

AWARDS SUB-COMMITTEE CONFERENCE CALL: SEPTEMBER 7, 2005

Participating

Linda Hayes-Gorman, Angela Suber, Anita Dorsey-Word, Audrey Zelanko, Amelia Gooding

Web site review:

www.smallbiz-enviroweb.org/sba/awards_smallbusiness_2006.html

- Change all application dates to be due on **Tuesday, January 17, 2006.**
- Combined all three awards onto one page. Initial response is positive.
- Can we add a scroll bar to this page? Audrey is checking.
- Agreed that previous winners were not eligible, highlight on Web site.
- Suggestion to be all-inclusive in the language (SBAP/SBO/CAP) and be consistent throughout.
- Wordsmithing: change 'nominate agency' to 'nominate program'.
- Winners will be presented at the Annual Conference and leave the date off the Web site until the planning committee has finalized an agenda.
- When functionality is going, group agreed the "Result for the 2006 Nominations" pages looked good.

Homework:

Review all questions & criteria for the three award categories before next meeting.

Press Releases:

- Change address on press release to include actual date.
- Consolidated to combine all three award announcements in one press release. Group approves.
- Deadline is too close for the press release to make the SBO's Newsletter that doesn't go out until next January.
- We word-smithed the press release until group approved.

General Discussion:

- Audrey will be sending forms out via e-mail that need to be finalized.
- Awards nominations available by November 1, 2005 (target date).
- Next meeting, October 13, 2005

Next call: October 13, 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) **Final press release, final e-mail**
- b) **Discuss criteria/evaluations.**