**Project Facilitators:** Rachael Lindstedt and Brittany Wilson

**Project Members:** Mike Brennon, Michael Itti, Kim Johnson, Tami Miketa,

Servando Patlan, Janet Shimabukuro, Nancy Skewis, and

Jovi Swanson

**Project Members Present:** Kim Johnson, Rachael Lindstedt, Nancy Skewis, Jovi Swanson, and Brittany Wilson

# Scope of Workgroup

Develop documents and other methods to communicate with small business owners and entrepreneurs on the types of services offered by the Small Business Liaison Team by December 31, 2017.

# Goal of Workgroup

* Increase outreach for bilingual speakers;
* Provide information on the types of services offered by the SBLT;
* Educate small business owners and entrepreneurs on the licensing process and common pitfalls;

# Workgroup Project Proposals

|  |  |
| --- | --- |
| Project Name | Comments |
| Post Card / Business Flyers | **Third priority**  **Next Step:** Would like to work on this once we figure out when we will be having an event that way we can hand these out at that time. |
| Short Radio Public Service Announcement (PSA) | Talk with Servando regarding PSA. |
| Bilingual Outreach for Small Business Guide | **Nancy (DOL):** Talked about adding a link to certain pages within DOL Licensing to advertise the SBG in different languages.  Maybe this is something more agencies could consider doing. |
| One-page Cheat Sheet for UBI Tax | We should talk with Janet about creating a cheat sheet for the UBI Tax. This would be a great task to accomplish. |
| Consolidated FAQ’s | **First priority**  Currently in the process of being done.  **Next Step:** Team will take a look at it in April. The goal is to get this finished and posted by the end of April. |
| Roadmap to Register & License New Businesses in Washington State | **Second Priority**  **Next Step**: Will meet after the Consolidated FAQ’s are complete – once a month (not during the SBLT meeting) |

More details on the proposed projects are located on the [SBLT Outreach Survey 2017 – Work Groups – Final](https://www.ezview.wa.gov/Portals/_1729/Documents/Presentations/SBLT%20Outreach%20Survey%202017%20-%20Work%20Groups%20-%20Final.pdf).