Tri-State Business Boot Camp

Sponsored by the City of Chester and









Agenda/Today's Speakers

11:30 – 11:45 Welcome and Market Update – Patrick Ford

11:45 – 12:00 Beaver County/Shell Cracker Update – Chuck Bailey

12:00 – 12:30 Developing a Business Plan – Ed Powell

12:30 – 1:00 Financing Your Business – Tim James

1:00 – 1:30 Social Medial Marketing Strategy – Chuck Bailey

1:30 – 2:00 Optional Networking



Welcome

Pat Ford

Business Development Corporation



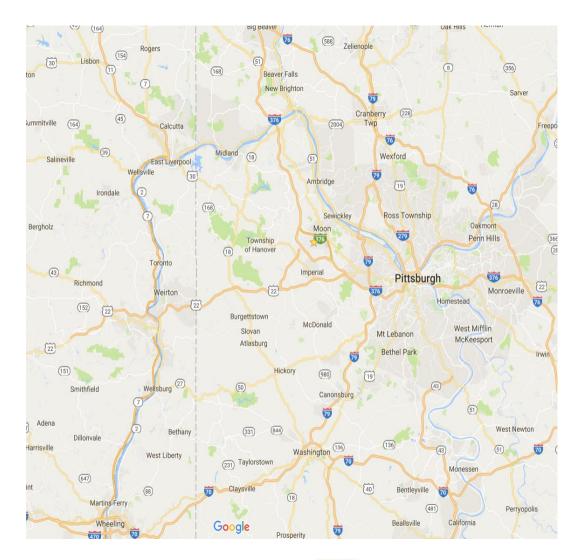
Welcome

Importance of Small Business In The Local Economy



Market Update

- Development activity in Hancock County
- Planned investment in Ohio River Valley





Chuck Bailey/Joe Spanik True North LLP



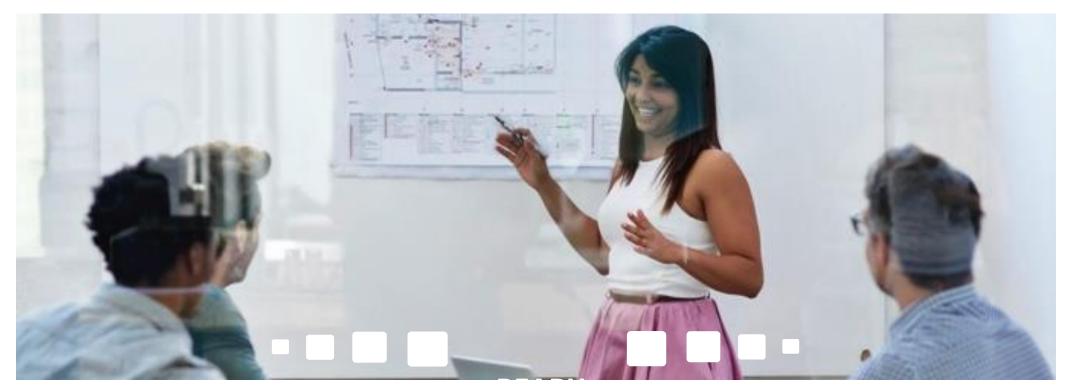
Beaver County Update/Shell Cracker

- \$8 billion + investment for Shell
- Infrastructure nearing completion, plant construction set to begin
- 6000+ Construction Jobs for five years
- Market Needs
 - Housing
 - Parking
 - Retail
 - Service businesses to support construction and downstream Mfg.



