

## Small Business Liaison Team Meeting Agenda

**September 22, 2016 1:00 pm – 2:30 pm**

**LOCATION: Department of Commerce – Town Square, Building 5,  
Floor 1, Large Room 110, Columbia Room  
1011 Plum St SE, Olympia WA**

<b>Topic</b>	<b>Lead</b>	<b>Time</b>
Welcome and Agenda Overview <ul style="list-style-type: none"> <li>• 2017 Outreach Plan Thoughts</li> <li>• Business Roadmap Update – next steps</li> <li>• Biz Fair – Outreach Materials</li> </ul>	Scott Hitchcock (ORIA)	1:00 – 1:10
Calendar of Events – Updates of Events to the Calendar (located at: <a href="http://www.oria.wa.gov/BizEvents">http://www.oria.wa.gov/BizEvents</a> ) & Web Traffic Report – Small Business Guide	Rachael Lindstedt (ORIA)	1:10 – 1:15
Small Business Guide & Washington BusinessHub – Update	Elizabeth Wheat (WaTech)	1:15 – 1:25
Workshops to Train Ethnic Business Owners on UBI Requirements	Rose Gundersen (L&I)	1:25 – 1:45
Department of Commerce - Small Business Retirement Marketplace	Carolyn McKinnon, (Commerce)	1:45 – 2:20
SBLT Members' Roundtable	All Members	2:20 – 2:30