

BizTips...ENews

Small Business Development Center

Blue Mountain Community College

Member of the Oregon
BizCenter Network
www.bizcenter.org



**Need Help With
Your Business?**

Call the SBDC

Toll Free:

1-888-441-7232

*Serving Baker, Morrow,
Wallowa and Umatilla
Counties*

Email: sbdc@bluecc.edu

Websites:

www.bizcenter.org and
[www.bluecc.edu/
businessindustry](http://www.bluecc.edu/businessindustry)

**Our office hours vary, we
recommend you call prior
to visiting any of our office
locations.**

**Office Addresses and Phone
Numbers:**

BMCC PENDLETON
Morrow Hall Rm M-11
2411 NW Carden Ave.
(541) 276-6233

BMCC HERMISTON
980 SE Columbia Dr.
(541) 567-1800 x3341

BMCC BAKER CITY
3275 Baker Street
(541) 523-9842 or Toll free,
1-888-441-7232
By Appointment Only

BMCC MILTON-FREEWATER
311 N. Columbia
1-888-441-7232
By Appointment Only



Happy New Year 2007!
**With the New Year...we
have a new announcement!**



Blue Mountain Community College's Small Business Management (SBM) program is now under the leadership of Doug Lamberson. SBDC director Art Hill said, "Doug's master's degree in economics, his years of business ownership, and his engaging 'hands on' style of coaching will make a critical difference for hundreds of our businesses."

When asked about the benefits of the Small Business Management program, Lamberson answered, "It's not a quick fix. The SBM two-year program is open to established business owners. It covers marketing, finance, product development, HR policy, and a dozen other topics that impact profitability."

When Doug asked current business owners enrolled in the program what benefits of the program they valued the most, responses were: learning new business skills, networking with other business owners, and gaining confidence in their business management skills.

This year, participants will have access to experts from the statewide Small Business Development Center Network. Their experience includes angel and venture capital funding, patent and intellectual property law, project management, and new product development.

Participants attend monthly classes and meet at least once a month with Doug for individual business consulting.

Business owners interested in enrolling in the SBM program can reach Lamberson at (541) 278-5831 or dlamberson@bluecc.edu.



Save The Date

Business Plan

Competition

\$10,000 PRIZE!

The Blue Mountain Community College and Eastern Oregon University Small Business Development Center Partnership invites you to participate in our First Annual **Entrepreneur's Day Event and Business Plan competition**. This Annual Event will be held **Friday, March 9, 2007** in La Grande, Oregon, at EOU's Hoke Center.

See page 4 for detailed information →



Blue Mountain
Community College

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Small Business

Development Center

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January Featured Business



Diane Cheek and Maureen Roxbury
Phone: (541) 922-4007

“Because you have better things to do than cut vegetables!”

This article was written by Karen Hutchinson-Talaski of the Hermiston Herald. It appeared in their November 28, 2006 edition.

Maureen Roxbury, Diane Cheek and Cindy Roxbury had an idea for a business that would help busy women like themselves figure out the age-old question... “Mom, what’s for dinner?” by providing a place to make easy meals to freeze and prepare for the next week. Their new business is, **Keep It Simple Suppers**...which they fondly refer to as **KISS**. They opened their business in April 2006.

“The SBDC helped with soul-searching,” Roxbury said. “The business plan really helped” Carol Frink, their business counselor, helped the trio flesh out their ideas for their business plan and make the language formal enough to pass muster when it came time to present their plan to a banker.

The **KISS** team thought a lot about how the business might impact their families. Since all three had jobs outside the home, during the first two years or so of business, they decided to continue working to help support their families.

“We made a choice to continue working our full-time jobs,’ said Roxbury. “We knew starting a business would be a busy two-year investment. We thought we would give it two years and see what happens.”

So far, **KISS** has prepared quite few meals for about 400 customers from all over Umatilla and Morrow counties and all the way into Washington.

