

MEMORANDUM FOR THE SECRETARY

**FROM: Courtland Cox, Director
Minority Business Development Agency**

SUBJECT: Weekly Report to the Secretary for the Week ending 2/11/00

I. KEY DEPARTMENT NEWS

The MBDA began its market analysis utilizing the Geographic Business Industry Analyst and the Market Analyst software applications to determine the location of Business Development Centers in the year 2001.

A meeting of MBDA senior managers was held to discuss a variety of administrative, technological and operational issues.

On February 10th, The MBDA/Dallas Region co-hosted the Global Diversity Initiative to include four training seminars with the U.S. Commercial Service. A Trade Mission will follow the seminars to Mexico/Canada. At this initiative, MBDA resources, such as the Phoenix/Opportunity database, local MBDC services, and MBDA's Website will be discussed.

I. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

MBDA Director, Courtland Cox has been invited to present MBDA's "New Realities for Minority Business" paper at a meeting of the National Minority Supplier Council Board of Directors, representatives from the NAACP, the National Urban League, the U.S. Hispanic Chamber of Commerce, and the Greenlining Institute. This meeting is to discuss issues impacting the relationship of small minority suppliers and corporations.

The meeting will be held on Friday, February 25, 2000 at the Hilton New York and Towers.

Barbara Curry has been designated as the point of contact for MBDA. We will e-mail you later with the back up person's name and information.

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VI. PRESS COVERAGE/INQUIRIES

None to Report.

MEMORANDUM FOR THE SECRETARY

**FROM: Courtland Cox, Director
Minority Business Development Agency**

SUBJECT: Weekly Report to the Secretary for the Week ending 2/18/00

I. KEY DEPARTMENT NEWS

The San Francisco Regional Office completed the additional funding award action package for the Northwest NABDC. The funding is to create marketing opportunities for the Center's Native American clients through videoconferencing sessions between international buyers and Native American artisans of tribal artwork which is tentatively scheduled for March 2, 2000 in Seattle, WA.

On Friday, February 11, U.S. Deputy Secretary of Commerce Robert L. Mallett, paid a brief visit to the Atlanta Regional Office. Mr. Mallett was in Atlanta to announce an EDA grant to Morehouse College.

The Governor's Regional Small Business Conference will be held in three different cities in Georgia, (Savannah – March 13-14, Albany – May 15-16 and Augusta – May 18-19, 2000), and will address the special needs and concerns of small businesses in these regions. The theme of the conference will be "Navigating Procurement Opportunities in the New Century."

I. AGENCY WORK ON PRESIDENTIAL INITIATIVES

On February 17, Mr. Bobby Jefferson, Acting Regional Director, develop an E-Commerce workshop for MBE's in Dallas and met with Ms. Billie Bryant Director of the Dallas ECRC to Fort Worth, Texas.

On February 17 & 18th, the Dallas regional Office participated in the Hispanic Business Expo and presented an E-Commerce Presentation highlighting the Phoenix/Opportunity Databases and MBDA Electronic Resources (i.e. Resource Locator, GBIS, Virtual Centers).

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

February 17, 2000
New York, New York

The Director will be honored and will be receiving an Award at the National Minority Business Council, Inc., 20th Annual Awards Luncheon.

February 26-March 2, 2000
Anaheim, California

On behalf of Secretary Daley, the Director will accept the "Civic Leadership Award" during the Reservation Economic Summit/2000.

Barbara Curry has been designated as the point of contact for MBDA.

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Back-up is:

Toni Duckett
Management Analyst
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VI. PRESS COVERAGE/INQUIRIES

None to Report.

MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 3/2/00

KEY DEPARTMENT NEWS

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

February 26-March 2, 2000
Anaheim, California

On behalf of Secretary Daley, the Director will accept the "Civic Leadership Award" during the Reservation Economic Summit/2000.

VII. PRESS COVERAGE/INQUIRIES

None to report.

Barbara Curry has been designated as the point of contact for MBDA.

