



Federal Fiscal Year 19

## CENTER ASSESSMENT TO PROMOTE EXCELLENCE (CAPE)

*An annual SBDC center assessment conducted to celebrate accomplishments, identify best practices, and discover new opportunities for future improvement or development.*

Center Name: Hamilton Mill

On-Site Review Date: 1/9/19

Performance Review Date : \_\_\_\_\_

Center Director: Dave Riggs

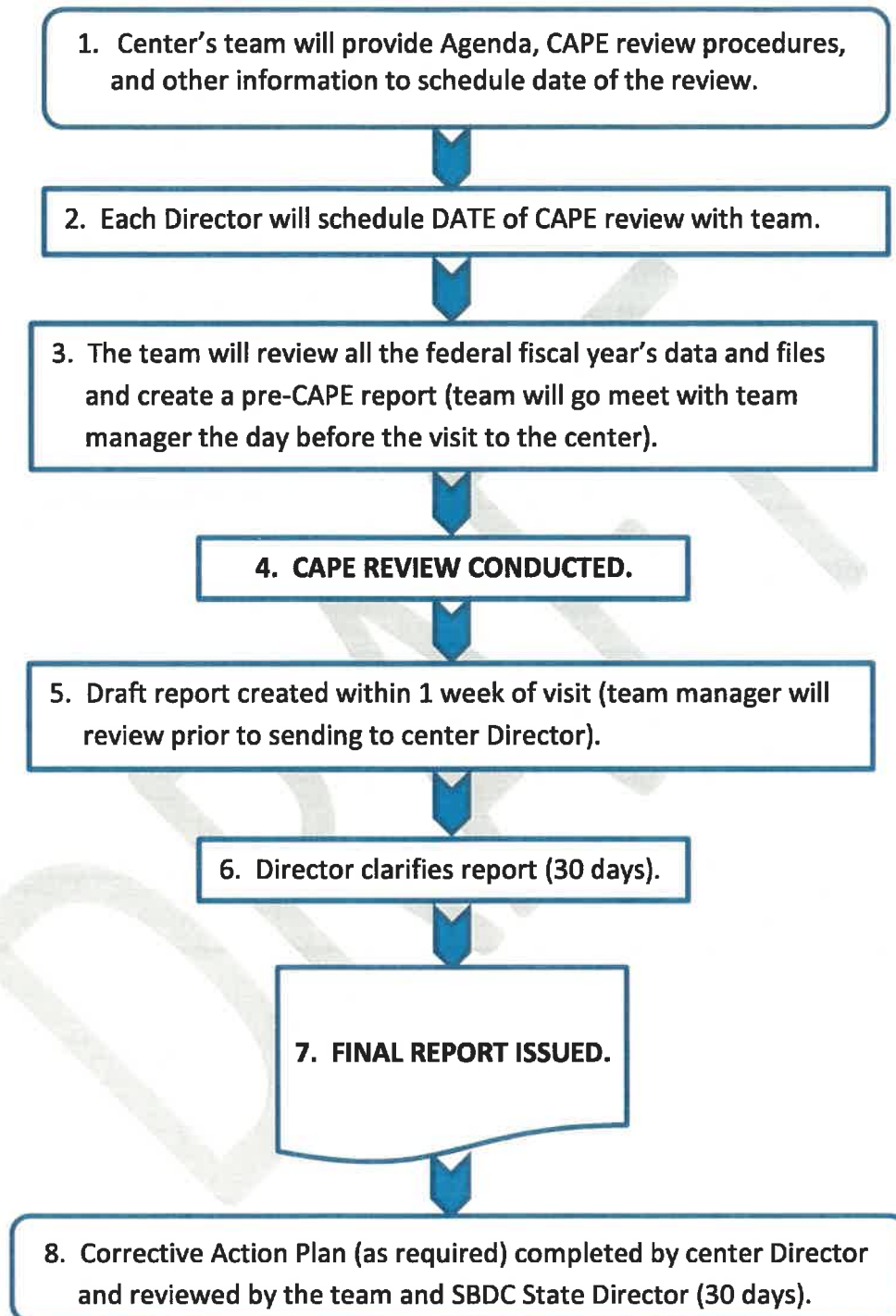
Host Institution: Hamilton Mill

Reviewed by: Jeremiah Mulligan

### State Lead Center Observations and Findings:

The following are the Ohio SBDC State Lead Center's detailed work papers for the annual CAPE review process. The following are internal documents that assist the reviewer in being responsive to each key area included in the review. These notes are not intended to be distributed to outside parties who do not have direct knowledge, experience, or authority with the Ohio SBDC Network.

