www.norwalkchamber.com

### ANNUAL WOMEN IN BUSINESS EXPO A SUCCESS



Events Committee Chair Sue Arthur, Angela Bolton, Helpline Youth Counseling and Women in Business Expo. Chamber Ambassador Virginia Zuno, DoubleTree by Hilton, Norwalk.



Attending the Women in Business Expo & Luncheon are (left to right) Norwalk Chamber Lucy Rodas of State Farm Insurance is sharing information with an attendee at the

On October 15th at the Norwalk Arts & Sports Complex, Women Business owners and managers from both the Norwalk Chamber and the Greater Lakewood Chamber held their Annual Expo and Luncheon. The luncheon was kicked off by our keynote speaker, City Council Norwalk Member and local business owner Cheri Kelley. Cheri shared with the attendees an inspirational message about her experiences as a women business owner. The luncheon address came from Mark Mikelat, published author and owner of "Building Aspirations." Mark shared with the audience the key steps that you can take as a business owner to become a Social Media "Rock Star."

He shared that having a "Rock Star" attitude is about your fans, and giving people a way to remember who you are. Whether it is through a catchy tag line or embedded videos on your website, you need to use every avenue to attract your fan base. Utilizing all Social Media outlets extremely important, especially remembering that "online marketing speaks languages; human



Featured Speaker, Norwalk City Council Member Cheri Kelley pictured with Mark Mikelat of "Building Aspirations."

and Google." Additional workshops were presented many buildina effective marketing.

women during this event by Bruce businesses to Norwalk. to Christina Jones of HUB Sparks of the SBDC and Kristy Vendors from Lucy Rodas International for Deegan, a Business Success of State Farm Insurance this committee. Mentor. These workshops to Toni Grijalva of Cerritos would like more information your business showcasing their products Council, you can contact through goal setting and and networking with the Christina at Christina.jones@ attendees. This event could HUBInternatinal.com. not have been successful

The Vendor Expo brought without our Women in owned Business Council. Thank you provided information to College and everything in about getting involved in those in attendance about between were at this event the Women in Business



Norwalk Chamber President, Toni Grijalva is pictured with guest speaker Mark Mikelat of "Building Aspriations."

# MESSAGE FROM THE PRESIDENT



As Norwalk Chamber celebrates 91 years of serving the business community in the City of Norwalk, I want to assure you that Norwalk Chamber is dedicated to creating community partnerships with our public and private sectors in an effort to cooperatively identify and resolve local and regional issues. We are devoted to being the ultimate business resource for our members. Whether through networking, promotion or advocacy, we are committed to helping your business and our community thrive in Norwalk. I encourage you to become an active chamber member and take advantage of all that Norwalk Chamber has to offer.

Our October Creating Connections Luncheon/Ambassador Meeting was held at So-Cal Pizza on October 28. Our monthly Creating Connections Luncheons provide our chamber members with an excellent opportunity to network with other businesses while enjoying lunch at one of our local restaurants. Our next Creating Connections Luncheon/Ambassador Meeting will be on November 18 at Café n Stuff. I hope you can join us!

On October 9, Starbucks (Pioneer and Firestone) hosted an After Hours Mixer. Members enjoyed samples of various featured drinks and treats. We honored two Milestone

Norwalk Chamber of Commerce 12040 Foster Road, Norwalk, CA 90650

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Members on October 16: Knights of Columbus celebrated 10 years of membership in Norwalk Chamber and TNT Fireworks, Richard LeGaspi celebrated 25 years as a Norwalk Chamber member.

Our Women in Business Council held their 4th Annual Luncheon and Expo on Conference on October 15. Attendees enjoyed a vendor expo, workshops and guest speakers including an inspirational presentation by Norwalk City Council Member Cheri Kelley. For more information about the Women in Business Council or to find out more about this and other upcoming Women in Business events, contact Christina Jones at Christina.Jones@hubinternational.com or at 714.739.3177, Ext. 204.

