

AWARDS SUB-COMMITTEE CONFERENCE CALL: AUGUST 25, 2005

Participating

Reimer von Kalben, Linda Hayes-Gorman, Angela Suber, Anita Dorsey-Word, Audrey Zelanko, Richard Rasmussen, Patrick Hoermann, Frances Hartwell, Amelia Gooding

Vice Chair: Amelia was nominated and accepted the nomination. Linda Hayes-Gorman will be having surgery and may be a bit out of commission for one of the calls.

Review of 2005 Conference Evaluation Comments on Awards:

- Linda hasn't received any comments on the awards for from conference evaluation forms from Mississippi. Both Angela and Linda have not received any response. Amelia offered to help follow-up with Randy Wolfe.
- Must make it clear that the application must be limited to 500 words. Include language on the application that says, "If over 500 words, your application will not be eligible."
- Must submit application in Word or Word Perfect so we can get an accurate word count. Audrey going to work on...
- Add category for CAP recognition, state or national. Agreement to include CAP representatives in the Leadership Category, perhaps make it clearer in the award description.
- Should we have hard copy nomination forms? Suggestion from the 2005 conference. Audrey indicated they can easily make hard copy forms available.
- Include previous award winners on the judging panel - suggestion from MS Conference. Group concluded previous award winners are welcome to participate, but Richard reemphasized that this is an award to be given by the SBAP/SBOs and those should be the judges. We already do have small business represented in Frances, Reimar, and Glenn Heilman.
- Developing a slide show and hand out for each winner at the conference. Initial comments are positive. Discussion tabled for a later date.

Review of Timeline:

- Developed at National Conference, agreed by group that it looks good.
- Is 6 weeks enough time for judging? Should be, depending on how many applications we get. We can always break the nominations into categories if we get too many so that not everyone has to review every submittal.
- How are we marketing this year? Any sort of uniformity?
- 10/1 - Nomination packet done
- 11/1 - work with Audrey to get stuff on the Web site.

- Streamline Website by eliminating some of the sub-categories - make it a little simpler. How should we organize categories? Do we want to keep the uploads? Should we limit size, format, etc? Richard wants to level the playing field for those that have dial-up connections.
- On-line form with uploads, e-mail forms with attachments. Is it okay to receive the attachments via e-mail or should we continue with the upload? Three votes to send attachments via e-mail. Continue to have application on-line.
- Up word limit in application to 750 words. Group agrees.
- Can we put a text box in the on-line application for the 750 words? Group likes.
- Can the text box be saved and come back to and submitted at a later date? Audrey is checking on and will get back to us.
- 5 pages (limit) supplemental information. These can be emailed or hard copy/faxed in. Group agrees.
- Categories: Audrey to work on and will e-mail to group before next conference call. General discussion is to go back to the original three awards and try to simplify.

Address Promotion Plan

- Good foundation with last year's information.
- Will address further on next call or call after that.

**Next call: September 7, 2005 -
2:00pm, EST - 11:00am PT
Dial in to the same number (866) 299-3188 access code,
2025662827#.**

Draft agenda for next call:

- a) look at revised nomination forms**
- b) look at promotional materials**
- c) discuss on-line application**