

## AWARDS COMMITTEE MINUTES

September 10, 2003

Conference call 8:30 a.m. P.S.T.

Subcommittee Members:

Marcia Manley, Chair, NV  
Amelia Gooding, IL  
Richard Rasmussen, VA  
Rose Marie Wilmoth, KY

Kathy Broderick, Sac BERC (CA)  
Richard Daly, EPA Region 3  
Catherine Tunis, EPA SBO Office

*Note: Not all members may be present at any given conference call.*

Draft documents were sent to sub-committee members on August 12, 2003 via e-mail along with notice of the proposed conference call date of September 10, 2003. A conference call reminder and notice of the draft web page were sent September 8, 2003. Some members provided comments prior to the conference call.

Due to changes in the hotel for the annual conference in Sacramento, the conference date has been changed to June 2-5, 2004. This provides even more time to finalize the nomination forms, etc. The due date for submittal of the forms for both awards to a small business and/or trade association and for 507 program recognition will be March 1, 2004. This will allow 3 months to evaluate for eligibility, vote, get plaques made, etc. Marcia is on the Planning Committee for the conference and has already mentioned to Robert White the need for time for the awards ceremony and funds for plaques.

The nomination form, fact sheet and judging criteria for the Environmental Stewardship Award (ESA) have been in draft and under discussion since December 2002 and were submitted for discussion during the working group sessions in April 2003. The description of the 507 Program Recognition Award (PRA) has been under the same time frame and review. Following this conference call, the nomination form and judging criteria for the PRA will be developed. These will be similar to the draft forms for the ESA. Upon completion, all the forms will be sent to sub-committee members for comment. This is expected by the end of September or early October.

Some of the issues discussed during the conference call included reviewing the language on the ESA to ensure that it is evident that it applies to both small businesses and trade associations; that only one nomination form should be submitted; that the judging committee will make the ultimate decision what category is applicable; that provisions noting businesses with outstanding enforcement actions are ineligible; and that it is clear regarding obtaining forms and submittal.

It was agreed that public notification would probably be made through the 507 Programs. It was envisioned that a notice would be sent to the Steering Committee Chair and then forwarded to the regional representatives to distribute to their constituents. It would be expected that the individual programs would then be responsible for including notification in their newsletters, etc. Draft language will be developed for public notice but the programs may develop their own. This topic needs further discussion.

Glenn Heilman, Chair for the National CAP, has been contacted and plans on discussing the awards and forms during their next conference call. He was very supportive of both awards. Their comments will be included in future drafting and process planning.

**Next conference call was not scheduled at this time.**