

JSEB OFFICE HIGHLIGHTS

JSEB & HABIJAX— For the second time in two months, the Jacksonville Small and Emerging Business (JSEB) office got down and dirty with HabiJax. Our staff participated in HabiJax’s 25th Anniversary Blitz Build. From June 1st to June 8th, hundreds of volunteers donated their time to help build homes in the New Town neighborhood. Some JSEB vendors were also included in the long list of volunteers.



JSEB Staff Members and Others Take a Quick Break After Laying Sod



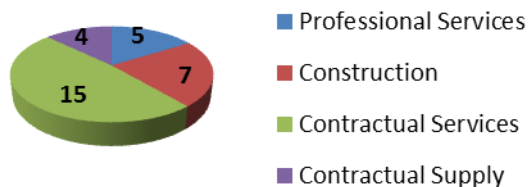
One of the 25 Homes Being Built in One Week by HabiJax

JSEB’S INTERNS—A special welcome to the four interns who will be spending much of the Summer with us! Pedro Barreras, Brittany Cooks, Carl Green, and Faith Jordan are each learning how the JSEB office operates by participating in the Summer internship program Monday through Friday. Barreras is a Ribault graduate and currently a part of the Police Explorer Academy. Cooks is a rising Senior at Andrew Jackson High School. Green is enrolled at Edward Waters College as a mathematics major. Last but not least, Jordan is a recent Nathan B. Forrest High School graduate, and is enrolled at Florida State College at Jacksonville.

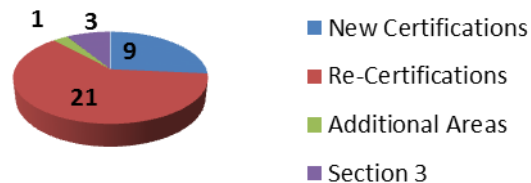
SMALL BUSINESS WORKSHOPS—JSEB is also continuing its mission to help local businesses grow to their full potential. We are still partnering with City Councilmembers, hosting Small Business Workshops in each district. Immediately after the dates for these meetings are confirmed, they will be posted on the JSEB calendar, found at www.jseb.coj.net.

ELECTRONIC APPLICATIONS—Have you checked it out yet? Vendors can now fill out our JSEB and Section 3 applications electronically! Go to www.jseb.coj.net to type your information directly on to the application you need. Once complete, you can mail the application, along with supporting documents to us, or drop it off at the JSEB office!

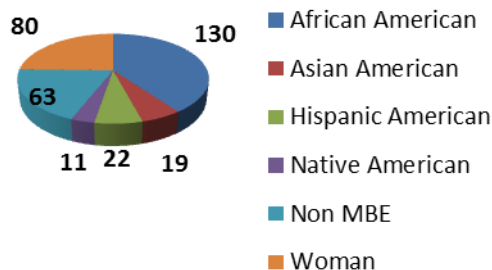
Applications Submitted in June



Application Type



Race/Ethnicity of Vendors



Projects Reviewed



JSEB

Spotlight for July

Architectural Accents and Antiques has been a part of the JSEB program since July 2006, and in business for the past 25 years. The unique showroom offers a collection of 17th, 18th and 19th century European and American antiques for the dealer, designer and collector. To learn more about Architectural Accents and Antiques, go to www.aaandantiques.com or www.jseb.coj.net.

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5 Disaster Preparedness Tips for Small Businesses

- 1. Purchase essential safety equipment:** Standard items include fire extinguishers and smoke detectors, first-aid kits and defibrillators. However, businesses may also need industry-specific supplies for disaster safety. Employees must be able to easily access and use these tools.
- 2. Plan emergency communications:** Every business needs to communicate with emergency officials, employees, suppliers, vendors and customers in the event of a disaster. Useful tools include an emergency number, a calling tree and test message alerts.
- 3. Prepare evacuation routes and shelter:** Make a plan for getting everyone from your facility to a safe location. Be sure to consider the needs of employees with disabilities and medical conditions.
- 4. Back up essential business data:** Identity records and documents necessary for core business functions and store them securely using data backup tools. Many people wait until a disaster strikes their business before they begin backing data. In other words, they have to lose their data first, or be really close to someone who has. But learning the hard way isn't good business practice, and it's unnecessary.
- 5. Develop a continuity of operations plan:** In the event of disaster, a business needs a path to follow to maintain or regain operations. Steps include spelling out the most critical business functions and which staff is responsible for them, and planning how the business will resume operations if the facility is damaged or unusable.

Lamson, Pete (2013, June 12) 5 Disaster Preparedness Tips for Small Businesses. Retrieved June 13, 2013, from www.business2community.com

JACKSONVILLE SMALL AND EMERGING BUSINESSES

JULY 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day - JSEB Office Closed	5	6
7	8	9	10 JTA Pre-proposal Meeting & Beaver St. Enterprise Intro. To QuickBooks	11	12 Jax Chamber—Beaches Business Growth Series	13 COMTO Nat'l Meeting & Training Conference
14	15 Jax Chamber's Small Business Center Orientation at Beaver St.	16	17	18	19	20
21	22	23	24 JSEB New Vendor Orientation	25	26	27
28	29	30	31 Disparity Study Final Report Due			