Welcome to Business Fundamentals Workshop











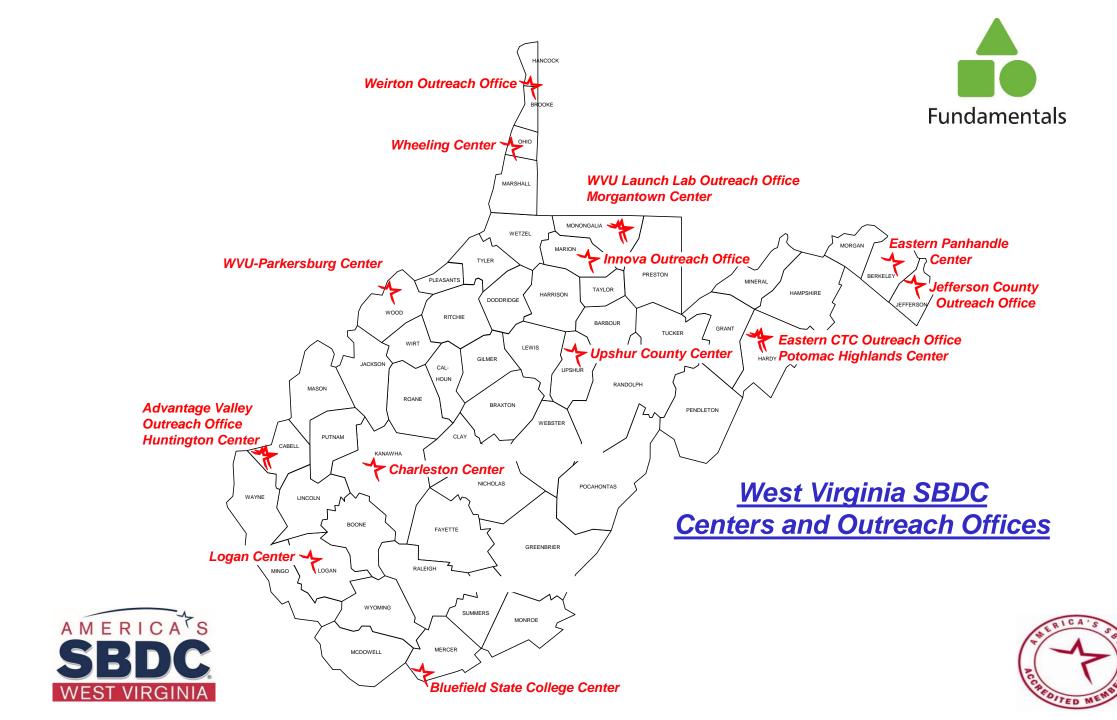
The SBDC is a division of the WV Development Office and is funded in part through a cooperative agreement with the U.S. Small Business Administration.

The SBDC Is also an accredited member of the national Association of Small Business Development Centers (ASBDC).









10 Talents That Drive Entrepreneurial Success



1. Business Focus

6. Independent

2. Confidence

7. Knowledge-Seeker

3. Creative Thinker

8. Promoter

4. Delegator

9. Relationship-Builder

5. Determination

10. Risk-Taker



(Based on a Gallup Assessment of 2,500 entrepreneurs)





What can impact small business success?

- 1. Lack of planning
- 2. Poor credit
- 3. Lack of resources
- 4. Lack of support
- 5. Lack of experience

- 6. Poor management skills
- 7. Not enough money
- 8. Failure to seek outside help
- 9. Ignoring the customer
- 10. Poor cash management





PLAN



The PLAN module covers what you need to do before ever opening the doors for business.





These are the key steps to starting a business.





Steps to Starting a Small Business

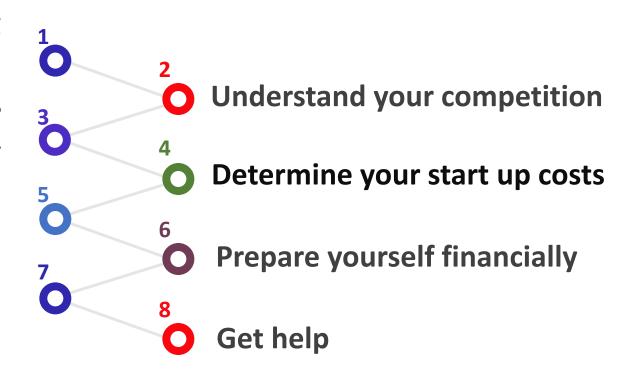


Determine your offering and market demand

Determine your marketing strategy

Meet your legal requirements

Develop your business plan









PLAN to Succeed:

1. Determine your offering and market demand

The best business ideas come by identifying a need or solving a problem for customers.