This month, please join us for a Business Connections Breakfast Mixer on November 12 at 7:30am at DoubleTree Norwalk. Also this month, please join us for an After Hours Mixer at Shakey's Pizza in Norwalk on November 20 from 5-7pm And mark your calendar for our upcoming Holiday Mixer on December 11 at 5pm at Sproul Reception Center (The Barn) at Norwalk Park. I hope you are able to participate in all or some of our upcoming chamber events. For more information or to register for these events, please go to our website at: www.NorwalkChamber.com or contact our chamber office at 562.864.7785.

I want to assure you that your Norwalk Chamber of Commerce Board of Directors, Ambassadors and Chamber Staff will continue to provide exemplary programs and services to help our local businesses succeed as we look forward to a brighter economic future.

On behalf of my Norwalk Chamber Board of Directors and Ambassadors, and our Chamber Staff, I want to thank you for your chamber membership. We look forward to serving you, your business and our community in 2014-15!

Sincerely,

Toni Grijalva 2014-15 President Norwalk Chamber of Commerce

**NORWALK CHAMBER BUSINESS CONNECTIONS (NCBC)** is the Official Publication of the Norwalk Chamber of Commerce.

#### Norwalk **Chamber of Commerce**

12040 Foster Road, Norwalk, CA 90650 Phone: 562.864.7785 FAX: 562.864.8539 Monday - Friday 9am - 5pm www.norwalkchamber.com info@norwalkchamber.com **Facebook:** http://on.fb.me/oB5EUM

**EXECUTIVE DIRECTOR EDITOR, NCBC VIVIAN HANSEN STAFF WRITER CAREN SPILSBURY** 

## **CALENDAR OF EVENTS**

Sunday November 16th - 22nd "Dine-Out Norwalk" begins

Wednesday November 12th **Norwalk Networks for Breakfast** DoubleTree Hotel by Hilton 13111 Sycamore Dr. Norwalk CA 7:30am to 9:00am \$20.00 presale \$25.00 at the door

Wednesday, November 12th **Women in Business Council Networking Mixer & Vendor Fair** 6pm to 9pm at **Purple Sage** 4015 Bloomfield Ave Cypress CA

Tuesday, November 18th "Creating Connections" **Networking Lunch** Café n' Stuff 9306 E. Firestone Blvd **Downey Ca** 11:45am to 1:00pm

Thursday, November 20th After Hours Networking Mixer Shakey's Pizza 11403 Firestone Blvd. Norwalk CA 5pm to 7pm

Saturday, November 29th **SMALL BUSINESS SATURDAY** Support your local small Businesses by shopping on **Small Business Saturday** 

Thursday, December 11th **Annual Holiday Mixer** 5pm to 7pm **Sproul Reception Center** Norwalk CA 90650 Bring a non-perishable Item to donate to the **Norwalk Food Pantry** 

# **NEW AND RENEWING MEMBERS**

#### **New Members**

Paychex Inc. Leo Spencer 500 N. Brand Blvd. Glendale CA 91203 818-241-3800 ext.58037 www.paychex.com

American Legion Post #359 Luis Rivera, Commander 11986 Front St. Norwalk CA 90650 562-864-9021

# **Renewing Members**

The following companies and individuals renewed their membership with the Norwalk Chamber of Commerce and the services we provide are made possible by their support.

37 Years **Norwalk Realty** Gordon Stefenhagen 562-868-3201

**Employment Development Department** 11 Years Janie Ladeo 562-929-9107

28 Years

21 Years Atkinson, Andelson, Loya, Ruud & Romo James Romo 562-653-3200 www.aalrr.com

**Kelco Sales** Tracy Polley 562-868-9861

# From the Membership Desk...

The Norwalk Business Connections is published doing? The Norwalk Chamber would like to monthly and delivered out to almost every residence in Norwalk. Additionally, it is placed at many locations throughout the community, including our Senior Center, City Hall and here at the Norwalk Chamber. The paper is also mailed out to all of our members and many other business and community leaders. What does that mean to me, you may ask? That means that many people throughout Norwalk are finding out about all of our Chamber events, activities and what our members are doing. This paper is a great way for you to let the community know what is going on with your business or organization. Have you honored any of your employees with awards? Did you participate in any civic or community events? Anyone get promoted? What about monthly specials or any hiring your company may be

celebrate your successes with you! So, if you have a job opening, share that with the Chamber and we will share it with Norwalk. If you have any new staff, we would like to do a profile on them to let them community welcome them. Have volunteer needs or events you would like to get community involvement in? Tell us, and we will get the word out! Marketing is all about letting people know about your business, so take advantage of your membership by utilizing this great tool!