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MEMORANDUM FOR THE SECRETARY

**FROM: Courtland Cox, Director
Minority Business Development Agency**

SUBJECT: Weekly Report to the Secretary for the Week ending 3/10/00

I. KEY DEPARTMENT NEWS

The El Paso MBDC co-sponsored an Access to Capital seminar with the SBDC in El Paso, TX. There were over 100 participants.

The MBDA continues to work on its new 20001 business development programs.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

The Dallas/Fort Worth/Arlington MBDC and the Dallas State Senator Royce West are sponsoring an "Access to Capital 2000" conference on May 4th.

The Dallas Regional Office will sponsor the Dallas Minority Business Breakfast on April 20th. The focus of the breakfast will be E-Commerce

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

The Director of the MBDA will attend the AT&T Supplier Diversity Meeting in Basking Bridge, New Jersey on Thursday, March 16th.

VII. PRESS COVERAGE/INQUIRIES

None to report.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 3/24/00

I. KEY DEPARTMENT NEWS

The MBDA continues to refine its electronic business development services package. This package will be an integral part of the new way that business development services will be delivered. The restructured approach will leverage government funds by requiring strategic partners who utilize the electronic system to standardize the quality of services delivered.

The MBDA is also responding to the fact that most mbes seek access to capital assistance by establishing a Capital Access Business Development Center that not only maintains a Capital Access web site for the MBDA, but also focuses on high end financing requirements.

The Corporate Business Development Center will focus on the need to provide services to growing minority firms that have a significant economic impact on the American economy.

The MBDA met with the Economic Statistical Administration to discuss Secretary Daley's release of the 1997 Survey of Minority Business Enterprises during MED Week 2000. The possibility of an annual survey was also discussed.

The MBDA hosted a meeting of the Minority Business Coordinating Council to discuss major minority businesses sponsoring a conference in July concerning the new realities of doing business as well as support for the annual survey of minority businesses.

Representatives from the British Embassy met with MBDA to discuss our most successful business development programs.

A press release was issued concerning the Sea Grant Minority Serving Institutions Partnership Program, funded at around \$300,000. Half of that amount will be reserved for proposals related to aquaculture in partnership with the MBDA.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

On Monday, March 13 and Tuesday March 14, the Atlanta Regional Office participated in the State of Georgia Governor's Small Business Conference in Savannah, Georgia. The ARO moderated a seminar concerning access to capital and was a presenter for the conference on E-Commerce and the Digital Economy.

The Dallas Regional Office will sponsor the Dallas Minority Business Breakfast on April 20th. The focus of the breakfast will be E-Commerce. DRO will give a presentation on the MBDA resources available through the Internet, particularly the Virtual Centers, Phoenix/Opportunity Databases, and the Resource Locator.

The New York Regional Office continued discussions regarding the establishment of a web based system for referring minority enterprises seeking equity financing. The plan is to establish a national web based system for both debt and equity financing sources. MBDA's MBDCs and Regional Offices will be able to refer clients directly into this system, which will track progress and results.

Heyward B. Davenport, New York Regional Director, was guest speaker at the African-American Chamber of Commerce's Conference at the Marriott Hotel, in Tarrytown, NY entitled "Growing Your Business Using E-Commerce".

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

None to report.

VII. PRESS COVERAGE/INQUIRIES

None to report.

Barbara Curry has been designated as the point of contact for MBDA.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 3/31/00

I. KEY DEPARTMENT NEWS

This year's Fourth annual Minority Youth Business Retreat will be held on May 2nd in Dallas, Texas. Participating in the planning are representatives from corporations, minority-owned businesses, government agencies and the Independent School District. The agenda was discussed and how 150 high school students were going to participate at this year's business retreat.

The MBDA is planning to support "The Small and Minority Business Conference" along with the Department of Energy in Denver, Colorado on April 25-27. This conference is designed to discuss the effective use of the 8(a) Pilot Program and the Mentor Protégé Program in order to bring small businesses into the Department of Energy's Technology, Security and Environmental Programs.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

The Dallas/Fort Worth/Arlington MBDC and Dallas State Senator Royce West are sponsoring an "Access to Capital 2000" conference on May 4th.