Ask yourself:

- What product/service do I want to offer?
- What problem/niche does my product/service solve?
- How is it different from what currently exists?
- Who will buy it? How do I know? How will I find out?
- How much will the customer pay for it?









PLAN to Succeed: 2. Understand the competition

When you have a solid understanding of what currently exists, you are better able to identify gaps and unfulfilled needs.

Ask yourself:

- Who's already providing this product or service?
- OHOW much do they charge?
- What are their strengths/weaknesses?
- What types of customers are they targeting?









PLAN to Succeed:

3. Determine your marketing strategy

Your business must attract enough customers to be profitable.

Ask yourself:

Which customers will I target?

- Output
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- Output
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PLAN to Succeed: 4. Determine your start-up costs



Before you launch a new venture, you should take time to estimate the total amount of funds that will be needed.

Depending on how long it will take before you make your first sale, you should consider how much cash on hand you will need to carry you to your first sale.









PLAN to Succeed: 4. Determine your start-up costs



Office furniture/ equipment
Space security deposit
Starting inventory
License and permits
Insurance

Website design/social media
Advertising & promotions
Software
Renovations/remodeling
Legal/other professional fees



Total Start-up Costs





PLAN to Succeed: 5. Meet your legal requirements



- Your business must be organized as some form of entity.
- The most common entities are as follows:
 - ✓ Sole Proprietorship
 - ✓ General or Limited Partnership
 - √ Corporation (S Corp or C Corp)
 - ✓ Limited Liability Company (LLC)

(Additional information can be reviewed in the WV Going Into Business publication.)







www.Business4WV.com









Your One-Stop Shop!





PLAN to Succeed: 5. Meet your legal requirements



State & Local Registration

- **✓ Form and Register an Entity**
 - File Articles of Organization or Articles of Incorporation with SOS office www.wvsos.com
- ✓ Secure Federal Employer Identification Number (FEIN)
 Complete form SS-4 at www.irs.gov
- **✓WV Business License**See Handout *WV Licensing Checklist*







PLAN to Succeed: 5. Meet your legal requirements



State & Local Registration

✓ Apply for City Permits & Licenses

✓ Workers Comp and Unemployment

✓ New Hire and Immigration Forms







PLAN to Succeed: 6. Prepare yourself financially



Cash flow may be tight during the early stages of your business; therefore,

Limit new debt or monthly payments,

Save money for equity injection,

Get your personal finances in order, and,

4

Determine how much personal budget money you will need for the first six months.









A business plan...

- **②** Describes how your business is going to achieve its goals.
- Helps the lender understand your financial need.
- Does not need to be a 30-page document.







Coaching is available to help develop the plan.







One of the Most Critical Documents in a Loan Application

Helps you to think about the details of how your business will operate.

- O Serves as an action plan to manage, organize and sustain
- O Helps identify and define your target market
- O Helps plan and anticipate future capital needs
- O Demonstrates how you will make money
- Tells the story of your business to others, including potential lenders









Key elements of your business plan include:

- **Business Description**
- Marketing Strategy
- Organization Plan
- Financial Plan









Business plan templates are available from a variety of sources:

Your SBDC Business Coach (www.wvsbdc.com)















www.sba.gov

www.score.org

www.SBDCnet.org







PLAN to Succeed: 8. Get Help



- **WV SBDC Business Coaches**
- SBA District Office
- Bookkeeper/Accountant/CPA
- Lawyer
- Banker/Lender
- © City, County, State Economic Development Resources







Business Fundamentals Workshop



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WVSBDC Business Coach

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<u>Tim James</u> First MicroLoan Of West Virginia

Show Me the Money: Financing Options for Small Businesses

First Things First...

- There are no government grants
- ☐ There is no 100% financing
- Most lenders will ask for some kind of collateral
- Your personal and business credit history are critical



Let's Discuss

- What Lenders Are Looking For
- How Loan Guarantees Work
- Micro Loans
- Alternatives to Bank Financing



What are Lenders Looking For?

