

## **AWARDS SUB-COMMITTEE CONFERENCE CALL: SEPTEMBER 29, 2006**

### **Participating:**

Reimar von Kalben, Audrey Zelanko, Angela Suber, Frances Hartwell, Glee Kidder, Patrick Hoermann, Jennifer Kimbrough, Phyllis Copeland, Amelia Gooding

### **Karen V. Brown Leadership Award:**

See Web site, review for next call. Any thoughts?

**Web site review:** [http://www.smallbiz-enviroweb.org/sba/2007awards\\_info.html](http://www.smallbiz-enviroweb.org/sba/2007awards_info.html)

### **Criteria v. Judging:**

Review, re-phrase, re-think how we ask the questions and ensure the judging criteria matches the questions we ask. Cut questions down, make sure to address topics just one time. Watch for redundancy. Volunteers to review the three awards:

- 1) Phyllis/Jennifer - Program
- 2) Frances/Amelia - Stewardship
- 3) Glee - Trade Association

*(Get suggested changes to Amelia by October 13, 2006. Amelia will get out to the group to review before conference call on October 19, 2006.)*

Amelia will send follow-up note.

Make it clear on the web site that self-nominations are not accepted. Co-ops, exclude, what to include? Clearly define on each page who is and is not eligible - Phyllis suggested on the web site, use "Independently" instead of individually in Stewardship award language. Not necessary to spell out co-op exclusion.

### **Boxing out the responses:**

- Audrey - one big application vs. one question/one answer.
- If we do them in separate text boxes, it's hard to limit them to 750 words in total. One option - question answer, question answer in one big text box. Another option – question answer, question answer in separate text boxes and determine individual question word limits (e.g., 200 words per question vs. 750 to answer all questions).
- Angela - do we still have to do a total word count? Angela thinks it would be confusing.
- Glee - would the user see the X number of boxes?
- Instead what they would see under activity summary/questions is several different boxes.
- Phyllis - make it as user friendly as possible.
- Jennifer/Phyllis/Frances - much easier for the user to break it out question by question.

**Schedule:**

- Audrey – Since question format still undecided, won't be completed on line by 11/1.

**OSB New Placement w/in the US EPA - Another Award Ceremony:**

**Opportunity - Crystal Duck Award**

Any thoughts on the US EPA Administrator presenting our award winners with awards at OSDBU's Annual Awards Ceremony in Washington D.C?

Logistics need to be worked out.

Frances - doesn't see any harm in it, just increases the awareness of the SBEAPs/SBOs within US EPA.

**Next call, agenda:**    **Web site review**  
                              **Awards criteria**  
                              **Judging criteria**  
                              **Box out each question and answer**

**Next call is:**            **Thursday, October 19, 2006**  
                              **Noon EST**  
                              **Dial in to the same number (866) 299-3188 access code,**  
                              **2025662827#.**