

Virginia Association of Community Banks

Lending to Small Businesses

WEBINAR – ON-DEMAND WEB LINK & FREE CD ROM

Thursday, April 22, 2010

3:00 pm – 4:30 pm Eastern

Lending to small businesses can be tricky. Many small business owners need additional assistance from their banker to understand the lending process. Further, the bank is often faced with a small business owner who confuses the legal distinction between his personal and business operations. This webinar will cover the basics of what every bank needs to know to responsibly lend to small businesses. We will not focus on the Small Business Administration's programs, but we will review the two most-common SBA guaranteed loan programs. This webinar is designed to improve your small business lending skills in general, and to make you more knowledgeable about the two most-common SBA guaranteed loan programs.

HIGHLIGHTS

- Explanation of the various business entity borrowers (sole proprietorship, general partnership, limited partnership, corporation, and limited liability company)
- Documentation required to lend to each entity
- How the Equal Credit Opportunity Act and Reg B apply to small business loans
- Review of proper documentation for loans secured by real estate, inventory, accounts receivable, machinery, furniture, fixtures, and equipment
- How to ensure that the bank obtains a first-priority security interest in collateral
- Discussion of risks associated with commingling business and personal funds
- Overview of the SBA's 7(a) and 504 guaranteed loan programs

WHY SHOULD YOU PARTICIPATE?

This session is a cost-effective way to gain a better understanding of how to responsibly lend to small businesses. You may train as many individuals as you like for one set price. There will be no travel costs, no time lost from work, and no one will be required to leave the institution.

WHO SHOULD ATTEND?

This informative session is designed for all personnel involved in small business lending, especially loan officers, loan operations personnel, credit analysts, compliance officers, attorneys, and managers.

PLEASE NOTE: Your registration fee allows you to have **one telephone connection**. However, as many people as you like may listen from your office speaker phone. If you register for the webinar, your registration fee also includes **one internet connection** from a single computer terminal.

ABOUT THE PRESENTER – Elizabeth Fast, JD & CPA, Bankers Choice

Elizabeth Fast, Esq. is a partner with the law firm of Spencer Fane Britt & Browne LLP where she specializes in the representation of financial institutions. Elizabeth heads up the firm's training division known as Bankers Choice. She received her law degree from the University of Kansas and her undergraduate degree from Pittsburg State University. In addition, she has her Master of

Business Administration degree and she is a Certified Public Accountant. Before joining Spencer Fane, she was the General Counsel, Senior Vice President and Corporate Secretary of a \$9 billion bank with more than 130 branches, where she managed all legal, regulatory and compliance functions. She is a member of the Missouri State Banking Board, appointed by the Governor.

THREE REGISTRATION OPTIONS

1. LIVE WEBINAR

The **LIVE WEBINAR** registration option allows you to have one telephone connection for the audio portion and one internet connection (from a single computer terminal) to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that will allow entrance to the seminar. The session will be approximately 90 minutes, including question and answer sessions. Seminar materials will be sent prior to the broadcast along with hookup instructions. Your pin number, hookup instructions and handouts will be emailed to you. You will need the most current version of Adobe Acrobat Reader available free at www.adobe.com.

2. ON-DEMAND WEB LINK** AND FREE CD ROM*

Can't attend the live webinar? The **ON-DEMAND WEB LINK**** is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within 5 business days following the webinar, you will be provided with a web link that can be viewed anytime 24/7 for the next 6 months. This link will expire 6 months after the live program date. **But there's more . . . AS AN ADDED BONUS, you will also receive a FREE audio/visual CD ROM.*** The CD includes the original audio/visual presentation, the question and answer sessions, and the handouts. Use the on-demand link or this "off-the-shelf" training program for those that could not attend the live seminar and for future training.

3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK** (INCLUDES FREE CD-ROM*)

Includes options 1 and 2 above

AFFORDABLE, PROFESSIONAL TRAINING, WHEN AND WHERE YOU CHOOSE

*CD Rom for PC use only

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Registration Form:

Lending to Small Businesses

April 22, 2010

Company/Bank Name

Contact Name

Title

Billing Address

City/State/ZIP

Email Address

Phone

Program Type (All Pricing is for Members. Non-Member Fees are Double)

- Live Webinar (\$250) On Demand Link w/free CD (\$250)
 Both Live Webinar with On-Demand Link & Free CD (\$275)

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Check Enclosed: Amount: \$_____

Visa Master Card Expires ___/___/___

Credit Card Number: _____

Cancellation Policy: Cancellations must be received within three or more business days prior to the day of an educational program to receive 100% credit. If less than three days prior, a 20% cancellation fee will apply. There are no refunds on the day of a program, substitutions, however, are welcome.