Dallas Regional Office will sponsor the Dallas Minority Business Breakfast on April 20th. The focus of the breakfast will be E-Commerce. DRO will give a presentation on the resources available through the Internet, particularly the MBDA Virtual Centers, Phoenix/Opportunity Databases, and Resource Locator. In addition, there will be various private/public sources giving presentations on E-Commerce.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

April 12-14, 2000

Director Courtland Cox will be traveling to Denver, Colorado to be a panelist at the National Minority Supplier Development Council's Quarterly meeting.

April 27-30, 2000

Director Courtland Cox will be traveling to Dallas, Texas (Grapevine, TX) to be a panelist at the National Association of Black Telecommunications Professionals, Inc.'s "Ninth Annual Convention, Telecommunications 2000: Leading the Way into the New Millennium."

VII. PRESS COVERAGE/INQUIRIES

None to report.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 4/21/00

I. KEY DEPARTMENT NEWS

The MBDA continues to plan its MED Week 2000 event. This year we are planning to provide for on-line reservations and conference information.

Meetings were held to determine funding levels for the new Business Development Center program. Performance goals were developed based on funding levels.

Discussions were held concerning the Electronic BDC program and its interface with the BDC program. It was determined that each BDC will be required to utilize the electronic BDC as well as to identify strategic partners to utilize the electronic BDC. Consequently, the number of clients served will significantly increase.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

April 12-14, 2000

Director Courtland Cox will be traveling to Denver, Colorado to be a panelist at the National Minority Supplier Development Council's Quarterly meeting.

April 27-30, 2000

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VII. PRESS COVERAGE/INQUIRIES

None to report.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 5/12/00

I. KEY DEPARTMENT NEWS

MBDA staff met with David Festa, Acting Director of Policy to discuss our new digital agency direction. We explained the need to stop funding the MBOC program in order to reach larger numbers of mbes through our electronic initiatives.

Work continued on the development of the MBDA's Access to Capital electronic tools. This week we began examining software options for analyzing loan applications. This analysis would be provided by the Business Development Centers in a standardized, high quality manner.

The Federal Register Notice and the Administrative Guidelines for MBDA's \$8 million business development center program have been provided to the Grants Office and the OGC for review. It is anticipated that the Notice will go out at the end of May.

Coordination of the SFRO Regional Conference to be held on June 21 – 22, 2000, continues underway. SFRO staff has completed a tentative conference program and has identified and/or confirmed various speakers and panelists. Sessions in the conference agenda include: Access to Capital and Markets, Global Diversity Initiatives, The Digital Divide, Tapping Resources Through MBDA, Electronic Tools and Resources, E-Commerce – B 2 B & B 2 C, Emerging Markets, and other key topics. Leading U.S. Congressional and State Government officials, policy experts, and leading advocates of minority business development have been invited.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

MBDA purchased an affordable software program (Dynamic Opt-In Emailer) that will allow the Agency to send pre-formatted customized e-mail messages. The software will be used to market Phoenix as well as inform clients with e-mail addresses on up-coming conferences, new services, etc.

KD Construction, Inc. is owned and operated by Mr. Daniel Ching. This company is a general construction firm that has targeted the federal and state government for contracts.

This firm decided to specialize in this area because it seemed to be the dominant source of activity in Hawaii's construction market.

Mr. Ching initially engaged the Honolulu MBDC to prepare a SBA 8(a) application. The Honolulu MBDC also assisted KD Construction, Inc. with its SBA 8(a) business plan and the company obtained its 8(a) certification on July 26, 1999. KD Construction, Inc. began to market itself to the various Federal Agencies and has achieved a great deal of success to date. In the first quarter of this year, KD Construction received one contract worth \$5,523,700 from the Naval Facilities Engineering Command at Pearl Harbor.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

VII. PRESS COVERAGE/INQUIRIES

None to report.

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MEMORANDUM FOR THE SECRETARY

**FROM: Courtland Cox, Director
Minority Business Development Agency**

SUBJECT: Weekly Report to the Secretary for the Week ending 6/2/00

I. KEY DEPARTMENT NEWS

MBDA regional offices have started utilizing a web site analysis tool called Web Trends to help evaluate online marketing efforts. These reports will also be used for MBDA e-mail promotional efforts.

