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March 10, 2017

To: Lamar Cotten
Community Development Director

Dear Mr. Cotten:

These are the initial Proposed Alaska Small Business Development Center visits and workshops for Valdez in April and May 2017. Julie Nolen, Matsu Regional Director for aksbc and Russ Talvi, Fairbanks Region Director and Lead for Valdez will both come to Valdez for this first visit, workshops and introduction. Dates need to be confirmed with EDC Valdez and PWSC.

Wednesday, April 5th
2:00 - 4:00 pm - Intro to QuickBooks

Introduction to QuickBooks (2-Hours) - Interested in using QuickBooks for small business financial management, but not sure if it is the right tool for you? Instructor, Julie Nolen, is a Certified QuickBooks Online ProAdvisor, who will provide an overview of the options available. This is not a hands-on class, and computers will not be necessary. Topics covered in this workshop include:

- Quickbooks versions and options
- Quickbooks Online vs. Desktop
- Add ons - Payroll, POS, Apps
- Basic navigation
- Overview of reports

5:30 – 7:00 pm Kick-Off Event – Introduction of Alaska Small Business Development Center Program in Valdez and Hot Business Trends Presentation by Julie Nolen.

- Upcoming workshop topics, schedule and logistics.
- One to One Business Advising and how to sign up to become an aksbdc client.
- Hot Business Trends Presentation – approximately 45 minutes
- Russ and Julie will be available to answer questions and meet business owners, managers and Valdez community.

I am in the process of finalizing the dates for the next two visits to Valdez with workshops and one to one advising in late April and early May. These workshops will be offered in the evening on Tuesday, Wednesday or Thursday.

- Late April - Using Quickbooks online. 4 hour class
- Early May - Build your own website. Two 3 hours sessions.



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These first three workshops will cover 2 of the 3 top requested workshop topics from the Valdez Business Survey. We will schedule a Tax Planning workshop to be presented by a CPA after the tax season rush and when the workshops resume in September.

We will need assistance from you, the EDC, City of Valdez and other community partners to promote this program in Valdez. I look forward to finalizing the other details of this project with you.

Sincerely,

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