



BBC Announcements

• Notary Services

If you are in need of a notary, please make sure to give the front desk plenty of notice in order for the notary to be prepared. We appreciate your cooperation.

• Voice Mail

Please make sure you are checking and deleting messages from your voice mail on a regular basis. You can check your messages at any time by dialing 886-8994 and pressing the pound (#) key then entering your voice mailbox number and password which should be the same unless you have changed them. We appreciate your cooperation.

• Conference Room

Did you know that you can view conference room availability on our website? Go to www.buttonwoodbusinesscenter.com and click on "Request A Meeting Room". You can view availability for both conference rooms and the club office. If you would like to reserve a room, click on "send a reservation request", include your name and request, and your request will be sent to the receptionist.

• Smoking

There is a designated area for smoking behind the building. You may use the back stairwells to get there. To reenter the building, you may use the glass door located in the back of the building. Please make sure your clients are aware of the smoking policy. Smoking within 20 feet of the front of the building is prohibited.

Buttonwood Business Center is doubling the referral fee for the month of January. Refer a new business to Buttonwood Business Center between now and January 31, and you will receive \$300 when a 12 month Executive Office agreement is signed. We appreciate your referrals!

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3610 Buttonwood Drive
Suite 200
Columbia, MO 65201
573.886.8900 ph
573.886.8901 fax
www.buttonwoodbusinesscenter.com
Julie Scott - Owner
Jamie Cooper - Manager

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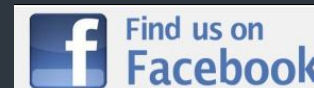
BBC Broadcaster

BBC Q & A

Q: How do I know if my fax went through?

A: A fax confirmation will print from the middle feed of the copy machine and will display "ok" under "Result" if the fax went through successfully. If a number appears under "Result" that means an error has occurred or the line has failed. Make sure you are dialing 9+ the number for local faxes and 9+1+area code and the number for long distance faxes.

For all other questions, please visit the front desk or email receptionist@buttonwood-businesscenter.com.



Multifunction Copiers Provide Efficiency

Most of you have had the opportunity to use the new multifunction copier in the mail room at Buttonwood Business Center. The new copier still offers the same functions such as copying, scanning, and faxing, but did you know that you can print to the copier from your computer?

Print jobs can become tedious when you have to supply the toner, paper and any other products or services needed to complete the job. Smaller printers also tend to take longer to print documents especially if they contain large files. Downloading the Buttonwood printer driver to your computer can cut the time it takes for you to print in half.

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With the new printer, you can expect powerful multifunction performance with a complete lineup of printing, copying, scanning and faxing functionality. Create compelling presentations, comps, spreadsheets, booklets, brochures and other documents in eye-catching color or crisp, detailed black & white.

If you are interested in downloading the printer to your computer, please send Katherine a detailed email at staff@buttonwoodbusinesscenter.com and she will provide you with the driver to do so. The new printer is now compatible with all operating systems.

BBC Welcomes Tara Garzend to the Team



We have a new face at the receptionist desk! Tara Garzend joined BBC on January 3, 2012. Tara is originally from Hartsburg, MO, a small town outside of Ashland. She graduated in 2005 with honors from Southern Boone County R-1 High School. She completed her training as a Certified Nurses Aid in that same year, and she is looking forward to being enrolled in nursing school. In her spare time, Tara enjoys spending time with her family, being outside, riding horses, swimming, hiking and exploring trails and playing board games with her kids. She also enjoys styling hair for special occasions, and cleaning and organizing for her friends and family. If you have not had the opportunity to do so, please stop by the front desk and introduce yourself!

New Tenants at Buttonwood Business Center

Please help us welcome the following new tenants. Next time you see one of these people in the hall, please take a moment to say "hello" and introduce yourself.



Aaron Sachs
Aaron Sachs & Associates, P.C.