The Pro Net database of small businesses has been obtained from the SBA by the MBDA for outreach purposes. This inter agency cooperative effort will help ensure that MBDA reached the greatest number of mbes possible.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

Courtland Cox, Director of MBDA will speak in Atlanta, Georgia at the June 4-5, Global Telecom Market (GTM) Forum, SUPERCOMM 2000, on the latest technologies and business strategies.

June 15-16, 2000, Basking Ridge, New Jersey, attending AT&T Diversity Council Meeting as a guest of the Council.

June 22-23, 2000, Los Angeles, California -- Keynote speaker for the San Francisco Regional Office's Conference.

VII. PRESS COVERAGE/INQUIRIES

None to report.

Barbara Curry has been designated as the point of contact for MBDA.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 6/9/00

I. KEY DEPARTMENT NEWS

MBDA is compiling extensive data concerning the characteristics of its past, present and future client base to be used for program development, advocacy and training purposes. The GBIS will be used to geographically illustrate this data.

For the first time in MBDA's history, the fundraising goal for MED Week has hit the \$1 million mark. Attendance is projected at approximately 1500.

MBDA is working with the Office of the Secretariat on their e-commerce conference. The Phoenix database will be used to generate participants.

The *Honolulu MBDC* has completed planning for a "*Show Me The Money!*" seminar scheduled at the *Ala Moana American Hotel* on June 26, 2000. The event will have speakers on topics: *Grants, Loans, Venture Capital, Factoring, Government Contracting, and Loans of Credit*. Representatives of Island banks and noted experts will present each topic from the mainland. The comprehensive seminar is a joint project with SFRO and the funded center and has more than 150 pre-paid enrollees as of today's date.

The *San Francisco Region Office, Barrio Planners Inc.*, and the Office of *Congressman Xavier Becerra* will host the "**Minority Businesses in The New Millennium**" in Los Angeles, CA. The two-day event will feature the internal regional conference with SFRO funded centers and will focus on the FY2000 strategic plan, performance database, performance topics and a myriad of subjects designed to meet the region goals. The second day of the conference will be the public program. The event is scheduled with multiple sessions, concurrent panel seminars, with a Keynote address to be delivered by **Courtland Cox, Director - MBDA**. The Latin Business Association of Los Angeles will host a Cash Bar Reception following this conference. Over 350 attendees are expected. Media coverage via the Internet is also expected.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

After much discussion, the Request for Proposals for the Minority Business Capital Access Institute was published in today's Federal Register. This is a one-year grant to develop and implement a research and education entity focused on capital access for minority businesses. The grant will be funded in the amount of \$350,000, with the possibility of supplemental funding. The proposal process closes on Monday, July 10, 2000.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

June 15-16, 2000, Basking Ridge, New Jersey, attending AT&T Diversity Council Meeting as a guest of the Council.

June 22-23, 2000, Los Angeles, California -- Keynote speaker for the San Francisco Regional Office's Conference.

VII. PRESS COVERAGE/INQUIRIES

None to report.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 7/13/00

I. KEY DEPARTMENT NEWS

The MBDA held a summit to discuss opportunities for minorities in the automotive and telecommunications industries. The President of AT&T's Network Services division, Frank Ianna, the President of Bell Atlantic, Marie Johns, senior officials from U.S. West, Sprint and others participated in the Summit. Also attending were senior officials from General Motors, Daimler Chrysler, Ford Motor Company, Honda, and others. The summit particularly focused on the need for larger minority firms to develop strategic partnerships with companies in these industries. Representatives from GTE, First Union, Bank of Boston, Comerica, several venture capital firms were also present.

A national staff meeting was held to begin MBDA's transition to a digital agency. Many workshops were held designed to train and familiarize staff with our electronic tools and related business applications.

The MBDA received an update of the Milken Report on the Access to Capital by Minority firms. This new report will be presented at Med Week 2000.

