

**2009 SBO/SBEAP National Steering Committee
Meeting Notes**

November 3, 2009

- 1) Welcome, Roll Call
 - Region 1 – Sara Johnson
 - Region 2 – No representation
 - Region 3 – No representation
 - Region 4 – Phyllis Copeland
 - Region 5 – Dave Fielder, Mike Nelson, Stacy Pfeffer, Annette Fulgenzi, Katie Beam
 - Region 6 – Charlie Evans
 - Region 7 – Barb Johnson, Cathy Colglazier
 - Region 8 – Christine Hoefler
 - Region 9 –
 - Region 10 – Rebecca Hillwig
 - EPA – Angela Suber, Joan Rogers, Seth Heminway, Paula Zampieri
 - Vision Technologies: Audrey Zelanko

- 2) Corrections to October meeting notes: Adrien Fagler was present

- 3) USEPA Environmental Assistance Network (EAN) Meeting – Seth Hemingway
 - a. First meeting was a conference call at the end of October with about 20 participants including EPA staff from OECA, OAQPS, OSWER, & various media offices. Also participating were Annette and Dave from the NSC.
 - b. Purpose of the call was to demonstrate to other media offices the successes States have had with air regulations assistance to businesses through the 507 program and to dialogue how this assistance could be transferred to other media programs.
 - c. Also discussed was how to integrate compliance assistance into OAQPS rule making procedure; possibly jointly develop a detailed fact sheet that could be supplemented with State-specific requirements

- 4) Area Source Implementation Guide Comments due Nov 6
 - a. Renee is collecting comments. Try to get them to her by November 5. This is a good opportunity to influence policy.

- 5) USEPA Administration Priorities Discussion
 - a. Stacy asked whether other States were getting the message that voluntary programs are being eliminated and EPA is concentrating on measurement. Seth commented that compliance assistance will be continued and used as a tool. It is not lumped with voluntary programs such as performance track. Annette, Joan, Angela, Seth, and Karin will work on a support letter to the States to clarify compliance assistance programs are not voluntary and to reemphasize their importance.

- 6) Michigan 6 H Video – Dave
 - a. Targeting outreach to miscellaneous metal coaters

- b. Developed in-house; purchased equipment (<\$2000), software updating (<\$200/yr), files storage on external server (<\$100/yr)
 - c. Experience shows small businesses do not care for written material
 - d. Posted on SmallBiz Web site; welcoming comments on the video
- 7) Ombudsman's Office Updates – Joan
- a. Small-Biz@EPA Bulletin was sent; Fall 2009 issue focused on 507 programs
 - i. Received positive reviews internally
 - ii. Can serve as an educational tool for those not familiar with the 507 programs
 - iii. Confirmed that the EAN received it
 - b. The 2007-08 report will be completed within the next month.
 - i. Missing data from 11 states; suggestion was made for the report to credit those states that reported and indicate which did not
 - ii. A fact sheet that summarizes the report will be prepared
 - c. USEPA CARE (Community Action for a Renewed Environment) had a national workshop where SBEAP material was distributed. Sometimes small businesses are identified then targeted by CARE communities as needing compliance assistance
 - d. Working with the new SBA Ombudsman, Esther Vassar. Joan and Angela plan to attend a SBA Small Business Forum on Nov 17th in Virginia.
- 8) NCAP Updates
- a. Steering committee met; no updates
- 9) OECA Updates – Seth
- a. Reported on the EAN meeting in item 3)
 - i. Plan to meet next in January and engage OSWER
 - ii. Developing two documents
 - 1. First: describes process and collaboration between EPA and State compliance assistance programs???
 - 2. Second: provides framework for coordinating between ECOS and SBEAPs???
- 10) NSC Subcommittee Updates
- a. Climate Change – had a meeting; looking at developing GHG implementation tools
 - b. Technical – Dan and Barb missed the last meeting due to attending their regional SBEAP meeting; Renee conducted the meeting.
 - i. 6W rule – there was discussion on this.
 - ii. Audrey demonstrated how to use the message board on the SmallBiz Web site.
 - c. Multi-media – Dave Fiedler-working with ECOS, OECA, OSBP and EAN, as reported earlier, to expand SBEAP to multi-media outreach
 - d. Measure –Katie England -Checked with existing members to confirm who will continue participating in this group. Plan to meet the second Thursday of each month, so next meeting will be November 12.

- e. Promotional – Mike reported this group is working on updating a brochure on SBEAP's Nationally; plan to do a summary fact sheet of the annual report and provide an annual report template.
- f. Awards – Phyllis reported the group is waiting until the national conference date is set before beginning to promote applications.

11) Other Discussion

SBEAP National Conference – Joan Rogers

- i. concerned about postponing the conference until fall of 2010 and what would be the next fiscal year for many States
- ii. grant process for choosing a host for the conference will take longer than using a contractor, but still pursuing grant for the 2011 year
- iii. discussing having the conference in June 2010 in the DC area—not Washington, D.C., but Baltimore or a Virginia city near DC
- iv. will be putting together a planning committee; would like more participation from EPA and trade organizations
- v. Annette suggested having a planning call to flush out details

Thanks to Barb Johnson for the meeting minutes!

No December Call, Next Call January 5th!