Hull Street Road, Richmond, VA   | Pay Roll and How To Do Business with the City of Richmond (In Spanish)       | Luis Garcia, w/Small Business Administration and My Lan Tran, Office of Minority Business Development |
| April 2, 2009  | 4pm – 6pm   | Richmond Public Library, 101 East Franklin Street, Richmond   | How To Identify Grants   | Beverly Mitchell, w/Richmond Public Library   |
| April 7, 2009  | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How To Do Business with the City of Richmond                                 | My Lan Tran, Program Manager, City of Richmond Office of Minority Business Development                |
| April 24, 2009 | 10am – 12pm | 4100 Hull Street Road, Richmond, VA   | How To Start a Business For Spanish Speakers (In Spanish)                    | Luis Garcia, w/Small Business Administration and My Lan Tran, Office of Minority Business Development |
| May 7, 2009    | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | Business Plan Writing Workgroup  | My Lan Tran, Program Manager, City of Richmond Office of Minority Business Development                |
| May 21, 2009   | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How To Do Business with the Federal Government                               | John Fedkenheur, w/ Small Business Administration   |
| May 22, 2009   | 10am – 12pm | 4100 Hull Street Road, Richmond, VA   | Record Keeping and How To Do Business with the City of Richmond (In Spanish) | Luis Garcia, w/Small Business Administration and My Lan Tran, Office of Minority Business Development |
| June 11, 2009  | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | HUD Neighborhood Network   | Jerry Bennett, US Housing Development Authority   |

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| June 19, 2009   | 10am – 12pm | Southside Community Center<br>4100 Hull Street Road,<br>Richmond, VA                                    | Pay Roll and How To Do Business with the City of Richmond<br>(In Spanish) | Luis Garcia, Small Business Administration and My Lan Tran, Office of Minority Business Development |
| June 25, 2009   | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | eVA- Doing Business with the Commonwealth                                 | Dave Fuller, Department of Business Assistance  |
| July 16, 2009   | 4pm – 6pm   | Richmond Public Library, 101 East Franklin Street Richmond, VA  | Express Entrepreneurship: How To Start and Grow A Business in Virginia    | Dave Fuller, Department of Business Assistance  |
| July 17, 2009   | 10am – 12pm | Southside Community Center<br>4100 Hull Street Road,<br>Richmond, VA                                    | How to Start a Business In the City of Richmond                           | Luis Garcia, Small Business Administration and My Lan Tran  |
| July 23, 2009   | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Do Business with the City of Richmond                              | Procurement Services Staff, City of Richmond  |
| August 6, 2009  | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How To Start a Business with a Focus on Budget Management                 | SCORE Counselors and Albert Walker, of Electronic Filing & Payment Solutions, Inc.                  |
| August 14, 2009 | 10am – 12pm | Southside Community Center<br>4100 Hull Street Road,<br>Richmond, VA                                    | Pay Roll and How To Do Business with the City of Richmond<br>(In Spanish) | Luis Garcia, Small Business Administration and My Lan Tran, Office of Minority Business Development |
| August 20, 2009 | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | Credit and Savings: Resources for Investment Empowerment Phase II         | Michel Saka El, MAP Investment and Real Estate, LLC   |

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| August 27, 2009    | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Do Business with the City of Richmond                 | Procurement Services Staff, City of Richmond  |
| September 10, 2009 | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | eVA- Doing Business with e Commonwealth                      | Dave Fuller, Department of Business Assistance  |
| September 11, 2009 | 10am – 12pm | Southside Community Center 4100 Hull Street Road, Richmond, VA  | How to Start a Business In the City of Richmond (in Spanish) | Luis Garcia, Garcia Tax Services and My Lan Tran, City of Richmond Office of Minority Business Development                      |
| September 17, 2009 | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Do Business with the City of Richmond                 | Erna Robinson, Procurement Services, City of Richmond   |
| September 24, 2009 | 4pm – 6pm   | Richmond Public Library, 101 East Franklin Street Richmond, Virginia                                    | How to Identify Grants                                       | Beverly Mitchell, Reference Librarian and My Lan Tran, Program Manger, City of Richmond Office of Minority Business Development |
| October 1, 2009    | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How To Start a Business with a Focus on Budget Management    | SCORE Counselors and Albert Walker, Electronic Filing & Payment Solutions, Inc.   |
| October 8, 2009    | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Establish a Solid Financial Foundation                | Marvin Harris / EI, MAP Investment and Real Estate, LLC   |

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| October 9, 2009   | 10am – 12pm | Southside Community Center<br>4100 Hull Street Road,<br>Richmond, VA                                    | How to Start a Business In the City of Richmond (in Spanish)           | Luis Garcia, Garcia Tax Services and My Lan Tran, City of Richmond Office of Minority Business Development |
| October 15, 2009  | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | HUD Neighborhood Network Program                                       | Jerryl Bennett, Choate Corporation   |
| October 22, 2009  | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Do Business with the City of Richmond                           | Erna Robinson, Procurement Services, City of Richmond  |
| October 29, 2009  | 4pm – 6pm   | Richmond Public Library, 101 East Franklin Street Richmond, Virginia                                    | Express Entrepreneurship: How To Start and Grow A Business in Virginia | Dave Fuller, Department of Business Assistance   |
| November 6, 2009  | 10am – 12pm | Southside Community Center<br>4100 Hull Street Road,<br>Richmond, VA                                    | Pay Roll and How To Do Business with the City of Richmond (In Spanish) | Luis Garcia, Garcia Tax Services and My Lan Tran, Office of Minority Business Development                  |
| November 12, 2009 | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Do Business with the City                                       | My Lan Tran, City of Richmond Office of Minority Business Development                                      |
| November 19, 2009 | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How To Start a Business with a Focus on Budget Management              | SCORE Counselors and Albert Walker, Electronic Filing & Payment Solutions, Inc.                            |

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| December 3, 2009  | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How To Organize Your Finances Before Tax Time                | Albert Walker, Electronic Filing & Payment Solutions, Inc.   |
| December 4, 2009  | 10am – 12pm | Southside Community Center 4100 Hull Street Road, Richmond, VA  | How To Start a Business In the City of Richmond              | Luis Garcia, Garcia Tax Services and My Lan Tran, City of Richmond Office of Minority Business Development |
| December 10, 2009 | 4pm – 6pm   | Advantech Maggie L. Walker Technology Center (Auditorium Room 105), 501 E Franklin Street, Richmond, VA | How to Do Business with the City of Richmond                 | My Lan Tran, City of Richmond Office of Minority Business Development                                      |
| December 18, 2009 | 10am – 12pm | Southside Community Center 4100 Hull Street Road, Richmond, VA  | How To Start A Business In The City Of Richmond (In Spanish) | Luis Garcia, Garcia Tax Services and My Lan Tran, City of Richmond Office of Minority Business Development |