## CAPE Process



# CAPE Procedures

(Updated 3/28/2017)

1. The Ohio SBDC State Lead Center's Team will conduct a "Pre-review" at the State Lead Center of all documentation outlined in the CAPE form. A Pre-review report will be created and brought to the CAPE appointment. The team will contact each Director to set a date and time for the CAPE review visit(s).
2. An average of 2-4 hours should be allowed for each center. The initial portion of the review should include all full-time center staff.
3. The State Lead Center will provide an agenda, procedures and any other details necessary to maintain a consistent review process.
4. The State Lead Center will also prepare preliminary reports and file of documentation used in the Pre-review regarding the center, including reports on goals, and other critical support materials evaluated.
5. The Director should prepare a representative sample of branded collateral marketing materials, event flyers, and business cards for review.
6. **Open discussions are encouraged.** The review process should be considered a learning experience and preparation for the ASBDC accreditation by the service center and the State Lead Center.
7. Upon completion of CAPE, the center's team will create a DRAFT Report providing detailed findings to include specific areas of recognition and weakness.
8. Report Clarification: The Director will have 30 days from receipt of the DRAFT Report to clarify any language, questions or issues within the report with the center's team.
9. Final Report Issued: Once all clarification is resolved. The FINAL Report will be issued. A copy of the report will be sent to the center Director, the Ohio SBDC State Director and the SBA Project Manager. A copy will also be maintained in the center's file at the State Lead Center.
10. Corrective Action Plan: From the date of the final report, the Director will have an additional 30 days to respond to any weaknesses with a corrective action plan as prescribed. The Corrective Action Plan should be submitted to the SBDC Associate Director of Operations. The plan will be reviewed and must be approved by the State Lead Center.
11. **Note:** The center's team may at any time visit the center to verify that the action plan is being implemented. At a minimum, the State Lead Center will follow up during the next review period.

## Site/Office Physical Review

- ✓  Take and attach updated photographs of the center location and office space to be kept on file at the lead center. This may be utilized for SBA desk Audits/Accreditation needs.

### 1. Client Access:

- Does the center provide clear and understandable directions on external communications (website flyers or emails)?
- Parking – Does the center have accessible parking, easy access and a clearly identified location?
- Are listed telephone numbers and associated voicemail up-to-date and reference the SBDC?

Yes, parking is readily available (parking lot, street parking and garage nearby)

### 2. Visibility:

- Does the location have adequate external signage identifying SBDC offices (within the SBDC's control)?
- is the standard Lead Office issued vinyl cling affixed at the location or office entrance?

Visible signs from public access door, and windows and doors.

### 3. SBDC Brand & Identity:

- Does the office reflect a professional environment conducive to business advising?
- Is the SBDC office clearly identifiable apart from the host organization?
- Are signage and materials aligned with SBDC branding requirements?

Office is professional, it is not a shared office.

### 4. Service/Client Relationship

- Do advisers and clients have access to confidential meeting spaces beneficial to clients when discussing confidential/proprietary information?

Main office and a smaller room is available

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5. Safety, Confidentiality and Security

- a. Client Files: Does the Center maintain paper client files? If so, are files in a secure environment that prohibits access from non-SBDC personnel (locked office or locking cabinet etc.)? Does the Center have policies to ensure client information is kept secure?
- b. Are center computers password protected? Will computers automatically "time out" and lock?
- c. Does the Center provide a safe and secure environment for SBDC staff?

Client files are locked, computer systems are password protected and secured.

6. Any concerns/challenges with physical space

No hot water. Building is undergoing renovations, currently affecting training room.