The Phoenix database will be supplemented by an automatic interface with SBA's ProNet directory of minority firms on a continuing basis. This intergovernmental effort was conceived and launched by a regional entry-level staff member.

The Director assured Congressmen Ruben Hinojosa from Texas (15th District) and Solomon P. Ortiz from Corpus Christi, Texas that neither the MBOC nor the MBDC would be closed next fiscal year.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

The New York Regional Office along with Bell Atlantic and the Telecommunication Industry Group of the National Minority Supplier Development Council will hold an E-Commerce Business Training Seminar in Boston, Mass.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

Applications will be receive on July 24th for the new Capital Access Institute. This \$350,000 grant is seed money for an organization that focuses on collecting data on this issue that is critical to the economic health of our nation.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

The Director will address Dartmouth University's graduating class from the Amos Tuck School of Business in New Hampshire on July 21st.

VII. PRESS COVERAGE/INQUIRIES

Hispanic Business magazine requested an interview concerning the Phoenix/Opportunity Contract Matching System.

Black Enterprise magazine requested an interview concerning the status of African American firms.

Barbara Curry has been designated as the point of contact for MBDA.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 7/28/00

I. KEY DEPARTMENT NEWS

Management at the MBDA is working to address a FY 2001 budget deficit anticipated by the need to fund the internet-based minority business portal that will ensure the delivery of uniform quality services and increase the number of mbes served. MBDA is trying to avoid closing any Minority Business Opportunity Committees.

Meetings were held with members of the Office of the Secretary's staff to discuss joint projects with other small DOC Bureaus. Specifically, the concept of the MBDA becoming a "Center of Excellence" for providing electronic performance measurement systems was explored.

General Motors pledged \$25,000 for MED Week 2000.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to Report

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

Proposals to provide research and advocacy work in response to the Capital Access Institute's solicitation were due July 24th.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

VII. PRESS COVERAGE/INQUIRIES

The MBDA's performance measurement system was highlighted in Federal Computer Week. The article stressed the fact that this is the first World Wide Web based system that addresses GPRA requirements.

In another edition of the Federal Computer Week, MBDA's Resource Locator was highlighted. This Internet-based business solution allows firms to enter a zip code or street location and receive all business development resources in a given area.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 9/15/00

I. KEY DEPARTMENT NEWS

On Tuesday, September 12, the Atlanta Regional Office hosted its' 2000 MED Week Buyer's Tour. There was a total of 25 Buyers/Procurement Officers from both the public and private sector on the tour. There were three site visits, which included Aztech Construction Company, South Dekalb Business Incubator (14 businesses visited), and Eagle Group International (2 businesses visited). The purpose of the Buyer's Tour is to showcase the products, services and capabilities of various minority/female business enterprises for the purpose of exposing firms to potential purchasing entities. Additionally, the tour is designed to build relationships with the possibility of doing business in the future.

On Sunday, September 11, the Atlanta Braves sponsored a reception for the Atlanta Regional Office's Med Week Award Winners. Prior to the game, the names of the award winners were announced. After the first inning of the game, the names of the winners were displayed on the scoreboard

On September 13th, the Dallas Regional Office conducted the Minority Youth Business Retreat meeting in Fort Worth, Texas. The retreat is scheduled for September 22, and 125 students will attend.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to Report

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

The Pre-Application Conference for the Minority Business Development Center solicitation was simulcast nationwide through numerous sites identified by Regional Offices on Tuesday, September 12, 2000 at 2:00 p.m. EST. Approximately 50 firms heard the broadcast.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

None to report

VI. PRESS COVERAGE/INQUIRIES

None to report.

Barbara Curry has been designated as the point of contact for MBDA.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 10/20/00

I. KEY DEPARTMENT NEWS

After a successful Med Week conference, during which the MBDA's latest research papers were released, several major corporations, i.e., IBM and AT&T have requested numerous copies for distribution purposes. The research papers covered the following topics; Minority Business access to the Telecommunications Industry, the Automotive Industry, Capital and E-Commerce.

