



**North Central Kansas  
Business Seminars  
JAN - MAR 2010**

**JANUARY**

- 5 **Meeting the 3 Ms**  
Concordia, NCK SBDC, 10 a.m. - Noon
- 6 **State Tax for Contractors**  
Salina, OCCK Main Building, 10 a.m. - Noon
- 6 **State Tax Workshop.**  
Salina, OCCK Main Building, 1-4 p.m.
- 12 **Meeting the 3 Ms**  
Salina, Chamber, 1-3 p.m.
- 13 **Women Entrepreneurs in Business**  
Salina, 601 East Water Well Rd.,  
7 p.m.; 785-823-1532 ext 119 or  
Kelly\_Davert@hotmail.com
- 20 **Agritourism: Your Next Cash Crop?**  
Concordia, OCCK, 4:00-8:30 p.m.
- 21 **Cash Flow Made Easy**  
Salina, Chamber, 10 a.m. - Noon
- 27 **The Right Start Using a Business Plan**  
Concordia, NCK SBDC, 10 a.m. - Noon
- 27 **Agritourism: Your Next Cash Crop?**  
Concordia, OCCK, 4:00-8:30 p.m.

**FEBRUARY**

- 1 **The Right Start Using a Business Plan**  
Salina, Chamber, 1-3 p.m.
- 1 **Meeting the 3 Ms**  
Salina, Public Library, CLASS Program  
6-8 p.m., 785-825-4624 to register
- 3 **Meeting the 3 Ms**  
Concordia, NCK SBDC 10 a.m. - Noon
- 8 **State Tax for Contractors**  
Concordia, OCCK, 10 a.m. - Noon
- 8 **State Tax Workshop.**  
Concordia, OCCK, 1-4 p.m.
- 10 **Cash Flow Made Easy**  
Concordia, NCK SBDC, 1-3 p.m.
- 18 **Meeting the 3 Ms**  
Salina, Chamber, 10 a.m. - Noon

**MARCH**

- 3 **State Tax for Contractors**  
Salina, OCCK Main Building, 10 a.m. - Noon
- 3 **State Tax Workshop.**  
Salina, OCCK Main Building, 1-4 p.m.
- 4 **Meeting the 3 Ms**  
Concordia, NCK SBDC, 2-4 p.m.
- 8 **Meeting the 3 Ms**  
Salina, Chamber, 1-3 p.m.
- 8 **The Right Start Using a Business Plan**  
Salina, Public Library, CLASS Program  
6-8 p.m., 785-825-4624 to register
- 29 **Cash Flow Made Easy**  
Salina, Chamber, 1-3 p.m.
- 31 **The Right Start Using a Business Plan**  
Concordia, NCK SBDC, 10 a.m. - Noon

**NCK SBDC  
continues to serve 11 counties in  
North Central Kansas**

Clay	Cloud	Dickinson
Ellsworth	Jewell	Lincoln
Mitchell	Ottawa	Republic
Saline	Washington	

INFORMATION  
**Alert!**

**Small Business Seminars**

*offered by the North Central Kansas Small Business Development Center - NCK SBDC*

**Startup businesses are required  
to attend the following seminars  
to receive free one-on-one counseling:**



1. Meeting the 3 Ms
2. The Right Start Using a Business Plan
3. Cash Flow Made Easy

**Meeting the 3 Ms -  
Learning the Basics of  
Money, Marketing & Management**

If you want to start a new business, the three Ms are critical. This seminar offers essential information about Money, Marketing, and Management that will help you assess the feasibility of your business idea. You will then be ready to start writing a business plan and/or creating cash flow projections. Come learn from Linda Sutton about all the valuable free resources available for businesses in Kansas.

**The Right Start -  
Using a Business Plan**

Considering starting a company? Maybe you already have one but are not sure what direction to go. Every business needs a business plan. In this fast-paced 2 hour session, you will learn how to develop a business plan and its importance, as well as the primary business pitfalls to avoid. Business structures and loans will also be explained by Linda Sutton with Q&A time at the end of the seminar.

**Cash Flow Made Easy**

Not sure what a cash flow is? Come and learn how to project business income and expenses. Learn how to calculate estimated monthly sales and costs by line item. Linda Sutton will help you determine the amount of money needed for your project. A great seminar to understand future needs for your startup or existing business.

**Women Entrepreneurs in Business**  
Located in North Central Kansas

Are you a woman who owns or operates a business in North Central Kansas? If so, join our informal WEB networking group each quarter. The goal? To network, brainstorm, and meet other women who face the daily challenges you encounter running your own business. No cost, registration, or obligation. Just let us know you will be attending. Meet with us the second Wednesday of the month quarterly at 7 PM at various locations in North Central Kansas.

*Our January hostess will have a Homemade Gourmet Open House from 4-7 p.m. prior to our 7 p.m. quarterly meeting.*

**State Tax Workshop**

As a small business owner, you know you need to pay taxes. But where do you start and what do you file? What is taxable or tax exempt? And are you currently doing it right? Experts from the Kansas Department of Revenue will cover the basics of sales tax, withholding tax, and record keeping. Great seminar for anyone who has a Kansas Sales Tax number.