- Character
- Capacity
- Capital
- Collateral
- Conditions





A Lender Will Want to Know...

- Specific purpose of the loan
- Loan amount you are requesting
- When and how long you will need the funds
- How the loan will be repaid
- What collateral can be used
- Will the business owners provide a personal guaranty

Things That May Disqualify:

- ☐ A bankruptcy that hasn't been discharged for at least two years.
- A bankruptcy for something other than health, divorce or natural disaster reasons.
- More than one bankruptcy.
- Non-payment of student loans (not current) or any federal debt.
- Arrearages in child support.



You will be asked for...

- Professionally prepared tax returns for 3 years
- Financial Statements
- List and value of collateral
- Accounts Receivable
- Accounts Payable



Business Plan

- Essential in the process of obtaining financing.
- Business Plan (or Plan excerpts)
- Business description & vision
- Marketing definition, analysis & sales
- Products and services
- Organization and management



Loan Packaging Tips

- Be brief, to the point and easy to read.
- Emphasize management strength.
- Present attractive projections.
- Weave in the theme: 'This is how you get your money back.'
- Proofread what you prepare.
- Get help.*



SBA's Resource Partners

No-Cost Business Coaching & Mentoring



www.wvscore.org

304-347-5463 - Charleston

304-624-3554 - Clarksburg

304-523-4092 - Huntington



www.wvsbdc.org

888-982-7232



About SBA Loan Guarantees

7(a) Loan Program

- The Small Business Administration guarantees loans made by bank lenders to small businesses.
- Financing options Up to \$5 million.
- 85% / 75% Government guaranty
- Up to 25 years repayment.
- Can be used to finance long and short term needs.
- Applicant and banker negotiates interest rate.













Other SBA Programs

504 Loan Program

- Leverage loan for fixed-rate financing for owner-occupied real estate and heavy equipment.
- Lender 50% of project cost; CDC up to 40% and borrower up to 20% depending on the type of property.
- CDC loan portion up to 20 years at a fixed rate.

Surety Bonds Guarantee Program

- Provides Surety Bonds guarantees up to \$6.5 million covering Bid, Performance, Payment and Ancillary bonds for small and emerging contractors who cannot obtain surety bonds through regular commercial channels.
- More info at: www.sba.gov/osg