As always, we invite you to visit our website at www.norwalkchamber.com to find out about all of our upcoming events and opportunities to promote your business!

MEMBERSHIP SERVICES DIRECTOR **CAREN SPILSBURY** 



Norwalk Chamber President Toni Grijalva, Cerritos College presents a 26 year Membership Renewal Plaque, to Tanya Eisenman, General Manager DoubleTree by Hilton, Norwalk.

## **Norwalk Chamber Membership News**

The Norwalk Chamber of Commerce is about supporting local businesses and helping to build a stronger economy. This month the Chamber was able to celebrate our many milestone memberships and welcome our new members at our Annual Membership Celebration Mixer held at the Chamber office. Joining us at the event were Mike Daniel from the SBDC and Bing Hyun from the City of Norwalk. Mike was able to share the upcoming events that the SBDC is sponsoring. Most especially they have started a series of business trainings directed to Veterans. It is called the "Small Business Brigade" and is free to all Veterans. To find out more about this great program, visit http:// longbeachsbdc.org/small-business-brigade/. Bing provided information on upcoming City of Norwalk programs and how businesses could get involved in the City's plan to strengthen our local economy. Chamber President Toni Grijalva presented a special "thank you" to our milestone members and speakers.



Chamber Ambassadors Teri Bazen, Norwalk La Mirada Plumbing and Virginia Zuno, DoubleTree by Hilton, attend the Annual **Membership Celebration** 



Robert Rivera and Richard LeGaspi Sr. are presented with a "thank you" gift from Norwalk Chamber President, Toni Grijalva.



Mike Daniel of the SBDC and Bing Hyun, City of Norwalk receive a thank you from Norwalk Chamber President, Toni Grijalva.

# AMBASSADOR'S CORNER

The Norwalk Chamber was creating more connections at our monthly networking luncheon held on Tuesday, October 28th at So-Cal Pizza located at 12253 Imperial Hwy in Norwalk. Ric Ochoa is the owner of this new business here in Norwalk and he shared with the group all of the great things they are doing here in the community. So-Cal Pizza offers organizations the opportunity to fund raise by hosting events at the restaurant where restaurant. If your organization is looking for an easy way to raise money, visit So-Cal Pizza and speak to owner Ric and find out more about their program. The Norwalk Chamber holds our monthly networking luncheon at different Chamber member restaurants. This



the organization gets a percentage of the sales Norwalk Chamber members and guests for that night when they present flyers to the attend the "Creating Connections" luncheon, hosted by So-Cal Pizza.

while meeting new contacts over a great lunch. We encourage you to visit our web calendar at www.norwalkchamber.com to find out about other upcoming networking events.



is a great way to support our local economy Norwalk Chamber Ambassador Chair, Karla Butler, Thompson Bookkeeping pictured with new member Leo Spencer, Paychex Inc., Ric Ochoa, So-Cal Pizza and Chamber President Toni Grijalva, Cerritos College.

# MEMBERS IN THE NEWS

## Starbuck's Coffee Hosts Networking Mixer



Enjoying the fall flavors at the Starbucks After Hours Mixer are Chamber Board Members and Starbucks Staff.

