Meeting Notes
Small Business Liaison Team (SBLT) Meeting
Thursday, June 25, 2015, 1:00-2:30 p.m.

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; Farwell 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
- **Action**: Maury Forman from the Department of Commerce requested Edwina add information about funding local micro loans to the OMWBE website.

[http://www.oria.wa.gov](http://www.oria.wa.gov)   (360) 725-0628   (800) 917-0043   help@oria.wa.gov
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](mailto: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:
  o State Library
  o Employment Security Department
  o Department of Revenue
  o 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.