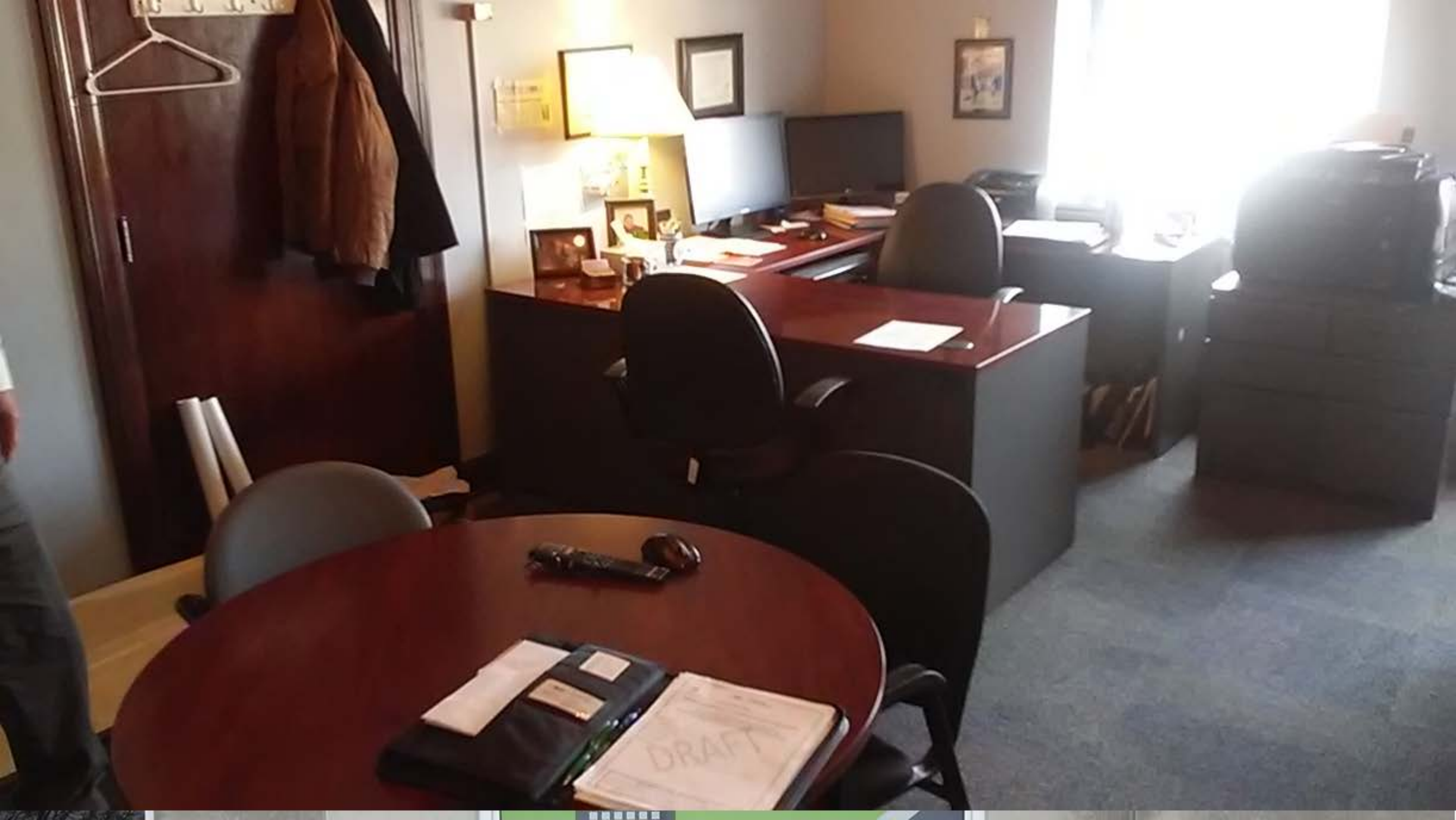
7. Any Commendations or best practices related to SBDC office/client experience

Counselor with Business law brings credibility to program.

Small business  
Development Center  
Storage Room  
Private

And Back!









20  
High St.

20  
High St.

HAMILTONMILL  
hamiltonmill.org





# 20

# High St.

HAMILTON MILL

Ohio

Small Business  
Development Center

Ohio

Development  
Services Agency

AMERICA'S  
SBDC







Workshop Evaluation Form

Event Number: 53-2018-1  
No \_\_\_ (Attach Doc)

Number of Attendees: 109

Survey: Yes X

Excellent Very Good Good Fair  
Poor

General Impression:

5 4 3 2 1

Relevancy:

- a. What was your level of subject knowledge before the session? 5 4 3 2 1
- b. What was your level of subject knowledge after the session? 5 4 3 2 1
- c. Was the information useful to Clients or Business Owners? 3 4 3 2 1

Presenter(s):

- a. What was the presenter's level of knowledge? 3 4 3 2 1
- b. How well was material conveyed? 5 4 3 2 1
- c. Did the presenter answer Attendees questions? 3 4 3 2 1
- d. What was the level of professionalism of the presenter 3 4 3 2 1

Comments:

The topic was well received, presenter was on pace and interacted with all attendees.

Presentations:

- a. Was the presentation well-organized and easy to follow? 3 4 3 2 1
- b. What was its level of effectiveness? 5 4 3 2 1
- c. How would you rate the method of presentation? 5 4 3 2 1

**Learning Objectives:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. Were the learning objectives clearly stated?                              | 5 | 4 | 3 | 2 | 1 |
| b. To what extent did the material address the learning objectives?          | 5 | 4 | 3 | 2 | 1 |
| c. Did the discussion provide you with a better understanding of this topic? | 5 | 4 | 3 | 2 | 1 |

**Facility:**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Was the meeting room set-up appropriately?                   | 5 | 4 | 3 | 2 | 1 |
| b. Was the room lighting, sound, and temperature accommodating? | 5 | 4 | 3 | 2 | 1 |
| c. If you did have problems, were they promptly addressed?      | 5 | 4 | 3 | 2 | 1 |
- N/A

**Comments:**

The regular training room is under renovation. Municipal building room was utilized. The room was sufficient for Event Administration Assessment event.

