

**AWARDS SUBCOMMITTEE CONFERENCE CALL MINUTES**  
**April 14, 2005, 2:00 pm EST**

Present on call:

Rose Marie Wilmoth, Chair, KY  
Linda Hayes-Gorman, OR  
Anita Word, GA  
Angela Suber, EPA SBD  
Reimar von Kalben, Region VIII CAP  
Audrey Zelanko, Small Business Environmental Home Page, CTC

Rose Marie emailed summary of results and comparison of nomination numbers from last year. The numbers were disappointing. Discussion included whether it was just first year excitement last year or whether the nomination process was too confusing or complicated.

Anita suggested that next year each state or region be required to nominate someone or some organization for some category.

Anita suggested asking at the conference—putting questions on the evaluation sheets about why they didn't participate, was the process too cumbersome, too much detail needed, etc? Linda suggested we add a question about whether they recall receiving information about the awards program. It was agreed that we hoped to get the questions on the evaluations.

Angela asked whether we want to look at submittals from last year since we have so few. The group agreed it would be unfair to people this year who took the time to apply.

Anita suggested, since there are so few nominations this year, that we give 1 for SBAP awards and 1 for Trades (not one in each category since everyone would get one that way). Rose Marie suggested we review all and then decide. Linda did a cursory review already and said one may not be eligible.

Audrey suggested that to get the word out better next year—perhaps we need more hard copy fliers since most of the announcements were on line. Anita's suggestion to require nominations from all is a good one. Next year we may just want to have the 3 overall categories (no subcategories) and review the evaluation criteria a bit, but this year it may be unfair to limit and not have one for each category if they are eligible.

Rose Marie noted that anyone who had technical problems with attachments, etc. contacted her/Linda/Audrey and we were able to work through all problems. So, any online challenges did not seem to deter folks who wanted to submit nominations.

Linda asked whether we should deem Prestige Cleaners as ineligible since their answer to “Did you work with SBO, etc...” was that they acquired an SBA loan. However, since they had to sit down with an SBA person and the question may not have been clear enough, the group agreed that we should not disqualify the nomination although they would not score high in that area. Linda noted that the application is short also. We may need to qualify this question better next year.

Linda brought up that many did not adhere to the submittal guidelines (which is why there are extra attachments for 6 of the nomination packages on the files posting page). We should keep this in mind when reviewing.

Also, Schumacher is eligible but did not answer questions 8-11 in case reviewers look for them. Linda called and they verified that they didn't answer those questions since they were not relevant to them.

Audrey reminded all to make sure they look at the files posting page to find the extra attachments not in the nominations review area. The files posting page is the same page that the criteria evaluation forms are posted on.

**Rose Marie asked the entire group to review all of the nominations since there are so few. Everyone needs to send their scoring sheets to her, and she will send a summary to everyone before the next conference call.**

**Next conference call: April 27, 2-4pm EST.**