"At Aaron Sachs and Associates, P.C., our aim is to serve the goals and protect the interests of our clients. Suffering a personal injury is a difficult time in someone's life. Beyond the physical pain, the injured person is exposed to a world of medicine, insurance, bill collectors, and legal options that can make the head spin. The lawyers at Aaron Sachs & Associates work in this world every day. We work to understand the complexity facing you, and we do our best to simplify the issues and help you navigate this complex realm. We publish helpful information for accident victims on our website, and maintain a number of blogs to help people find answers to their questions and stay informed. We can be reached by phone **1-888-777-Auto (2886)**, email, through our website, and on Facebook, Twitter, YouTube, and LinkedIn. We have served the Columbia area for several years and are excited to now be part of the Buttonwood Business Center."

"The law firm of Elson & Devoy, P.C. has its main office in Brookfield, Missouri and its Columbia branch at Buttonwood Business Center. Their Columbia office is managed by attorney William Devoy. William is a 1994 graduate of the University of Missouri School of Law and has a general law practice focusing primarily in the areas of estate planning and administration, corporate and business planning, real estate, landlord/tenant and health care compliance law. William can be reached at his office at 573-886-8999."



William Devoy
Elson & Devoy, P.C.

BBC Tenant Events and Announcements

If you or your company has an announcement or event that you would like published in the BBC Broadcaster please e-mail Katherine at staff@buttonwoodbusinesscenter.com.

Thank You for Attending the BBC Holiday Party!



Janice & Raymond Harder



Carolyn Sullivan & Yolanda Ciulli



Buttonwood Business Center would like to extend a special thanks to the tenants who participated in the food and toy drives that were held during the holiday season. We were able to collect and donate a lot of food and toys for the Central Missouri Food Bank and the Voluntary Action Center's Christmas Program. Both organizations were thrilled to receive our donations. Thank you for making the holiday season much brighter for those in need in our community.



BBC Sponsors 2012 CYBA Team

Buttonwood Business Center is proud to sponsor the 8-12th Grade Girls Division Team for the Columbia Youth Basketball Association this year. Games are played on Saturdays at Columbia Catholic School and West Jr. High. For a full schedule please visit the front desk. Thanks for your support!



Leon Uftring



Heidi Blackstun & Alicia Otis



Buttonwood Business Center Tenant Spotlight

In each addition of the BBC Broadcaster we feature one of our tenants and their business. If you are interested in being the next spotlight feature please, contact Katherine at staff@buttonwoodbusinesscenter.com

Title: Heidi Blackstun MSW, LCSW, MBA; Clinician/Consultant

Business Description: Independently owned and operated counseling/consulting practice

Date Started/Opened Business: 11 years ago

Education: Bachelor of Educational and Counseling Psychology (1989); Master of Social Work (1998); Master of Business Administration (2011)

Original hometown: Maryville, MO

Professional background: Prior to starting my private practice I have had experience working with children and families, hospice and bereavement, home health, medical and trauma settings. In my practice as a Licensed Clinical Social Worker, I work with adolescents, families, couples, adults, and seniors. I work with people on a wide range of issues. Now that I have completed my MBA, I will also begin consulting with family businesses, including rural family businesses. My work with family businesses will include strategic planning, role development, conflict resolution, and stress management, along with other consultative services.

Why I'm passionate about my business: My work is extremely fulfilling as I see people learn positive coping skills and accomplish personal growth.

What I do for fun: I enjoy walking, biking, reading, following politics and economic trends.

Family: My husband, Larry and I have lived in Columbia for 11 years.

Most people don't know that I: Pitched for the University of Missouri Women's Fast Pitch Softball Team from 1985-1989. I think I'm still in the record books for one of the lowest ERA's.

Contact Information: Heidi Blackstun, MSW, LCSW, MBA
Office Ph. 573.886.8972
Cell Ph. 573.289.8144



Heidi Blackstun, MSW, LCSW, MBA
Clinician and Consultant