**How was the need for this event determined?**

Needs of clients and Business environment locally. Several clients in attendance. Additionally, an effective marketing tool to existing businesses.

**What Marketing methods were utilized for this event?**

Event Brite, Websites, word of mouth

**What was the pre-registered or expected attendance for the event? Was this attendance met? What changes in strategies or methods will be changed to increase?**

20-25 expected. 19 in attendance. Drop due to 641 registration requirement.

What examples of Branding were present for the event? Is it compliant with current standards?

Banners hung  Flyers  Agendas  Handouts  Slides  Business  Other

Does the Event Survey Questionnaire comply with SBA Training Evaluation standards?

yes



### Workshop Facility Review

Centers have invested many hours in preparation and providing workshops.  
Lead Center review & constructive feedback

	Excellent	Very Good	Good	Fair	Poor
<b>General/Overall Impression:</b>	5	4	3	2	1
<b>Entrance / Lobby</b>					
a. Disability Accessible	5	4	3	2	1
b. Signage	5	4	3	2	1
c. Meeting Room (s)	5	4	3	2	1
d. Lobby	5	4	3	2	1
<b>Training Room:</b>					
a. Registration	5	4	3	2	1
b. Setup	5	4	3	2	1
c. Podium / Screens	5	4	3	2	1
d. Flip Carts / Pads / Pens	5	4	3	2	1
e. Survey <del>Paper</del> / Electronic Avail	5	4	3	2	1
<b>Electronics:</b>					
a. Internet Access / WiFi N/A	5	4	3	2	1
b. Audio / Visual Equipment	5	4	3	2	1
c. Power Cords N/A	5	4	3	2	1
<b>General condition of facility:</b>					
a. Carpet/Flooring	5	4	3	2	1
b. Lighting	5	4	3	2	1
c. Walls	5	4	3	2	1
d. Temperature Comfort level	5	4	3	2	1
e. Hallways	5	4	3	2	1

**Comments:**

Event was on 3rd floor elevator and stairs both available during building renovations.



**Program Title:** 5 Steps to Boost Sales with Social Media  
**Presenter:** Michelle Hummel  
**Date(s) of program:** 01/09/2019  
**Company (if applicable):** Web Strategy Plus

**Instructions:** Please complete this survey to provide feedback regarding this seminar.

1. Overall, how satisfied were you with this seminar?

5	4	3	2	1
Very				Not at All

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. How well did the presenter handle questions?

5	4	3	2	1
Very				Not at All

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. How well was the content explained?

5	4	3	2	1
Very				Not at All

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. How satisfied were you with the presenter's preparation and delivery of this seminar

5	4	3	2	1
Very				Not at All

Comments: \_\_\_\_\_  
\_\_\_\_\_

5. How well did your understanding of the subject matter improve as a result of this seminar?

5	4	3	2	1
Very				Not at All

6. How would you characterize this seminar? (check the most appropriate):

- Not helpful to my business efforts  
 Helpful to my business efforts  
 Extremely helpful to my business efforts

Describe one thing you learned today (if anything)

\_\_\_\_\_  
\_\_\_\_\_

7. Please list any suggestions for the future on the topic:

\_\_\_\_\_  
\_\_\_\_\_

Thanks for your input! Please return completed form to David Riggs



[Edit Event](#)

## 5 Steps to Boost Sales with Social Media

Jan  
9  
2019**Wed 9:00 AM to 11:00 AM**Add to [Google Calendar](#) | [Outlook Calendar](#) | [Apple Calendar](#) **[Ohio SBDC at The Hamilton Mill](#)**  
[Council Chambers 3rd floor](#)

Topic: Marketing Planning

Learning Objectives:

- How to create an impactful social media presence
- How to reach your target audience
- How to build lasting relationships on social media
- How to engage effectively, promptly and consistently