District Joey Esguerra and Store Manager Amanda Correa hosted the Norwalk Chamber of Commerce After Hours Networking Mixer. Amanda introduced the fall lineup of flavors that Starbucks is offering and those who dropped by got to sample many of them. From Pumpkin Spice to Salted Carmel Mocha, the fall flavors

Manager for four Starbucks here in Norwalk, and others in Downey and La Mirada. Many of his Store Managers were also at the event. President Toni Grijalva welcomed everyone and Ambassador Sue Arthur. Thank you Starbucks introduced both Joey and Amanda who then introduced all of the other Starbucks Managers who were there. Other Norwalk Chamber



Norwalk Chamber President presents a 25 Year Renewal Plaque to Rich LeGaspi of TNT Fireworks.

Thursday, October 15th, Starbucks Coffee at Starbucks are amazing. Joey is the District Members who attended included Board Members Gary Murphy, Norwalk Florist, Gordon Stefenhagen, Norwalk Realty, Lynda Fisher, Walmart, Richard LeGaspi, TNT Fireworks and Coffee for hosting a great networking event!



Pictured outside Starbucks are District Manager Joey Esquerra, Norwalk Chamber President, Toni Grijalva of Cerritos College and Store Manager Amanda Correa.

# LABOR LAW CORNER

## **Different Policies for Different Departments Sometimes Acceptable**

Question. Our company the different dress codes are establish different policies policies for departments within the company, such as requiring professional business attire for our office employees but allowing warehouse employees to wear jeans. Can we treat departments differently?

different Creating policies for different job titles or departments can be an acceptable practice in some circumstances. While there is always a concern about discrimination in the workplace, occurs only when employees are treated differently on the basis of one or more protected classes (e.g. race, gender, or provide on a protected class.

#### **Business Justification**

dress code for office versus warehouse workers is based on a legitimate business justification—maintaining professional appearance in an environment where customers interact with employees, versus a less professional dress code where workers will be packing and shipping boxes, driving forklifts, etc. Because

wants to create different based on a legitimate business for employees based on the different justification, rather than any protected class, they would not be discriminatory.

Before creating different transportation policies for different groups of employees, it is important to consider whether there will be any unintended adverse impact on a protected class. Once your policies are in place, be sure you are consistently enforcing them across the department or job title to which they apply.

#### Examples

Some other examples of discrimination situations where different or San Jose (where a higher treatment would not constitute discrimination are:

more vacation, national origin), or when a sick leave or other time-off policy that may seem neutral benefits to employees as they actually has an adverse impact accrue more seniority with the company.

For example, employees Establishing a different may earn only one week of vacation during their first three years with a company, then earn two weeks of vacation after that. Although this is undoubtedly different treatment of different employees, because it is based on length of service with the company—rather than being based on any protected class it is not illegal discrimination.

• Location: Employers may

location in which they work.

For example, employer may provide public on passes employees in a busy city location where parking scarce, while not providing the same benefit to employees who work in another location where free nearby street parking is ample.

Similarly, there is no discrimination when employers pay higher wages to employees in cities such as San Francisco minimum wage is legally mandated by local ordinance) • Seniority: Most employers than they pay to their employees in other cities.

· Position within the **company:** It is not uncommon for a company to treat managers differently than it treats rank-and-file employees. A manager may have more flexibility in setting his or her own hours, or perhaps have an assigned parking space or a longer lunch break.

Because these come with the management position, and are not denied to the rank-and-file employees based on any of the categories protected by law, there is no discrimination.

• Disability or Religious **Accommodation:** An employee who has a disability may be allowed to work from home as a reasonable accommodation.

Other employees may want to work from home as well, and argue that it's discrimination if you don't allow it. However, treating employees differently based on the legal obligation to accommodate a disability is not discrimination, and there would be no violation of the law by denying a request by an employee without a disability to work from home.

The same logic would apply where you allow an employee to take Sundays off to accommodate her/his religious beliefs, but require other employees to work on Sundays.

The Labor Law Helpline is a service to California Chamber of Commerce preferred and executive members. For expert explanations of labor laws and Cal/OSHA regulations, not legal counsel for specific situations, call (800) 348-2262 or submit your question at www.hrcalifornia.com.

# **SOCIAL SECURITY COLUMN**

### **SERVING VETERANS** ON VETERANS DAY AND ALWAYS

By Alma A. Echeverria Social Security Public Relations Specialist in Montebello, CA

Security salutes those who questions, as well as other for disability benefits available have put their lives on the line useful information about for our freedom.