	Program	Maximum Loan Amount	Percent of Guaranty	Use of Proceeds	Maturity	Maximum Interest Rates	Guaranty Fees	Who Qualifies	Benefits to Borrowers
	(a) Loans	\$5 million	85% guaranty for loans of \$150,000 or less; 75% guaranty for loans greater than \$150,000 (up to \$3.75 million maximum guaranty)	Term Loan. Expansion/ renovation; new construc- tion, purchase land or buildings; purchase equipment, fixtures, lease-hold improvements; working capital; refinance debt for compelling rea- sons; seasonal line of credit, inventory or start- ing a business	Depends on ability to repay. Generally, working capital & machinery & equipment (not to exceed life of equipment) is 5-10 years; real estate is 25 years.	Loans less than 7 years: \$0 - \$25,000 Prime + 4.25% \$25,001 - \$50,000 P + 3.25% Over \$50,000 Prime + 2.25% Loans 7 years or longer: 0 - \$25,000 Prime + 4.75% \$25,001 - \$50,000 P + 3.75% Over \$50,000 Prime + 2.75%	(No SBA fees on loans of \$150,000 or less approved in FY 2016) Fee charged on guarantied portion of loan only. \$150,001-\$700,000 = 3.0%; \$700,000-\$1,000,000 = 3.5%; plus 3.75% on guaranty portion over \$1 million. Ongoing fee of 0.473% on loans over \$150,000.	Must be a for-profit business & meet SBA size standards; show good character, credit, management, and ability to repay. Must be an eligible type of business. Prepayment penalty for loans with maturities of 15 years or more if prepaid during first 3 years. (5% year 1, 3% year 2 and 1% year 3)	Long-term financing; Improved cash flow; Fixed maturity; No balloons; No prepayment penalty (under 15 years)
	(a) Small Loans s any 7(a) loan 350,000 and under, except the Community Advantage and Express loans	\$350,000	Same as 7(a)	Same as 7(a)	Same as 7(a)	Same as 7(a)	Same as 7(a)	Same as 7(a). Plus, all loan applications will be credit scored by SBA. If not an acceptable score, the loan can be submitted via full standard 7(a) or SBAExpress.	Same as 7(a)
	SBAExpress	\$350,000	50%	May be used for revolving lines of credit (up to 7 year maturity) or for a term loan [same as 7(a)].	Up to 7 years for Revolving Lines of Credit including term out period. Other- wise, same as 7(a).	Loans \$50,000 or less; prime+ 6.5%; Loans over \$50,000; prime + 4.5%	Same as 7(a)	Same as 7(a)	Fast turnaround; Streamlined process; Easy-to-use line of credit
_	SBA Veterans Advantage	Processed under SBAExpress— \$350,000 Processed under 7(a) - \$5 million	Same as SBA <i>Express</i> Same as 7(a)	Same as SBA <i>Express</i> Same as 7(a)	Same as SBA <i>Express</i> Same as 7(a)	Same as SBA <i>Express</i> Same as 7(a)	No guaranty fee. Ongoing fee of 0.473% on loans above \$150,000. Same as 7(a) except guaranty fee for non SBAExpress loans will be reduced by 50%. Ongoing fee of 0.473% on loans above \$150,000.	Same as 7(a) Plus, small business must be owned and controlled (51%+) by one or more of the following groups: veteran, active-duty military in TAP, reservist or National Guard member or a spouse of any of these groups, or a widowed spouse of a service member or veteran who died during service, or a service-connected disability.	Same as SBAExpress No guaranty fee Same as 7(a) but with a reduced guaranty fee.
	CapLines: . Working Capital; 2. Contract; 3. Seasonal; and 3. Builders	\$5 million	Same as 7(a)	Finance seasonal and/or short-term working capital needs; cost to perform; construction costs; advances against existing inventory and receivables; consolidation of short-term debts. May be revolving.	Up to 10 years, except Builder's CAPLine, which is 5 years	Same as 7(a)	Same as 7(a)	Same as 7(a) Plus, all lenders must execute Form 750 & 750B (short-term loans)	Working Capital - (LOC) Revolving Line of Credit Contract - can finance all costs (excluding profit). Seasonal - Seasonal working capital needs. Builder - Finances direct costs when building a commercial or residential structure
	Community Advantage Mission-focused enders only. Expires 3/15/17	\$250,000	Same as 7(a)	Same as 7(a)	Same as 7(a)	Prime plus 6%	Same as 7(a)	Same as 7(a)	Same as 7(a). Plus lenders must be CDFIs, CDCs or micro-lender target- ing underserved market