Speaker(s): Michelle Hummel, CEO and Founder of Web Strategy Plus

Co-Sponsor(s): Butler County SBDC

Fee: No Cost

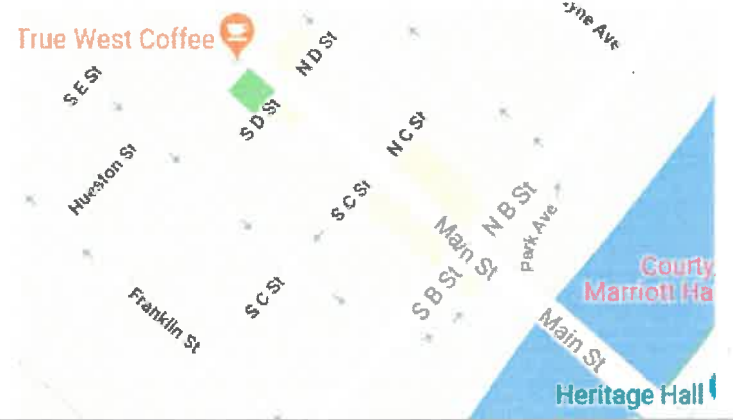
[Register Online](#)Already Registered? [Sign in](#) for more information.

Phone: 513-737-6543

Email: [driggs@butlercountysbdc.com](mailto:driggs@butlercountysbdc.com)

## Location

 **Ohio SBDC at The Hamilton Mill**  
Council Chambers 3rd floor  
20 High Street, Hamilton, OH 45011



**Ohio** Small Business Development Centers



**Ohio** Development Services Agency

Funded in part through a cooperative agreement with the U.S. Small Business Administration. The Ohio SBDC program is also funded in part by the Ohio Development Services Agency. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. For arrangements, call the Ohio SBDC at 614-466-2711 or (800) 848-1300.

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## 5 Steps to Boost Sales with Social Media (/training-events/2019/1/9/5-steps-to-boost-sales-with-social-media)

Wednesday, January 9, 2019

9:00 AM – 11:00 AM

Ohio SBDC at The Hamilton Mill Council Chambers 3rd floor (map)  
([http://maps.google.com?q=20 High Street Hamilton, OH 45011](http://maps.google.com?q=20+High+Street+Hamilton,+OH+45011))

**LEARN MORE**  
([HTTPS://CLIENTS.OHIOSBDC.OHIO.GOV/REG.ASPX?MODE=EVENT&EVENT=53390001](https://clients.ohiosbdc.ohio.gov/reg.aspx?mode=event&event=53390001))

### **TOPIC: MARKETING PLANNING**

Learning Objectives: • How to create an impactful social media presence • How to reach your target audience • How to build lasting relationships on social media • How to engage effectively, promptly and consistently



Speaker(s): Michelle Hummel, CEO and Founder of Web Strategy Plus

Co-Sponsor(s): Butler County SBDC

NO COST



## Business Orientation in Dayton - January 10 (/training-events/2019/1/3/business-orientation-in-dayton-e3xsg)

Thursday, January 10, 2019  
10:00 AM – 11:00 AM

The Dayton Minority Business Assistance Center (MBAC) will be hosting Business Orientation in Dayton. This FREE workshop will provide an overview of business management and assistance services, financial and bonding resources, and regional contracting opportunities. For more information and to register, please call 937-333-1030.



Photo by The Climate Reality Project ([https://unsplash.com/photos/Hb6uWq0i4MI?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/photos/Hb6uWq0i4MI?utm_source=unsplash&utm_medium=referral&utm_content=unsplash)) on Unsplash ([https://unsplash.com/search/photos/meeting?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/search/photos/meeting?utm_source=unsplash&utm_medium=referral&utm_content=unsplash))



## Back to the Future: Learning From History (/training-events/2019/1/11/back-to-the-future-learning-from-history)

Friday, January 11, 2019  
11:30 AM – 1:00 PM

Innovate New Albany (map) ([http://maps.google.com?q=8000 Walton Parkway New Albany, OH, 43054 United States](http://maps.google.com?q=8000+Walton+Parkway+New+Albany,+OH,+43054+United+States))

Innovate New Albany will be hosting Back to the Future: Learning From History to Excel at Innovation Today & Tomorrow in New Albany. As part of the Tiger Talk series, this FREE workshop will discuss a new perspective on some time-tested principles that industry pioneers have used to reinvent their businesses and entire industries. To register, please visit INNOVATE NEW ALBANY ([https://innovatenewalbany.org/new-event/back-to-the-future-learning-from-history-to-excel-at-innovation-today-tomorrow/?](https://innovatenewalbany.org/new-event/back-to-the-future-learning-from-history-to-excel-at-innovation-today-tomorrow/?utm_source=Innovate+New+Albany+Subscriber+List&utm_campaign=7be031c59e-EMAIL_CAMPAIGN_2018_03_12_COPY_01&utm_medium=email&utm_term=0_d14f3df8b-7be031c59e-1206534509)



[utm\\_source=Innovate+New+Albany+Subscriber+List&utm\\_campaign=7be031c59e-EMAIL\\_CAMPAIGN\\_2018\\_03\\_12\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_d14f3df8b-7be031c59e-1206534509](https://innovatenewalbany.org/new-event/back-to-the-future-learning-from-history-to-excel-at-innovation-today-tomorrow/?utm_source=Innovate+New+Albany+Subscriber+List&utm_campaign=7be031c59e-EMAIL_CAMPAIGN_2018_03_12_COPY_01&utm_medium=email&utm_term=0_d14f3df8b-7be031c59e-1206534509)) today!

