

**From:** [Caitlyn Bergman](#)  
**To:** [Roger Michaud](#)  
**Cc:** [Richard Reade](#); [Noel Martinez](#); [Janet Perry](#)  
**Subject:** Request to Present Small Business Resources at July 2 Council Meeting  
**Date:** Monday, June 9, 2025 10:49:23 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[PBN SBDC Flyer.pdf](#)  
[Local Business Resource Flyer.png](#)

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Good morning Roger,

I hope you're doing well! I'm reaching out to request a spot on your **July 2** Council meeting consent agenda to share the exciting new partnership with the Palm Beach North Chamber of Commerce and the Small Business Development Center at FAU. We'd love a few minutes to share valuable resources now available to your city's small and local businesses.

Through a strong partnership with the [Small Business Development Center at FAU](#), we've expanded support for entrepreneurs looking to start and grow their businesses. We've also launched a [Local Business Resource Center](#) to meet the evolving needs of our Palm Beach North local business owners.

I've attached flyers with more details about these essential initiatives. Please let me know how we can move forward with adding this to the agenda, or if you have any questions.

Thanks so much— have a great week!

Best,  
**Caitlyn Bergman, MSW**  
she/her  
Director of Strategic Initiatives



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PALM BEACH NORTH  
CHAMBER OF COMMERCE



at



FLORIDA ATLANTIC UNIVERSITY  
Division of Research

# PALM BEACH NORTH SMALL BUSINESS DEVELOPMENT SATELLITE CENTER

## *Empowering Entrepreneurs and Strengthening the Business Community in Palm Beach North*

The Palm Beach North Chamber of Commerce has partnered with the Florida Small Business Development Center (SBDC) at Florida Atlantic University (FAU). This collaboration is designed to empower small businesses and entrepreneurs with the tools, mentorship, and strategic connections they need to grow and succeed.

Together, we're bringing a Satellite Center of the Florida SBDC at FAU to our region—creating a powerful, localized support hub tailored to the unique needs of our business community. Palm Beach North businesses can request the following consulting services:

- ✓ Expert & Tailored Business Guidance
- ✓ Targeted Support for Small and Minority-Owned Businesses
- ✓ Mentorship from Seasoned Business Professionals
- ✓ Access to Capital & Financial Resources
- ✓ Networking & Community Connections
- ✓ Resources from Startup to Expansion

### Contact Us



[sbdc@fau.edu](mailto:sbdc@fau.edu)



[sbdc.fau.edu](http://sbdc.fau.edu)



# NEW BUSINESS CHECKLIST



- Write Your Business Plan
- Create Your BLAIM Team
  - Banker, Lawyer, Accountant, Insurance Agent, and Mentor
- Determine Your Legal Structure
  - LLC, C Corporation, S Corporation, Sole Proprietorship, Nonprofit
- Register Your Business
  - Register with the State of Florida on [Sunbiz.org](http://Sunbiz.org).
  - Register with your municipality or Palm Beach County.
- Obtain Necessary Tax Information
  - For Federal Identification Numbers (EINs), apply through the IRS.
  - For State Sales Tax and State Withholding Tax, visit the Florida Department of Revenue.
- Open a Business Bank Account and Identify Sources of Funding
  - Sources of funding can include commercial bank loans, grants, micro-loans, angel investors, venture capitalists, or friends & family.
- Consider Insurance Options
- Attend Networking Events and/or Join an Industry Association

## FOR MORE INFORMATION

Interested in scheduling a ribbon cutting or expanding your network through opportunities with your local chamber? Contact us!

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## LOCAL BUSINESS RESOURCE CENTER

Powered by the **Palm Beach North Chamber of Commerce**

Scan the QR code below to visit the Local Business Resource Center powered by the Palm Beach North Chamber of Commerce. Here you will find access to resources such as business startup information and networking & educational opportunities.



**Local Business Resource Center**

[www.pbnbiz.com](http://www.pbnbiz.com)