Contact Maureen, Diane and Cindy at (541) 922-4007

Toll Free: 1-888-234-KISS (5477)

Address: 1510 6th Street, Umatilla, OR 97882

Email: info@keepitsimplesuppers.com

Web site: www.keepitsimplesuppers.com



“The SBDC is partially funded by the U.S. Small Business Administration (SBA). SBA’s funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Special arrangements for handicapped individuals will be made if requested in advance. Contact the SBDC toll free, 1-888-441-7232.





FREE Online Courses at:
www.sba.gov/services/training/onlinecourses

Complete a short registration form and you are ready to take your course!

Available courses are identified by topic. You can learn about the specific courses by clicking, [“About these Courses.”](#)

In general, the courses are all self-paced and should take about 30 minutes to complete. Most of the courses require a brief online registration.

STARTING A BUSINESS:

- The Beginning: Developing a Successful Business Plan
- How to Start a Business
- Starting Your Small Business
- Identify Your Target Market
- Hot Shot Business Simulation: For Young Entrepreneurs

BUSINESS PLANNING:

- How to Write a Business Plan
- Creating a Strategic Plan
- Business Plan Templates
- Strategic Planning & Execution

GOVERNMENT CONTRACTING:

- Steps to Accessing Contracts & Subcontracts
- Guide to Government Contracts

INTERNATIONAL TRADE

E-COMMERCE

BUSINESS MANAGEMENT:

- Managing the Digital Enterprise
- Analyze Profitability
- Developing a Successful Business Plan
- Growth Strategies
- Valuing a Business
- Maintaining an Agile Company

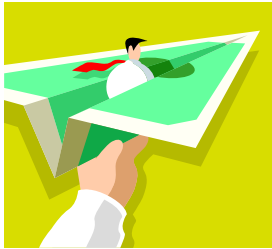
MARKETING & ADVERTISING:

- Building Your Brand
- Identify Your Target Market
- Advertising Your Business
- Promoting Your Business
- E-Mail Marketing
- Marketing 101: The Fundamentals

FINANCING & ACCOUNTING:

- How to Find Start-up Funding
- Assessing Financial Needs
- Cash Flow
- Accounting 101: The Fundamentals





Money to help you launch or expand your business!

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The winning entry will receive a **\$10,000 grand cash prize** that can be used to seed fund your new, expanded or proposed idea. Participants must have their plans submitted by March 1, 2007.

This event will be **three fold**: **first, there will be a Business Plan Competition** for small business owners and start up businesses. We hope you will accept this challenge and enter to win up to a \$10,000 grand prize that can be used to seed fund your new, expanded or proposed idea. Participants must have their plans submitted by March 1, 2007.

The **second part** we know will also be of interest to you as it focuses on **innovation and best practices**. This is an opportunity for you to introduce your innovative business idea to a group of professionals that can assist you. The group will include local bankers, an attorney, a CPA and other business development professionals. Again, this is a great opportunity for you to get free technical assistance. In addition, if you would like, you can submit your innovative idea to an informal review by the days attendees with a Judge's Choice award being presented for the best idea. The deadline for submission is March 1, 2007 and \$25.00 is required to reserve your display table, which includes a box lunch.

The **third piece** to this event will be an opportunity for you to participate in one of **four classes being held throughout the morning**. Topics tentatively selected are: Risk Management; Financing Options; GCAP (contracting with the government); and the Patent process. These will be free and open to all who are attending, however seating is limited.

This half-day event will wrap up with a no-host lunch, where awards will be presented, and an inspirational Keynote address given by Mr. Jim Kelly, President of Rejuvenation, Inc. (invited). In addition, Oregon State Treasurer, Randall Edwards, has been invited to talk with us about small businesses role in growing Oregon's economy.

To receive your competition/information packet and for more information, please call Jill Pursel at (541) 276-6233 or toll free, 1-888-441-7232.