THANK YOU FOR USING THE MOTOR POOL RESERVATION SYSTEM.  
IF YOU HAVE ANY QUESTIONS PLEASE CALL 466-6607.

ATTENTION STATE OFFICE TOWER MOTOR POOL CUSTOMERS

PLEASE PRINT THE CONFIRMATION EMAIL AND BRING IT TO THE MOTOR POOL TRAVEL PORTAL TO PICK UP YOUR VEHICLE.

WHEN PROMPTED ENTER THE CONFIRMATION CODE. PLEASE NOTE THAT VEHICLE KEYS MUST BE PICKED UP 15 MINUTES PRIOR TO OR 15 MINUTES AFTER THE SCHEDULED PICKUP TIME. KEYS NOT PICKED UP 15 MINUTES AFTER THE SCHEDULED PICKUP TIME WILL REQUIRE A NEW RESERVATION. RESERVATION PICKUP AND RETURN TIMES MAY BE EDITED PRIOR TO THE SCHEDULED TIMES USING THE RESERVATION PORTAL.

VEHICLE RESERVATION DETAILS

RESERVATION ID 209062 IS CONFIRMED.

CONFIRMATION CODE: 857196

CUSTOMER: JEREMIAH MULLIGAN  
DEPARTMENT: DEV100000  
ACCOUNT: DASMP1-00DEV000001  
WORK PHONE: 614-466-49969

PICKUP LOCATION:

DASMP1  
30 EAST BROAD STREET  
B-1 LEVEL

COLUMBUS OHIO 43215

PHONE: 614-466-6884  
FAX:

PICKUP TIME: 01/09/2019 06:45 AM  
RETURN TIME: 01/09/2019 03:30 PM

VEHICLE TYPE: DASMP1-MS4DR

RENTAL RATES:

Rate per day \$26.00

Does your business need to transform to thrive and achieve its full potential? Wondering how to help your team adapt and create a better and longer lasting business? Are you and your peers getting lost in all the innovation hype?

In this interactive talk, Dan will bring to life stories and lessons of innovation leadership from his own experiences and from a variety of companies that have made history through innovation. Learn a new perspective on some time-tested principles that industry pioneers have used to reinvent their businesses and entire industries. However, don't expect an easy button...innovation is a lot of fun, but the journey is never easy.

**Who should attend:**

- Corporate innovation teams
- Talent development leaders
- Corporate development leaders
- Strategy and investment leaders
- CEO's, COO's, other general managers
- Entrepreneurs, VCs, angel investors

Dan Haber (<http://www.flow-innovation.com/>) believes that innovation in business has the power to transform society in profoundly positive ways. He has spent nearly two decades at the cutting edge of innovation to create that future. With a history in leading groundbreaking R&D teams, early stage startups, corporate spinoffs, and innovation teams reinventing the core businesses of Fortune 500s, Dan has developed a rare blend of perspectives across the innovation spectrum.

In industries as diverse as aerospace, healthcare, and financial services, Dan has demonstrated a repeatable capacity to cultivate highly effective teams that quickly innovate even in the most complex environments. Dan is the co-founder of Flow Innovation (<http://www.flow-innovation.com/>). Flow helps traditional businesses quickly transform from industry laggards into digital leaders through a unique partnership model, simultaneously innovating both outside-in and inside-out.

**Event is free and includes a light lunch.**



## Learn About Opportunity Zones (</training-events/2019/1/15/learn-about-opportunity-zones>)

Tuesday, January 15, 2019

8:30 AM – 10:00 AM

HCDC Conference Room 160 (map) (<http://maps.google.com?q=1776 Mentor Ave. Cincinnati, OH 45212>)

HCDC will be hosting Learn About Opportunity Zones in Cincinnati. This FREE workshop will discuss Opportunity Zones which are







panel-discussion)

JAN  
17

11:30 AM



## CIO Forecast Panel Discussion (/training-events/2019/1/17/cio-forecast-panel-discussion)

Thursday, January 17, 2019

11:30 AM – 1:30 PM

Presidential Banquet Center (map) (<http://maps.google.com?q=4572>

Presidential Way Dayton, OH 45249 )

Technology First will be hosting CIO Forecast Panel Discussion in Dayton.