Members of the United States armed forces receive Supplemental Security Income processing of expedited their Social Security disability applications. The expedited includes a fact sheet on the process is available for any subject: Disability Benefits For military service member who Wounded Warriors. alleges he or she became disabled during active duty or after October 1, 2001, regardless of where the disability occurred—at home or in the line of duty. The one-hour video is an Expedited processing is also available to veterans who have a compensation rating of 100% Permanent and Total If you would like more detailed (P&T) disability, regardless of information about the disability when the disability occurred. Some dependent children and spouses of military personnel may also be eligible to receive Process" at www.socialsecurity. benefits.

Visit our website designed specifically for our wounded webpage, you'll find links to brave veterans. We salute you veterans, www.socialsecurity. the Department of Veterans on Veterans Day and every day.

disability benefits available under the Social Security and

programs. Our website

You'll also find a webinar, "Social Security for Wounded Warriors," that explains the expedited disability process available to wounded warriors. introduction to disability benefits for veterans and active duty military personnel. process, you can watch our seven-part video series "Social Security Disability Claims gov/socialmedia/webinars.

On the Wounded Warriors gov/woundedwarriors, where Affairs and Department of

Every day—but particularly you will find answers to a Defense websites. Please keep Veterans Day—Social number of commonly asked in mind that the requirements through Social Security are different from those of the Department of Veterans Affairs and require a separate application.

> Military service members are covered for the same Social Security survivors, disability, and retirement benefits as everyone else. Although the expedited service is relatively new, military personnel have been covered under Social Security since 1957, and people who were in the service prior to that may be able to get special credit for some of their service

> publication, Read our Military Service And Social Security, to learn more. It's available at www.socialsecurity. gov/pubs. Also, navigate www.socialsecurity.gov/ woundedwarriors.

Thank you to our nation's

# LEGISLATIVE CORNER

## **CalChamber Capitol Report: Fact Sheet Explains New Law Creating Liability for Employers Who Contract for Labor**

Commerce today released a fact sheet on a sweeping new law that will impose liability on employers who contract for labor and services.

The recently signed bill, AB 1897 (Hernández; D-West of 2014), "creates new liability for employers who contract out for labor and services for the wage and hour violations or workers' compensation violations of their subcontractor," Jennifer Barrera, CalChamber policy advocate explains, in the latest

The California Chamber of CalChamber Capitol Report employers to review this fact

Video Link: http://youtu.be/ *VqcdDAoDNOo* 

The purpose of the law is to hold companies accountable for wage-and-hour violations supply workers.

In brief, if a labor contractor fails to pay its workers properly or fails to provide workers' compensation coverage for those employees, the "client employer" can now be held legally responsible and liable.

Norwalk Chamber Invites

You and Your Employees to be

our GUESTS at our Annual

Thursday, December 11, 2014

Holiday Mixer

Barrera encourages

sheet to determine whether their contracts fall within the scope of the bill.

The new law goes into effect January 1, 2015.

Employers who when using staffing agencies specific questions regarding Covina; Chapter 728, Statutes or other labor contractors to existing contacts or new contracts after reviewing the fact sheet, should seek out legal counsel for advice.

View the fact sheet at: http://www.calchamber. com/GovernmentRelations/ Documents/ab-1897-factsheet.pdf





## MAJOR SPONSOR: SUPERVISOR DON KNABE

Event Date: WEDNESDAY, November 12, 2014 7:30 a.m. - 9:00 a.m. Networking 7:30 to 8:00

Cost: \$20 Presale \$25 at the door RESERVATIONS ARE Requested BY MONDAY, November 10, 2014

> To purchase tickets and register, visit our web store at http://bit.ly/1eYHdPQ or email info@norwalkchamber.com. Interested in becoming a Breakfast Sponsor? Contact the Norwalk Chamber at 562-864-7785 for sponsor information.

