

Please send corrections, edits, or additional information to Margeret.Musser@gov.wa.gov.

Location	Sunrise Room, Department of Commerce Building
Purpose	Office of Minority and Women's Business Enterprise (OMWBE) – New SBLT Member and Agency Presentation; Department of Agriculture – Agency Presentation; 2015 SBLT Work Items – Calendar of Events and Web-Ex Series as a Tool; ORIA Move Update; Farewell to SBLT Member Celia Nightingale
Attendees	Tricia Kovacs • Maury Forman • Peter Beaton • Scott Hitchcock • Brittany Wilson • Patrick Reed • Rachael Lindstedt • Margeret Musser • Sharon Wong • Mary May • Jackie Bayne • Mike Brennan • Nancy Skewis • Doug Cheney • Edmon Lee • Celia Nightingale • Servando Patlan • Mynor Lopez • Grant Pfeifer • Jeff Baughman • Edwina Martin-Arnold

Agenda Highlights

- **OMWBE – New SBLT Member and Agency Presentation:** Edwina Martin-Arnold
- **Agency Presentation – Department of Agriculture:** Tricia Kovacs
- **2015 SBLT Works Items:** Rachael Lindstedt & Scott Hitchcock
- **ORIA will be staying at the Commerce building:** Brittany Wilson
- **Farewell to SBLT Member Celia Nightingale:** All members

Office of Minority & Women's Business Enterprise (OMWBE) – New SBLT Member & Agency Presentation

Edwina Martin-Arnold, Office of Minority & Women's Business Enterprise

- Sharon Wong introduced new SBLT member Edwina Martin-Arnold, Assistant Director of Communications and External Relations
- OMWBE is working on the following:
 1. Education – Created two new webinars:
 - Capital vs. Working Capital
 - How to Get Certified
 2. Certification – To certify a business, visit: <http://omwbe.wa.gov/lets-get-certified/>.
 3. Outreach – There's a state-wide Let's Get Certified Campaign. To join OMWBE for the Get Certified Campaign Workshops, visit: <http://omwbe.wa.gov/small-business-news/join-us-get-certified-campaign-workshops-across-state-jan-20-21-22-23-2015/>.
- **Action:** Maury Forman from the Department of Commerce requested Edwina add information about funding local micro loans to the OMWBE website.

Department of Agriculture – Agency Presentation

Tricia Kovacs, Department of Agriculture

- Provided an agency presentation on Small Farms and Direct Marketing.
- Presentation highlights are as follows:
 - The Agriculture team helps customers with understanding regulatory rules.
 - Helps businesses navigate through the rapidly changing regulatory environment with providing education and technical assistance.
 - Provides farm to school tours.
 - Will be working with the Department of Enterprise Services with state-wide food contracts for healthy local food options.
 - The Food Safety Modernization Act is almost ready to be finalized.
 - Assists in regional efforts to build local supply chains and improve economies.
 - [WSDA Permits & Licenses](#):
 - Must have a [Cottage Food Operations permit](#) when preparing food at home and selling directly to consumers for human consumption.
 - For Weights and Measures requirements, may need to obtain a :
 - [Service Agent / Service Person Registration Application](#),
 - [Weighmaster / Weigher License](#), and/or
 - [Weighing and Measuring Devices Addendum](#) (through Business Licensing Services).
- **Action:** Brittany will be working with OMWBE and Department of Agriculture to add more information to the Small Business Guide.
- There will be an Agriculture Business Day in the fall.
- The following materials are available for customers upon request:
 - Procurement Guides for Schools
 - [Farm Guide – Bridging the Gap Small Guide](#)
 - [Small Farm and Direct Marketing Handbook](#)

2015 SBLT Calendar Workgroup – Work Plan and Update

Rachael Lindstedt, Office for Regulatory Innovation and Assistance

- Rachael showed how the new calendar works.
- The events calendar is located on ORIA's website, under the Business Tab, Calendar of Events.
- To view the upcoming events calendar for small businesses click [here](#).
- **Action:** Due ASAP - Please send all of your outreach events to help@oria.wa.gov.
- There was discussion to have color coding for different types of events but no decision was made.
- Agencies can add the [Business Calendar of Events](#) link to their own agency website.

- The events calendar was set up to delete events after one month.
- **Agreement:** Keep events on calendar for one year.

2015 SBLT Web-Ex Workgroup

Scott Hitchcock, Office for Regulatory Innovation and Assistance

- At this time ORIA does not have the staffing time or resources to do a web-ex here at Commerce.
- There is not an extra room available to conduct a web-ex training at Commerce.
- There were suggestions to have the public join and mini-trainings conducted, similar to Labor and Industries mini-trainings.
- SBLT members provided other training room options, such as the:
 - State Library
 - Employment Security Department
 - Department of Revenue
 - Lottery

ORIA Move Update

Brittany Wilson, Office for Regulatory Innovation and Assistance

- ORIA will no longer be moving to the General Administration Building June 20, 2015.
- Brittany will be sending updated meeting appointments with Commerce's meeting location.

Farewell to SBLT Members

Sharon Wong, Office for Regulatory Innovation and Assistance

- SBLT Members gave their farewells to Celia Nightingale.
- Celia has accepted a position with the Women's Business Resource Center.
- Celia will still be part of the SBLT in her new position.