This event will feature a panel of local industry leaders who will discuss insights into the challenges they face and their vision going forward. To register, please visit

HERE

(<https://technologyfirst.org/events-calendar/icalrepeat.detail/2019/01/17/213/58/cio-forecast-panel-discussion-2019.html>).



### **What's Trending for 2019?**

Each year we introduce several local Industry leaders to discuss insights into the challenges they face and their vision going forward. How is their role changing? What impact do recent global events, social media, big data and security have on their day to day business activities? What are their top priorities and where are they planning their future spending?

Join us for this highly anticipated annual luncheon on Thursday, January 17, 2019.

There is limited seating for this event, so please register soon to secure your spot!

Moderated by:

### **2019 Leadership Panelists:**

#### **Jeff Dice**

CIO, Winsupply

#### **Colonel Rico Johns**

Deputy Director for Air, Space, and Cyberspace  
Operations & CIO HHQ  
Materiel Command,  
WPAFB

#### **Andy Lehman**

SVP & CIO  
Kettering Health

**Tom Skill**

Associate Provost & CIO  
University of Dayton



New Business Information Session in Dayton (/training-events/2019/1/19/9sv0g7utu9eovh9s4cyl0s522rjs7n)

Saturday, January 19, 2019  
9:00 AM – 12:00 PM

The Entrepreneurs Center (map) (<http://maps.google.com?q=714 E. Monument Dayton, OH>)

The Miami Valley SBDC will be hosting a New Business Information Session in Dayton. This FREE workshop will answer questions about starting, buying, or expanding a small business. To register, please visit [HERE](https://daytontechguide.com/calendar/new-business-information-session-11/?mc_cid=c0fe2ea91d&mc_eid=2c94c2af96) ([https://daytontechguide.com/calendar/new-business-information-session-11/?mc\\_cid=c0fe2ea91d&mc\\_eid=2c94c2af96](https://daytontechguide.com/calendar/new-business-information-session-11/?mc_cid=c0fe2ea91d&mc_eid=2c94c2af96)).



Digital Fanbase (/training-events/2018/12/19/digital-fanbase)

Saturday, January 19, 2019  
10:30 AM – 11:30 AM

Columbus SCORE will be hosting Build Your Digital Fanbase in Columbus. This session will discuss digital strategies that will kick-start the audience building process. To register, please visit [here](https://events.r20.constantcontact.com/register/eventReg?oeidk=a07efwmrfpv41fe352f&oseq=&c=&ch=) (<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07efwmrfpv41fe352f&oseq=&c=&ch=>).



Photo by William Iven ([https://unsplash.com/photos/DfMMzzi3rmg?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/photos/DfMMzzi3rmg?utm_source=unsplash&utm_medium=referral&utm_content=unsplash)) on Unsplash ([https://unsplash.com/search/photos/social-media?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/search/photos/social-media?utm_source=unsplash&utm_medium=referral&utm_content=unsplash))





The SBDC at the Clermont County Chamber of Commerce will be hosting Steps to Starting a New Business in Cincinnati. This FREE workshop will educate attendees on how to start a business, resources available, business plans, and more! To register, please visit [HERE](https://clients.ohiosbdc.ohio.gov/workshop.aspx?ekey=54390001) (<https://clients.ohiosbdc.ohio.gov/workshop.aspx?ekey=54390001>).



## Business Orientation in Dayton - January 24 (/training-events/2019/1/3/business-orientation-in-dayton-e3xsg-jaz6z-nlc7a)

Thursday, January 24, 2019  
10:00 AM – 11:00 AM

The Dayton Minority Business Assistance Center (MBAC) will be hosting Business Orientation in Dayton. This FREE workshop will provide an overview of business management and assistance services, financial and bonding resources, and regional contracting opportunities. For more information and to register, please call 937-333-1030.



Photo by The Climate Reality Project ([https://unsplash.com/photos/Hb6uWq0i4MI?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/photos/Hb6uWq0i4MI?utm_source=unsplash&utm_medium=referral&utm_content=unsplash)) on Unsplash ([https://unsplash.com/search/photos/meeting?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/search/photos/meeting?utm_source=unsplash&utm_medium=referral&utm_content=unsplash))



## Recordkeeping for a Small Business (/training-events/2019/1/24/recordkeeping-for-a-small-business)

Thursday, January 24, 2019  
3:00 PM – 6:00 PM

The Entrepreneurs Center (map) (<http://maps.google.com?q=714 E Monument Dayton, OH>)

The Miami Valley SBDC will be hosting Recordkeeping for the Small Business in Dayton. This FREE workshop provides an overview of recordkeeping and is designed to help participants understand how recordkeeping can benefit a small business. To register, please visit [HERE](https://daytontechguide.com/calendar/recordkeeping-for-the-small-business-7/) (<https://daytontechguide.com/calendar/recordkeeping-for-the-small-business-7/>).