3 CPE or CLE credits available with prior arrangement.

**North Central Kansas  
Small Business  
Development Center**

606 Washington St., Suite C  
Concordia, KS 66901

(785) 243-9913  
(785) 243-2014 fax

[ksbdc@ncksbdc.com](mailto:ksbdc@ncksbdc.com)

[www.ncksbdc.com](http://www.ncksbdc.com)

**Linda Sutton M.B.A.,  
Business Consultant**

[Linda.Sutton@ncksbdc.com](mailto:Linda.Sutton@ncksbdc.com)

**State Tax Workshop  
for Contractors**

Do you provide plumbing, carpentry, electrical, roofing, heating/air conditioning, or related services? This workshop is devoted exclusively to sales tax issues for contractors, subcontractors, and repairmen. A representative from the Kansas Department of Revenue will teach you how sales tax applies to materials and labor, sales tax returns, exemption certificates, billing, and related issues. Find out what you need to know.

**Agritourism:  
Your Next Cash Crop?  
Course**

This agritourism course series is for those who have been thinking about an agritourism, rural tourism, or nature-based business; those in a business who wish to expand it; or those who would like to have a business that supports agritourism or nature-based tourism. The course includes five half-day sessions from 4:00-8:30 p.m. in Concordia on January 20th, 27th and February 3rd, 10th & 17th. For more info or registration go to [www.KansasCrossroads.com](http://www.KansasCrossroads.com) or [www.ncksbdc.com](http://www.ncksbdc.com).



Linda R. Sutton, MBA

NCK SBDC Consultant

Named 2009 Kansas State Star

**The NCK SBDC office will be closed  
from December 24th until January 3rd.**

**We will reopen on Monday, January 4th.**

**Wishing you & your business a prosperous 2010!  
Linda & Donna**

**FLIP THE PAGE TO REGISTER!!**



North Central Kansas SBDC  
606 Washington St., Suite C  
Concordia, Kansas 66901

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INFORMATION  
**alert!**

**Make checks payable to WSU SBDC—NO REFUNDS**  
**Space is Limited—Separate Check for each seminar MUST Accompany Registration**  
**Mail check and registration to: NCK SBDC, 606 Washington St., Suite C, Concordia, KS 66901**

Only those pre-registered will be notified of seminar cancellations.

Name(s) \_\_\_\_\_ Business Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Meeting the 3 Ms**

*Advance Registration Required; free*

- Tuesday, January 5, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Tuesday, January 12, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Board Room), Salina
- Wednesday, February 3, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room) Concordia
- Thursday, February 18, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (Board Room), Salina
- Thursday, March 4, 2-4 PM; NCK SBDC, 606 Washington Street, (Conference Room) Concordia
- Monday, March 8, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Board Room), Salina

**The Right Start - Using a Business Plan**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Wednesday, January 27, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Monday, February 1, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Board Room), Salina
- Wednesday, March 31, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room) Concordia

**Cash Flow Made Easy**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Thursday, January 21, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (Board Room), Salina
- Wednesday, February 10, 1-3 PM; NCK SBDC, 606 Washington Street, (Conference Room) Concordia
- Monday, March 29, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Board Room), Salina

**Women Entrepreneurs in of NCK**

*NO Registration; free but please R.S.V.P.*

- Wednesday, January 13, 7 PM; Hostess Kelly Davert, 601 East Water Well Rd., Salina;  
Contact Kelly to R.S.V.P. at 785-823-1532 ext 119 or Kelly\_Davert@hotmail.com

**State Tax Workshop**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Wednesday, January 6, 1-4 PM; OCCK Inc. (Main Building), 1710 W. Schilling Road, Conference Room, (check in with receptionist), Salina \*\*
- Monday, February 8, 1-4 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Wednesday, March 3, 1-4 PM; OCCK Inc. (Main Building), 1710 W. Schilling Road, Conference Room, (check in with receptionist), Salina \*\*  
\*\*additional parking behind (north) of main OCCK Inc. building; enter from Centennial Road located east of main building

**State Tax Workshop for Contractors**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Wednesday, January 6, 10 AM-Noon; OCCK Inc. (Main Building), 1710 W. Schilling Road, Conference Room, (check in with receptionist), Salina \*\*
- Monday, February 8, 10 AM-Noon; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Wednesday, March 3, 10 AM-Noon; OCCK Inc. (Main Building), 1710 W. Schilling Road, Conference Room, (check in with receptionist), Salina \*\*  
\*\*additional parking behind (north) of main OCCK Inc. building; enter from Centennial Road located east of main building

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration and Rural Business Development Tax Credits,  
administered by the Kansas Department of Commerce and as invested by the North Central Regional Planning Commission.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the NCK SBDC by calling (785) 243-9913.