Mr. Garry Guan, President & CEO of Asian American Language Services, is the official translator for the Chinese language with the International Trade Administration (ITA). He has agreed to assist the MBDA in its outreach efforts to the Asian community.

Mr. Guan stated that he would gladly provide a forum for MBDA to present its services and to some of the Asian community events and activities. Some of Mr. Guan's memberships locally include: Asian American Business Directory (Co-Publisher), Metropolitan Atlanta Transit Authority (MARTA) Advisory Board, Asian Community Newspapers & Media (freelance writer), Atlanta Chinese Business Association (Past President), Indian Professionals Network, Association of Chinese Professionals (Past President).

II. INCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

None to report.

VII. PRESS COVERAGE/INQUIRIES

None to report.

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MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 11/24/00

I. KEY DEPARTMENT NEWS

On Monday, November 6, 2000 Joann J. Hill, BDS received a call from Gary Guan, President & CEO of Asian American Language Services (AALS) seeking \$25K in capital to purchase a company that provides language translation services. The new company had annual sales of approximately \$300K in 1999 and is 5 years old. The purchase of this business would double Mr. Guan's annual sales. The owner of the prospective company has agreed to sign over all current accounts/clients to AALS. Mr. Guan believes that he can negotiate the purchase price. Ms. Hill will work with the Regional Director and local lending partners to help Mr. Guan get the appropriate financing for this deal.

On Tuesday, November 7, 2000 Joann J. Hill, BDS spoke with Sabrena Clark, Contract Compliance Liaison, for the Atlanta Public Schools (APS). The purpose was to follow up on partnering and developing a Memorandum of Understanding with the APS. The APS is interested in increasing the awareness of procurement opportunities available at the APS by announcing these opportunities to minority owned businesses. Ms. Hill is working with Cecil Moore, Director of Contract Compliance for APS and Nesby Ingram, Purchasing Director to start a process by which any and all procurement opportunities available will be included in the Phoenix Database.

On November 7, Mr. Bobby Jefferson, Deputy Regional Director, met with representatives from Chase Bank and City Council members to discuss partnership arrangements with Chase Bank, the City of Dallas and the Dallas/Ft. Worth/Arlington MBDC leverage resources to MBEs in South Dallas. The City of Dallas has funds for business ventures in the south sector of Dallas, which is predominately Black. However, funds are restricted to \$50K per business venture. Chase Bank expressed an interest in providing additional financing for ventures requiring between \$50K and 300K. The MBDC will provide the technical assistance. All parties agreed to establish the partnership effective January 2001. Chase Bank has a similar partnership with the El Paso MBDC.

On November 13th-14th, the Dallas Regional office, working with the TX Dept of Transportation will host a resource conference for Historically Underutilized businesses for the state of TX. The conference will provide services and market opportunities from

TX. DOT, as well as technical assistance, resources, and presentations about MBDA's electronic business tools.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to Report

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

The MBDA staff is in the process of reviewing grant applications to operate 37 Minority and Native American Business Development Centers.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

IV. SUB-CABINET SCHEDULE

None to report.

V. PRESS COVERAGE/INQUIRIES

The Hispanic Business November 2000 magazine included a feature story entitled "MBDA's New Horizons" that discussed several new research papers released by MBDA at the Med Week 2000 conference in September.

MEMORANDUM FOR THE SECRETARY

**FROM: Courtland Cox, Director
Minority Business Development Agency**

SUBJECT: Weekly Report to the Secretary for the Week ending 12/8/00

I. KEY DEPARTMENT NEWS

Director Cox was the luncheon speaker at the National Council of Asian Business Associations in Las Vegas on December 8th. Numerous contacts were made and opportunities to involve the Asian Business Community in Med Week were discussed.

The review of the applications for the Minority Business Development Centers and the Native American Development Centers continued. The possibility of re-soliciting two areas, Miami and Honolulu where the proposals were unsatisfactory is being investigated. In addition, the possibility of funding a San Francisco area BDC is being evaluated.

II. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

None to report.

VII. PRESS COVERAGE/INQUIRIES

None to report.

Barbara Curry has been designated as the point of contact for MBDA.

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