SBA U.S. Small Business Administration

Program	Maximum Loan Amount	Percent of Guaranty	Use of Proceeds	Maturity	Maximum Interest Rates	Guaranty Fees	Who Qualifies	Benefits to Borrowers
International Trade	\$5 million	90% guaranty (up to \$4.5 million maximum guaranty) (Up to \$4 million maximum guaranty for working capital)	Term loan for permanent working capital, equip- ment, facilities, land and buildings and debt refinance related to international trade	Up to 25 years.	Same as 7(a)	Same as 7(a)	Same as 7(a) Plus, engaged or preparing to engage in international trade or adversely affected by competition from imports.	Long term financing to allow small business to compete more effectively in the inter- national marketplace
Export Working Capital Program	\$5 million	90% guaranty (up to \$4.5 million maximum guaran- ty)	Short-term, working- capital loans for export- ers. May be transaction based or asset-based. Can also support standby letters of credit	Generally one year or less, may go up to 3 years	No SBA maximum interest rate cap, but SBA monitors for reasonableness	Same as 7(a)	Same as 7(a) Plus, need short-term working capital for exporting.	Additional working capital to increase Export sales without disrupting domestic financing and business plan
Export <i>Express</i>	\$500,000	90% guaranty for loans of \$350,000 or less; 75% guaranty for loans greater than \$350,000	Same as SBAExpress plus standby letters of credit	Same as SBA <i>Express</i>	Same as SBA <i>Express</i>	Same as 7(a)	Applicant must demonstrate that loan will enable them to enter a new, or expand in an existing export market. Business must have been in operation for at least 12 months (though not necessarily in exporting).	Fast turnaround; Streamlined process; Easy-to-use line of credit
504 Loans Provided through Certified Development Companies (CDCs) which are licensed by SBA	504 CDC maximum amount ranges from \$5 million to \$5.5 million, depending on type of business.	Project costs financed as follows: CDC: up to 40% Lender: 50% (Nonguaranteed) Equity: 10% plus additional 5% if new business and/or 5% if special use property.	Long-term, fixed-asset loans; Lender (non- guaranteed) financing secured by first lien on project assets. CDC loan provided from SBA 100% guaranteed debenture sold to investors at fixed rate secured by 2nd lien.	CDC Loan: 10- or 20-year term fixed interest rate. Lender Loan: Unguaranteed financing may have a shorter term. May be fixed or adjustable interest rate	Fixed rate on 504 Loan established when the debenture backing loan is sold. Declining prepayment penalty for 1/2 of term.	CDC may charge up to 1.5% on their share. CDC charges a monthly servicing fee of 0.625%-1.5% on unpaid balance Ongoing guaranty fee is 0.914% of principal outstanding. Ongoing fee % does not change during term.	Alternative Size Standard: For-profit businesses that do not exceed \$15 million in tangible net worth, and do not have an average two full fiscal year net income over \$5 million. Owner Occupied 51% for existing or 60% for new con- struction.	Low down payment - equity (10,15 or 20 percent) (The equity contribution may be borrowed as long as it is not from an SBA loan) Fees can be financed; SBA /CDC Portion: Long-term fixed rate Full amortization and No balloons
Non-7(a) Loans Microloans Loans through nonprofit lending organizations; technical assistance also provided.	\$50,000	Not applicable	Purchase machinery & equipment, fixtures, leasehold improvements; working capital.; etc. Cannot be used to repay existing debt.	Shortest term possible, not to exceed 6 years	Negotiable with intermediary. Subject to either 7.75 or 8.5% above intermediary cost of funds.	No guaranty fee	Same as 7(a)	Direct loans from nonprofit intermediary lenders; Fixed-rate financing; Very small loan amounts; Technical assistance available

SBA Microloans

- Offered by local organizations (called intermediary lenders) in your community and approved by SBA.
- Micro-loans range from \$5,000 to \$50,000.
- Up to 6 years repayment term. Fixed interest rate.
- Funds may be used to purchase inventory, supplies, fixtures and furniture, equipment and long term W/C.
- Cannot be used for real estate purchases, as a Line of Credit, or payment of delinquent taxes (payroll, sales, etc.)
- Intermediary lender provides technical assistance to micro-borrower.



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Can I qualify?

- Microlenders looks at a broad set of criteria including:
 - Credit
 - Collateral
 - □ Strength of the business plan/idea
 - Experience
 - Market area, etc.
- They look at bank turn-downs.

What do I need to apply?

- Business Plan, with 3 years of financial projections.
- Credit Report
- □ 3 Years Of Income Taxes (personal or business).

SBA Microloans in WV

• The First Microloan of West Virginia www.firstmicroloanofwestvirginia.org



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- Credit Report
- □ 3 Years Of Income Taxes (personal or business).

Other Routes to Financing

- Friends and Family
- Account Receivables Financing (pledging or factoring)
- Merchant Cash Advances
- Seller Financing
- Crowd Funding & Peer to Peer
- Equipment Purchasing
- Regional EDA's



Friends and Family

- The cheapest way to finance a business.
- Most family members and friends are willing to accept open terms.
- Request less effort than other sources of capital
- Family members who invest in your business will want to see it succeed.