- Gather Client referrals, leads and give your morning a boost
  - Network With Local Business Leaders
  - Expand your professional connections
  - Build profitable relationships BRING PLENTY OF BUSINESS CARDS

Breakfast at 8:00 Location: Norwalk DoubleTree by Hilton **Chateau Estate Room** 13111 Sycamore Dr., Norwalk 90650

Norwalk Park "The Barn" **Sproul Reception Center** 12239 Sproul Street, Norwalk 5:00 p.m. to 7:00 p.m. Refreshments Will be Served **OPPORTUNITY DRAWING** SILENT AUCTION UGLY SWEATER CONTEST & OTHER SURPRISE HOLIDAY ACTIVITIES To RSVP Please Call (562) 864-7785 Bring a non-perishable food item for the Norwalk Food Pantry and receive a raffle ticket for a special drawing!

For more information, please call (562) 864-7785 visit us online at www.NorwalkChamber.com

## How to Hold a Difficult Conversation **Providing Responsible Feedback Is Difficult**

or care about your friends at work, chances are good that one day you will need to People dress inappropriately and unprofessionally for work. Personal hygiene is sometimes unacceptable. Flirtatious behavior can lead to a sexual harassment problem. A messy desk is not the sign of an organized mind. Unreturned pop cans do draw ants.

language Vulgar unprofessional. Revealing cleavage belongs in a club, a party, or on the beach. Leaving dirty dishes for others to wash is rude.

Have you encountered any of these examples? They're just samples of the types of behavior that cry out for responsible feedback. These steps will help you hold difficult conversations when people need professional feedback.

Steps to Provide Feedback in a Difficult Conversation

Seek permission to

between the ages of 14 and

17 who volunteers in your

community or school? Do

you see challenges instead

of obstacles? Hope instead of

despair? If you are a young

woman who believes in the

may be eligible to win a Violet

young women who make the

community and world a better place through volunteer efforts

such as: fighting drugs, crime

and violence; cleaning up the

environment; and working to

actions that benefit women

are

and poverty. Volunteer

volunteer action, then you

recognizes

particularly

eligible

power of

Richardson Award.

end discrimination

girls

Winners

encouraged.

This award

If you manage people, the employee would prefer to organization. work in Human Resources, select another time and place. (Within reason, of course.)

Use a soft entry. hold a difficult conversation. Don't dive right into the feedback - give the person a chance to brace for potentially embarrassing feedback. Tell the employee that you need to provide feedback that is difficult to share. If you're about what the individual will uncomfortable with your role in the conversation, you might say that, too. Most people are as uncomfortable providing is feedback about an individual's personal dress or habits, as the person receiving the feedback.

> Often, you are in the feedback role because other employees have complained to you about the habit, behavior, or dress. Do not give in to the temptation to amplify the feedback, or excuse your responsibility for the feedback, by stating that a number of coworkers have complained. This heightens the embarrassment and harms the recovery of the person receiving feedback.

The best feedback is provide the feedback. Even if straightforward and simple. you are the employee's boss, Don't beat around the bush. I start by stating you have some am talking with you because feedback you'd like to share. this is an issue that you need Ask if it's a good time or if to address for success in this

**Soroptimst International of Norwalk Announces** 

**Violet Richardson Award Contest** 

It's What You Do That Counts!

organizations of their choice.

for details.for business and

professional women who work to girls, in local communities

For additional information

about applying to the Violet \$500 Richardson Award program,

themselves and the charitable Norwalk

www.soroptimist.org

Are you a young woman to receive cash awards for

Visit

and t

please contact:

- Tell the person the impact that changing his or her behavior will have from a positive perspective. Tell the employee how choosing to do nothing will affect their career and job.
- Reach agreement do to change their behavior. Set a due date - tomorrow, in some cases. Set a time frame to review progress in others.
- Follow-up. The fact that the problem exists means that backsliding is possible; further clarification may also be necessary. Then, more feedback and possibly, disciplinary action are possible next steps.

You can become effective at holding difficult conversations. Practice and these steps will help build your comfort level to hold difficult conversations. After all, a difficult conversation can make the difference between success and failure for a valued employee. Care enough to hold the difficult conversation.