## TOPIC: ACCOUNTING/BUDGET/INVENTORY SETUP

The Recordkeeping for a Small Business workshop provides an overview of record keeping and is designed to help participants understand how record keeping can benefit their small business. Come learn the ways businesses keep vital records of their activities and track their day-to-day transactions in



traditional accounting. Understand the structure, content, and application of a variety of record keeping forms and accounting methods. We'll explore the differences and connections between record keeping, accounting, and financial management and learn about the requirements of a record keeping system. We'll discuss the sources of documentation: income, purchases and business expenses. Some of the challenges we'll cover include separation of business and personal finances; bank and credit card account reconciliation; petty cash, and purchase authorization.

Speaker(s): Presenter: Adrienne Heard, CBA.

(/training-events/2019/1/29/government-  
contracting-symposium)

JAN  
29

11:00 AM



## Government Contracting Symposium (/training-events/2019/1/29/government-contracting-symposium)

Tuesday, January 29, 2019

11:00 AM – 12:00 PM

University of Dayton Daniel J. Curran Place (River Campus) The Meyer Room (North Entrance) (map) ([http://maps.google.com?q=1700 South Patterson Boulevard Kettering, OH, 45409 United States](http://maps.google.com?q=1700+South+Patterson+Boulevard+Kettering,+OH,+45409+United+States))

The Dayton Development Coalition will be hosting a Government Contracting Symposium - Entering the Government Market & Succeeding as a Government Contractor in Dayton. This interactive full-day seminar is

designed to help companies enter the federal, state, and local government contracting arena. To register, please visit [HERE](#)

(<http://www.pages05.net/thompsonhinellp/Event-Dayton-GovernmentContractingSymposium12919/?>

[spMailingID=20629646&spUserID=MzM3NjQ5NjczODE0S0&spJobID=1381831802&spReportId=MTM4MTgzMTgwMgS2&mc\\_cid=277f729479&mc\\_eid=bce03ed624](http://www.pages05.net/thompsonhinellp/Event-Dayton-GovernmentContractingSymposium12919/?spMailingID=20629646&spUserID=MzM3NjQ5NjczODE0S0&spJobID=1381831802&spReportId=MTM4MTgzMTgwMgS2&mc_cid=277f729479&mc_eid=bce03ed624)).



(/training-events/2019/1/30/state-of-small-  
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## State of Small Businesses in Hamilton County (/training-events/2019/1/30/state-of-small-businesses-in-hamilton-county)

Wednesday, January 30, 2019

8:00 AM – 10:00 AM

HCDC Conference Room 160 (map) ([http://maps.google.com?q=1776 Mentor Ave. Cincinnati, OH 45212](http://maps.google.com?q=1776+Mentor+Ave.+Cincinnati,+OH+45212))

HCDC will be hosting State of Small Businesses in Hamilton County in Cincinnati. This FREE event will feature a roundtable with local EDO organizations talking about what they've been hearing from small businesses and what plans of action

have been formulated/what collaboration can be done. To register, please visit [HERE](https://events.r20.constantcontact.com/register/eventReg?oeidk=a07efvqx6fuc303833b&oseq=&c=&ch=). (<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07efvqx6fuc303833b&oseq=&c=&ch=>)



## Business Orientation in Dayton - January 31 (/training-events/2019/1/3/business-orientation-in-dayton-e3xsg-jaz6z-nlc7a-8rcpn)

Thursday, January 31, 2019

10:00 AM – 11:00 AM

The Dayton Minority Business Assistance Center (MBAC) will be hosting Business Orientation in Dayton. This FREE workshop will provide an overview of business management and assistance services, financial and bonding resources, and regional contracting opportunities. For more information and to register, please call 937-333-1030.



Photo by The Climate Reality Project ([https://unsplash.com/photos/Hb6uWq0i4Ml?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/photos/Hb6uWq0i4Ml?utm_source=unsplash&utm_medium=referral&utm_content=unsplash)) on Unsplash ([https://unsplash.com/search/photos/meeting?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=unsplash](https://unsplash.com/search/photos/meeting?utm_source=unsplash&utm_medium=referral&utm_content=unsplash))

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