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Business Continuity Plans

Prepare now to better protect your business in the future.

As a business owner, you have worked hard for your success. The long hours, the difficult decisions, and the sacrifices you have made have led to where you are today. The last thing you want is to suffer a disruption to your business. However, if you do experience an unavoidable mishap, it may be smart to have a Business Continuity Plan (BCP) in place.

What is a Business Continuity Plan (BCP)? A

BCP is a document that maps out a business' system of prevention and recovery from potential threats or disruptions. A sound BCP ensures that personnel and assets are protected and empowered to take quick action in the event of a disaster. It is important to remember that a BCP should be conceived in advance and may involve input from key stakeholders and personnel.¹

What is considered a "business disruption"?

In general, a "disruption" is anything that causes a business to suffer a loss due to unforeseen events, such as damage to one's facility, the breakdown of essential machinery, a supplier failing to deliver essential goods, or a technology-related malfunction.²

What are the components of a BCP? A BCP

should be unique to your business, but there are some common factors consistent among all continuity plans. Creating a business continuity plan includes four steps:

*Conduct a business impact analysis to identify time-sensitive or critical business functions. Be sure you have the resources to support those tasks.

May/June 2020

*Identify, document, and implement processes that are essential to the recovery of your business.

*Create a continuity team and compile a step-by-step plan that they can enact during a business disruption.

*Make certain your team is trained and ready. This may take the form of testing or other exercises to evaluate the strength and viability of your recovery strategy.³

Be prepared. A BCP is only helpful if it's put in place early and updated regularly. Some time, care, and training now may help your business weather a storm down the road. Don't delay; start putting your business continuity plan together soon.

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Citations.

- 1 - Ready.gov, 2020
- 2 - Investopedia.com, 2019
- 3 - Ready.gov, 2020

GRILLED TURKEY BURGERS

Ingredients:

- 1 2/3 cup soft whole wheat bread crumbs
- 1/2 cup finely chopped celery
- 1/4 cup finely chopped onion
- 1 tablespoon minced fresh parsley
- 1 teaspoon Worcestershire sauce
- 1 teaspoon dried oregano
- 1/2 teaspoon salt
- 1/4 teaspoon pepper
- 1-1/4 pounds lean ground turkey
- 6 whole wheat hamburger buns, split

Directions:

In a small bowl, combine the egg, bread crumbs, celery, onion, parsley, Worcestershire sauce and seasonings. Crumble turkey over mixture and mix well. Shape into six patties.

On a greased grill, cook, covered, over medium heat or broil 4 in. from the heat for 5-6 minutes on each side or until a thermometer reads 165° and juices run clear. Serve on buns.

Mother's Day Facts May 10, 2020

Timeline:

1872 - Julia Ward Howe, who is a pacifist, suffragette, and writer of the "Battle Hymn of the Republic," first suggests Mother's Day in the United States. She suggests the day as a day mothers could rally for peace and for several years, she holds an annual Mother's Day meeting in Boston.

1908 - Anna Jarvis begins a campaign for a nationwide observance of Mother's Day in honor of her late mother, a community health advocate. Anna Jarvis was deeply dismayed over the commercialization of Mother's Day. Before she died in 1948, she admitted that she regretted ever starting the holiday.

May 9, 1914 - President Woodrow Wilson signs a bill recognizing Mother's Day as a national holiday.

Anna Jarvis started the tradition of wearing a carnation on Mother's Day. A colored carnation means that a person's mother is living. A white carnation indicates that a person's mother is deceased.

While many countries celebrate Mother's Day on the second Sunday in May, a tradition which began in the US, it's celebrated annually on May 10 in Mexico.

Similar celebrations of mothers are held on various days of the year in other countries, often following ancient or religious traditions.

In Britain and some parts of Europe, the fourth Sunday of Lent was often celebrated as Mothering Day, but that has been replaced by Mother's Day, for the most part.

According to the Insure.com 2018 Mother's Day Index, the various tasks moms perform at home would be worth \$68,875 (up from \$67,619 in 2017) a year in the professional world.



Father's Day Facts June 21, 2020

Timeline:

1910 - Spokane celebrates the first Father's Day on June 19.

1924 - President Calvin Coolidge publicly supports plans for a national Father's Day.

1966 - President Lyndon Johnson signs a proclamation calling for Father's Day to be celebrated on the third Sunday of June.

1972 - President Richard Nixon signs into law a permanent recognition of Father's Day.

Sonora Smart Dodd of Spokane, Washington, is credited with starting Father's Day after hearing a sermon on Mother's Day while attending church with her father. Dodd wanted to honor her father, William Jackson Smart, a Civil War veteran who raised six children after his wife died during childbirth.

According to Hallmark, Father's Day is the fourth-largest card-sending occasion with 72 million cards given every year.

Fifty percent of all Father's Day cards are purchased for fathers, according to Hallmark. Almost 20 percent of Father's Day cards are given to husbands.



Our office and the Markets will be closed on
May 25, 2020 for Memorial Day