Winter Classes offered by your SBDC

To register for any of the following classes call the SBDC toll free, 1-888-441-7232

Construction Contractor's Course

New Construction Contractors Board licensees must complete a 16-hour course on laws and business practices and pass a state test on the course before they can apply for an Oregon CCB license. The course is instructed via a CD Rom program that is available for \$225. An individual may begin the course at any time that is convenient for them and work through it at your own pace. For more information please call 276-6233 or toll free 1-888-441-7232.

Open Enrollment: You may begin this course any time that is convenient for you.

Business Start Up: Before You Open Your Doors!

If you are thinking about starting a business, either with a store-front or from your own home, this class will save you valuable research time, money and help you succeed.

Locations:	Date:	Time:	Fee:
Hermiston, BMCC Center Conf. Rm	Jan. 23	6 - 9 p.m.	\$45
Pendleton, BMCC Room M-8	Jan. 30	6 - 9 p.m.	\$45

QuickBooks Pro: This course will familiarize you with the latest QuickBooks & QuickBooks Pro software programs and basic bookkeeping principles. Upon completion of this course you will know how to use the software program QuickBooks, including the payroll program.

Location:	Dates:	Time:	Fee:
BMCC Pendleton	Jan. 25, Feb. 1,8,15,22 & Mar.1	6 - 9 p.m.	\$99.00

Exceptional Customer Service: You will learn Fundamentals of building service to meet customer expectations and exceed them. Strategies for using customer service to manager your customers' perceptions of your company and make a lasting positive impression. The second half of the class will focus on building customer goodwill and trust. You will learn how to positively enhance all of your customer communication both in person and on the phone. You'll also learn how to match your style of communication to your customers, creating instant rapport and trust. Using a combination of these methods, you will be able to build bridges, not walls, between yourself and your customers.

Locations:	Dates:	Time:	Fee:
Pendleton, BMCC Room TBA	March 6	6-9 p.m.	\$45
Hermiston, BMCC Center	March 13	6-9 p.m.	\$45

How To Create A Business Plan: Can you afford not to make time for planning? This workshop can help you establish a vision for your company's future and create a plan to get there. It is often stated "if you don't have a plan, you are planning to fail". Upon completion of this course you will have completed the first draft of your business plan.

Location:	Dates:	Time:	Fee:
Pendleton, BMCC M-8	Feb. 20, 22 & 27	6-8 p.m.	\$65

How To Create A Marketing & Financial Plan: Learn how to effectively "sell" your business product or service. This workshop will also help you gain a handle on business expenditures by understanding financial statements.

Location:	Date:	Time:	Fee:
Pendleton, BMCC M-14	Feb. 06	6-9 p.m.	\$45



**We offer over 100 Online courses,
available to you 24/7
www.ed2go.com/bmcc**

How To Get Started

You can take all of our online courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

How To Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/bmcc
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section of every course begins on the third Wednesday of each month.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Course Start Dates:

January 17 February 21 March 21

Here are a few of the course topics that are available...

Internet Courses

Introduction to the Internet
 Creating Web Pages
 Creating Web Graphics
 Advanced Web Pages
 Getting Organized with Outlook
 Outlook Express: More than Mail
 Dreamweaver
 Introduction To Adobe Acrobat 5
 Microsoft FrontPage
 Marketing Your Business or Organization on the Internet
 Achieving Top Search Engine Positions
 Understanding America Online

Computer Courses

Introduction to PC Troubleshooting
 Keyboarding
 Quicken for Windows
 QuickBooks for Macintosh
 Introduction to QuickBooks
 Payroll For QuickBooks
 Windows File & Disk Management
 Introduction to Windows 2000 Professional
 Introduction to Microsoft Excel
 Intermediate Microsoft Excel
 Introduction to Microsoft Access
 Intermediate Microsoft Access
 Introduction to Microsoft Word
 Intermediate Microsoft Word
 Advanced Word
 Microsoft Publisher
 Introduction to Microsoft Power Point

Personal Enrichment Courses

A to Z Grant Writing
 Debt Elimination Techniques That Work
 Leadership
 Speed Spanish
 High Powered Communication
 Discover Digital Photography
 Merrill Ream Speed Reading