

Minutes of the National Steering Committee
February 3, 2009
2:00 PM EST

Attendees:

Region 1 – Judy Mirro, Julie Churchill

Region 2 – Ky Asral

Region 3 – Terry Polen, Chris Lynch, Julien Gaudion

Region 4 – Randy Wolfe, Phyllis Copeland, James Robinson, Kenya Stump

Region 5 – Mike Nelson, Renee Bashel

Region 6 - Jennifer Pelloat

Region 7 – Ryan Hamel, Hugh Stirts

US EPA – Angela Suber, Joan Rodgers

NCAP – Glenn Heilman

Home Page – Audrey Zelanko

- Minutes from January approved.

- USEPA Ombudsman’s Office Updates
 - ICR Status- The ICR should have been released, but Angela was uncertain on what is the hold-up.
 - Rescheduling of Program Area Meeting/ECOS/SBA Ombudsman – now waiting for AA’s to be appointed and then will get schedules
 - Qualification of SBEAP’s for special grant parameters status – Angela reported that now that they’re fully staffed, they can start pulling this together.
 - Office/Staff Updates – The Office is now fully staffed. Four new staff members have been hired. An e-mail will be sent out introducing the new staff members and how the Office plans to utilize them.

- NCAP Updates – Glenn reported that the most recent NCAP meeting went well, but the NCAP has vacancies which need to be filled. (Region 6 is current vacancy with Ken Legler leaving.) The NCAP is working with Kenya on the National Conference. A survey is being conducted to see how CAPs are doing in each region. The next NCAP meeting is March 17th at 2:00 EST.

- 2009 National Conference Update
 - Kenya reported that the National Conference planning committee had a productive conference call on the breakout sessions. Kenya was pleased with current selection of topics and speakers. Speakers on climate change will be coming from CARB, the Kentucky Sustainability Institute and the Kentucky P2 program, OECA will conduct a self audit session, and there will be a marketing session as well as other topics. Speakers have not been identified for all sessions, but Kenya is working with the State programs to close the gap.

- Kenya is working with Audrey to get the National Conference's online registration page up and running by March. There will be an online payment capability on the web site.
 - Angela stated that she would work with Annette to send out a letter/e-mail out to the State Programs to encourage participation in this year's National Conference.
 - 41 Survey results were collected to measure the potential participation in this year's National Conference. Half of those surveyed responded that they will be able to attend, which should result in 35 attendees from State SBAEPs/SBOs.
 - "Could the Conference be canceled?" was asked. Kenya responded, "It will go on no matter what."
 - Angela said that travel awards would be given-out based on need. These travel awards could be used to pay for flights, hotel, registration, or per diem. Money will be awarded based on a set of criteria such as, participation in sessions, and if you have not attended this conference in the past.
- Subcommittee Updates
 - Technical – On a recent conference call there was some good discussion and questions on the gasoline rule. EPA has already received comments and petitions on rule, which will result in amendments to the rule.
The Collision Repair Campaign will be distributing DVDs and Posters through Regional Representatives. States should base their DVD and Poster request on how many they can reasonably distribute.
Boiler rules are expected to be proposed in July 2009, final in July 2010.
 - Promotional – the Promotional Subcommittee wants to improve SBEAP/SBO public relations by highlighting the information in annual reports prepared by States. www.smallbiz-enviroweb.org/new/ is the web address you can go to view the *new* Small Business Environmental Home Page. The new web site is still in testing, so if you have any comments you can send them to Audrey.
The message board has 88 members and subcommittees are being encouraged to utilize the message board for topic discussions.
 - Awards – Online nominations for recognition awards will go live on 2/13/09 and will close on 3/27/09. States should help out by providing nominations and Angela will send out an e-mail promoting participation in the nomination process for these awards.
 - Multi Media – Dave is out but passed on a brief message. *Nothing new from the group. Just waiting on rescheduling of meeting between EPA media programs, ECOS, NCAP.*
 - Measurement – Kenya discussed that the measurement subcommittee is working on a template for reporting results from SBEAP/SBO efforts
- Regional Updates
 - Region 1 – Vermont DNR is expecting a 20% reduction in staff; Maine has positions frozen and no travel.
 - Region 3 – is having a regional conference call on 2/4/09, including Region 1.

- Region 4 – is having a regional conference call on 2/4/09, separate from 1 and 3.
- Region 5 – Minnesota and Wisconsin are looking to share resources across state lines, including looking at how the SBEAP programs can share resources.

One outcome of MN-WI collaboration discussion was the idea of a national database of topical experts. Something similar is used by Great Lakes P2 group – GLRPPR:

<http://www.glrppr.org/contacts/>. We might want to use similar tool so states can more easily find someone with expertise in particular area/rule for help. Multimedia Peer tool does have something like this already. If this seems like a useful tool and there are no objections, seems like an idea the Technical Subcommittee can run with. Many agreed with in concept.

- Review of Action Items
 - from discussion today, looks like we're moving forward on C.2 with promotional committee starting to work on annual report template