Soroptimist International of

Club Application Deadline:

Amount of Club Award:

ceo@

Name: Vivian Hansen

Phone: 562.864.7785

norwalkchamber.com

December 1, 2014

Email:

# Non Profits: 6 Tips to Maximize Your Direct Appeal

air is cooler, and you know what clean list, with the most current that means? It's Fundraising email and mailing addresses, Season!

Lots of nonprofits are ramping up their fundraising communications. efforts and asking for donations, and rightfully so – it's the best time of year for it. If you're not asking for a gift between now conspicuously absent. And you'll get left out.

No one ever wakes up in the morning and says "I feel like giving some money away. Wonder if there's a Don't write an appeal that's nonprofit I could give to?" The all about you. Don't talk about responsibility is yours. It's YOUR how great the year was or how job to build the relationship challenging it's been - no one and stay in touch. It's YOUR job wants to hear that. Instead, tell to ask for the gift.

your appeal all figured out. If work your nonprofit does. you're planning to mail a letter, It's way more interesting and it should already be on its way. But just in case you don't, here quarter appeal.

to people who don't want to one person. Your letter will be

The leaves are turning, the hear from you anymore. A way more conversational and will save you money and help you be more accurate in donor

Review performance. How well have your past appeals done? How much did you raise? What was and the end of the year, you're the average gift size? How about the response rate? Knowing these numbers can help you choose the right segments and lists to approach now.

3. **Be** donor-focused. a story about someone whose By now, you should have life has been changed by the engaging.

4. Write to one person. are some tips you can follow to As you write your appeal, don't get the most from your fourth- think about the hundreds of people who will receive it. 1. Clean up your mailing Instead, picture one donor in list. Don't send your appeal your mind, and write to that GetFullyFunded.com

interesting.

Outsource if needed. Don't try to print and mail your appeal internally if you don't have the resources. You'll actually save money in the long run by having a reputable mail house prepare and send your appeal.

6. **Measure**, measure. measure. Tag either the response card or the envelope if you're sending a hard copy letter, or use a trackable link for an e-appeal so you'll know if your ask worked or not. You need to measure response rate (the % of people who gave compared to the total number you asked) and average gift size at a minimum. There's nothing worse than going to all the trouble to produce and send an appeal and not knowing if it was worth it.

Sandy Rees, CFRE Fundraising Coach and **Chief Encouragement Officer** 865.657.9915

Sandy Rees@

### 10 MARKETING TIPS FOR YOUR SMALL BUSINESS

Marketing is one of the organization. most important parts of a small it can make or break a startup or small business. Here are ten marketing tips for small business owners:

(Source: Inc.)

1. Give your stuff away. If you have a new, exciting or unexpected product, giving customers a free taste can really pique their interest.

2. Attend networking events...

Networking is a skill that should not be underestimated! Make sure you're going out, connections.

event.

If you're not satisfied with what you're finding, try hosting your own event! That will drive you help. even MORE traffic to your location!

In line with the above business owner's business advice, leading an organization strategy - it's the key to can do a lot more for your raising brand awareness, and business than simply joining an organization.

5. **Start a podcast.** 

Business owners are always looking for new ways to connect with their customer base and put out fresh and interesting content. Why not try a podcast? Interview other business owners, talk about current events related to your industry, and give potential customers a feel for the personality of your company!

6. **Be helpful.** 

Reaching out to other shaking hands, and making small businesses or community members to provide a free or 3. ...Or create your own discounted public service can really do wonders for spreading the word about your business, as well as endear you to those

7. Send a weekly e-mail. Keeping in contact with Volunteer to lead an your customers is important

for sustaining relationships! However, be careful not to overdo it - too much email will get you marked as a spammer, and will make your potential clients tire of you.

8. Support a cause.

Charitable work is a great PR move for virtually any business. If you can get the cause to link to your business, all the better. 9. **Sponsor** 

organization.