A/R's Pledging

- It is a loan. Use your Account Receivables as collateral to obtain cash.
- Business still responsible for the collection of the A/R's.
- Must submit schedule of A'Rs (aging) monthly
- Advance percentage between 70% to 85%.
- Both business credit and A/R quality are important.

Existing Business

PRO: Revolving

CON:Paperwork



Merchant Cash Advances

- Nonbank lender that advances cash quickly in return for a share of future sales, extracted daily from the borrower's credit card receipts.
- Look at sales volume.
- Can be approved within days.
- Lender will take 5%-10% of every credit card transaction

Existing Business

PRO: Fast

CON: Expensive



Seller Financing

- The current business owner acts as the bank.
- Still a down payment, interest rate, payment terms and owner involvement.
- MUST be in writing to protect all parties.

All Business

PRO: Based on YOU as an investment

CON: Seller Maintains Interest



Crowdfunding

- Donation-based fundraising.
- Business or creative.
- Rewards offered but not payback
 - Perks, Discounts, Gifts, etc.

All Business

PRO: Launch pad for future

CON: 80-90% fail



Peer to Peer Financing (P2P)

- Are loans made directly from one person to another without the involvement of a financial institution.
- It is a loan.
- Can be sold on secondary market.
- Can be faster than traditional loans (10 days).
- Terms vary widely; depends on various factors

All Business

PRO: Fast

CON: Unregulated by FDIC



Equipment Loans

- Equipment you're purchasing serves as collateral
- Lender can seize equipment for non-payment
- Not easy to back out of, so may be stuck with outdated equipment

All Business

PRO: Lower down payment

CON: Financing costs



Regional Funds











Credit Score

What is a Credit Score?

- Ranges from 300 to 850.
- Your score indicates creditworthiness
 - lenders
 - landlords
 - insurance companies



What does it mean?

What Interest Rate You Will Receive "Lower Score, Higher rate – Higher Score, Lower rate"

- 300-580: highest
- 581-650: high
- 651-710: moderate
- 711-750: competitive
- 751+Up: most favorable





Tip #1 Finding Errors

- Review reporting agencies yearly & clean up errors.
- www.annualcreditreport.com





Tip #2 Paying Bills

- Pay bills on time.
 - Set up automatic withdrawal if necessary.
 - Collection agency reports last 7 years.
 - Bankruptcy remains on for 10 years.



Tip #3 Credit Cards

- Keep your balances below 30% of your credit limit.
- Making small monthly charges that you *pay off in full and on time each month* will boost credit score quickly.
 - Having a long credit history helps so hang on to older cards.
 - Get a secured credit card to help you build credit.
 - Close out unused credit cards, can bring score down.



Beware of Scams

- Seem to good to be true? It is.
- U.S. Postal Inspector SCHEME ALERTS
- Federal Trade Commission FINANCIAL FRAUD ENFORCEMENT
- Better Business Bureau SCAM STOPPER



Contact Information

Tim James 304-604-3560

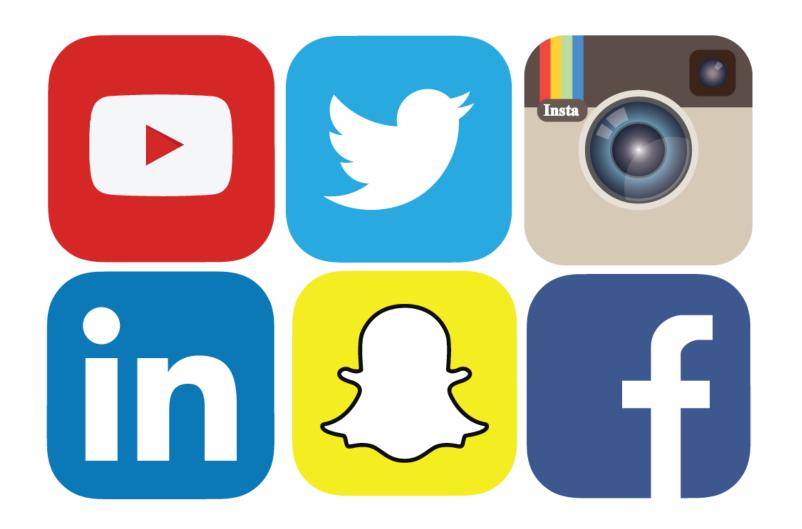
<u>t.james@firstmicroloanofwestvirginia.org</u>

