

Inclusive Procurement and Contracting Board

Meeting Agenda

Date: January 3, 2023 **Time:** 5:30 pm

Location: Microsoft Teams (Virtual) & TRC 1165 Franklin St, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/3n4r6r6x>

I. Call to Order- The IPC Board is now called to order on January 3, 2023, @ 5:30 p.m.

II. Roll Call, Breanna Allen

III. Approval of December Minutes

- No Minutes due to technical difficulties with recording

IV. Diversity Officer- Michael Patton (15 min)

- Small Business Assistance Suite Metrics
- Mentor/Protégé Initiative January 28th
- Small Business Carousel of Workshops March 30th & 31st
- Topics
 1. Business Plan
 2. Market Analysis
 3. Financial Statements
 4. The Economy/South Bend Economy
 5. Tracking the Complexities of Business
 6. Federal contracting/Contracting opportunities
 7. Micro-Lending

V. Board of Public Works- Kara Boyles (10 min) – Please see the documents provided

- Department of Public Works Report

VI. Procurement- Michael Schmidt (10 min) – Please see the documents provided

- MWBE Spend Report November 2022

VII. Old Business- (TBD) (5 min) – Jeff Rea

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VIII. New Business (5 min)

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IX. Announcements:

X. Floor Open to the Public

XI. Adjournment- Vote

Notes and Action Items