If your product or service fits well with the aims or needs of a local organization, consider investing in a sponsorship deal. Small local organizations are often fairly inexpensive to sponsor, and you garner good will as well as reaching a wider customer base.

10. Create giveaway.

Try to get creative on this one! Everyone has pens and business cards - you want to make something unique that people will want to hold onto.

St. Lic. #271767





## NOVEMBER 16-22, 2014

Visit any Norwalk Chamber Member Restaurant SUNDAY, NOVEMBER 16 THROUGH SATURDAY, NOVEMBER 22 - purchase any Meal or Beverage. Bring your receipt to the Norwalk Chamber Office to be entered into a drawing for a prize package worth over \$300.00! Receipts must be turned in no later than Monday, December 8th and the winning ticket will be drawn at our Chamber Holiday Mixer at on Thursday, December 11th, 2014. NO LIMIT TO THE NUMBER OF RECEIPTS YOU MAY BRING TO THE CHAMBER OFFICE TO ENTER. WINNER NEED NOT BE PRESENT.

### Participating Restaurants:

Agave Junction Cantina American Legion Post (lunch only) Applebee's Bruce's Prime Ribs Burger Basket Café n' Stuff China Bowl/LL Hawaiian BBQ Costco Food Court Denny's Restaurant #1300 Diana's Doubletree Hotel El Taco Locco Frantone's Golf n' Stuff Snack Shack Juan Great Fiesta Leche Café & Bookstore McDonalds of Norwalk Medieval Times Outback Pirate's Dinner Theater Sanchez Mexican Restaurant Shakey's Pizza So-Cal Pizza Starbucks Coffee

11957 Firestone Blvd. 11986 Front Street 12129 Imperial Hwy. 12623 E. Imperial Hwy. 12155 Firestone Blvd. 9306 E. Firestone Blvd 11031 Firestone Blvd. 12324 Hoxie Ave. 12616 Pioneer Blvd 16330 Pioneer Blvd. 13111 Sycamore Dr. 12341 Imperial Hwy 10808 Alondra Blvd.

10555 Firestone Blvd. 11116 Washington Blvd. 11723 Firestone Blvd. 12602 Alondra Blvd 7662 Beach Blvd. 12850 Norwalk Blvd 7600 Beach Blvd. 12061 162nd 11403 Firestone Blvd. 12253 Imperial Hwy 11790 Firestone Blvd. 10716 Firestone Blvd.

Norwalk CA Norwalk, CA Norwalk CA Santa Fe Springs CA Norwalk CA Downey CA Norwalk CA Norwalk CA Norwalk, CA Norwalk CA Norwalk CA Norwalk CA Cerritos CA Norwalk CA Whittier CA Norwalk, CA

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Norwalk CA

Buena Park CA

Buena Park CA





TNT Tortas & Tacos 11042 Rosecrans Ave. Norwalk CA Norwalk Chamber of Commerce ~ 12040 Foster Road, Norwalk ~ www.norwalkchamber.com ~ 562.864.7785

11031 Firestone Blvd.

11700 Rosecrans Ave.



Starbucks Coffee Starbucks Coffee

Tam's Super Burgers









Plumbing

NORWALK/LA MIR

## The Norwalk Chamber of Commerce & Shakey's Pizza Invite You to an AFTER HOURS MIXER

Norwalk Chamber Mixers are a great way to reconnect and build new relationships. Enjoy networking with other business owners and professionals! THERE IS NO CHARGE TO ATTEND!



#### SHAKEY'S PIZZA 11403 Firestone Blvd. Norwalk, 90650

Take advantage of this social opportunity to promote your business and learn about others!

\*BRING PLENTY OF BUSINESS CARDS\*

Thursday November 20 - 2014 5:00 p.m. - 7:00 p.m.

YES! I will attend the After Hours Mixer on November 18, 2014.

Email	
	<u>Email</u>

Please mail, fax, or email reservations to: Norwalk Chamber of Commerce 12040 Foster Road | Norwalk, CA 90650 phone 562.864.7785 or fax 562.864.8539 email: info@norwalkchamber.com