

# Minority Empowerment Training Program

Date | time 7/20/2016 5:30 PM | Location American Capital Funds

Meeting called by	Eric Whiteside, Senior Project Director	Please read : SFAA Procurement Services Vendor Registration   Doing Business with Government Please bring All Corporate Documents: Articles of Incorporation, Operating Agreement, Bank Statements.
Type of meeting	Training	
Facilitator	Elliott McDowell	
Participants	Cutrite Landscaping LLC JT Connections LLC Southern Portrait Construction LTD Amexem Group LLC	
Timekeeper	Robert Pressley	

## Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Program Overview   Compliance Notebook Preparation	Eric Whiteside	30 mins
<input type="checkbox"/> Importance of Preparing Business for Contracting Opportunities	Eric Whiteside	10 Mins
<input type="checkbox"/> Legal and Documentation Preparation	Eric Whiteside	20 Mins
<input type="checkbox"/> Business Creditability   D& B Registration	Eric Whiteside	15 Mins
<input type="checkbox"/> Understanding Minority Certifications   American Capital Best Practice	Eric Whiteside	15 mins
<input type="checkbox"/> Affordable Strategies for establishing company	Eric Whiteside	15 Mins
<input type="checkbox"/> SFAA Vendor Registration	Eric Whiteside	30 Mins

## Other Information

Key Notes; (North American Industry Classification System NAICS codes for your business

Key Course Deliverables: Create A Company Overview Statement, SFAA Vendor Registration and Duns & Bradstreet Vendor Registration

Special notes [Special notes]