**Project Facilitators:** Margeret Warner and Scott Hitchcock

**Project Members:** Linda Alongi, Jeff Baughman, Doug Cheney, Kari Gilje,

Rose Gundersen, Edmon Lee, Eric Moss, and Patrick Reed

**Project Members Present:** Rose Gundersen, Edmon Lee, Patrick, Margeret Warner, Scott Hitchcock, Doug Cheney, Blake Knoblauch, Una Wiley (Phone), Gigi Zenk (Phone), and Kari Gilje (Phone)

# Scope of Workgroup

Collaborate with SBLT members to identify small business outreach events by December 31, 2017.

# Goal of Workgroups

* Increase outreach with the business community.
* Outreach with businesses across Washington to inform them that SBLT is a resource to small businesses.
* Provide training and educational sessions on different topics that affect businesses.
* Provide quarterly training for business owners that need workshops in different languages.

# Workgroup Project Proposals

|  |  |
| --- | --- |
| Project Name | Comments |
| Thurston County Chamber Events | **First Priority**  **Next Step:** Schedule meeting with Blake, Thurston County Chambers; Celia Nightingale, Thurston County Economic Development Council (EDC); and the Small Business Liaison Team (SBLT) Events Workgroup to begin planning for the fall Thurston County Chamber Conference |
| Workshops to Train Ethnic Business Owners | **Second Priority**  **Rose:** Labor and Industries (LNI) is currently working on this project. Will keep us updated on this project and will include us in planning meetings  **Rose:** Has connected with SCORE advisors and other LNI staff, and would like to connect with Employment Security Department (ESD) due to the high number of Employment Security audits for ethnic business owners  **Gigi:** Volunteered to help with this project. OMWBE has resources they can offer  **Scott:** Suggested having Human Resource Translation Services  **Patrick:** Office of the Secretary of the State (OSOS) does not provide translation services for customers, per statute |
| Small Business Round Table Forum | **Third Priority**  There was discussion about checking in with businesses during the round table forum to determine:   * What do business owners want to know or hear? * What do businesses want to see change?   Suggestions to obtain business feedback:   * Agencies currently gather feedback from businesses (surveys, events, FAQs, etc.). Suggest coordinating with agencies to determine what information they already have available to answer the two questions above. * Create survey and send to businesses. * Consider other venues to solicit business feedback (i.e. Thurston County Chamber events, Business Partnership Forms, Small Business Fair, etc.) * Talk with Celia’s group on what they are hearing from businesses. |
| Small Business Event | Did not discuss this project. |
| Multi-Agency Half Day Event | Did not discuss this project. |

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