<u>www.washingtoncountypa.org</u>

Social Media Marketing Strategy

Chuck Bailey
True North LLP







The Social Impact for Small Business

- Fear
- Disgust
- Apathy
- Opportunity

"Just not worth the investment...."

"Waste of my time...."

"My customers are not on facebook..."



The Facts

- 1.7 Billion Facebook Users (1.5 billion mobile users)
- Everyone on Facebook is connected to one another by 3.5 degrees of separation
- The average facebook user has 155 "friends" (Women 155, Men 145)
- Who are they?
 - 82% of 18 to 29-year-olds
 - 79% of 30 to 49-year-olds
 - 36% of 65+ year-olds



The Facts

- **62** % of shoppers have read product or service related comments from their friends
- 75% of shoppers who read social sharing comments clicked the product link in their friends post
- 81% of consumers who purchase products or services they learn about through social sharing will share their experience.
- **Bottom line:** Satisfied Customers are loyal and willing to share their experiences.



Social Media Platforms

Video Marketing

*Social Media Tips

Mass Media

Printed Materials

Email Marketing



- Social Media Management (ORGANIC)
 - Long term strategy
- Social Media Marketing/Advertising (PAID)
 - Can get directly to your audience through targeting
 - Short term
- Doesn't replace traditional marketing and advertising



 WHY – Why are you launching a social media campaign and what are the objectives?

WHO – Who is the target demographic?

HOW – How will the success of the program be measured?





- Annual Revenue \$36 Billion
- Market Cap \$522 Billion
- 40% Revenue from SMBs

SMB average Spend: \$5 per day





- Personal "Profile"
 - Status Updates
 - What's on your mind?
- Business "Page"
 - Posts
 - Ads
 - Events
 - Offers
 - Job Post
 - Engage Customers



Case Study: Superior Marine Services





7 Simple Ways Your Local Business Can Increase Sales with Facebook

1. Engagement First

Your #1 goal when posting to your page should be catching the attention of your followers & getting them to engage with your posts.





2. Show Off Your Products

The power of suggestion is very strong on Facebook -- especially with images that ignite the senses & passions of people.



3. Get More Likes

As a small, local business, the best way to get Likes is to use the Promoted Page Likes feature on your page.

How It Works



Pick Your Daily Budget

See the estimated number of new likes your Page can get each day.



Target Your Ads

Choose between showing your ads to people near your business, city, state or country.



Promote Your Page

Your ads will include a link that makes it easy for people to like your Page.



Tri-State Business Boot Camp

4. Run A Contest

People dig winning stuff & dig it more when they can redeem it locally & immediately

Bacon or No Bacon, how do you like your burger? Like Captain Billy Whizzbangs and COMMENT with what you like best to be entered to win \$30 in FREE food! Winner TODAY at 11PM. OLD FASHION MINNER @ 117M Unlike Comment Share You, Stephanie Hudson and 50 others like this. Top Comments *



5. Boost Your Posts

You're probably only going to spend \$20 to 50 per month on ads -- and you don't need to get bogged down in advanced tools that just make numbers geeks giddy!





6. Make it Easy to Contact You

- Phone Number, Email, Map on Page
- Facebook Messenger
- Include Phone Number in Posts
- Respond!!!



7. Run a Facebook Offer

- Facebook Offers are another great way to increase your sales using Facebook.
- To redeem the offer they'll need to come into your store -- thus spending money!
- You can run an Offer directly from your page's Publisher -- where you normally post status updates.



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