

Awards Sub-committee Conference Call Meeting Summary:
October 13, 2005

Participating:

Linda Hayes-Gorman, Angela Suber, Audrey Zelanko, Amelia Gooding, Francis Hartwell, Sherry Davis, Richard Rasmussen

Web site review, comments and changes:

- Wordsmithing.
- Audrey to add link to "click here to download forms".
- On the Awards questions, use numbers instead of bullets on all three of them.
- Add instructions to the top of application pages.
- Identify the "Activity Summary" as separate section and make that bigger/red/bold.
- Agreed that press release final and will be e-mailed to Karen Brown with Angela Suber carbon copied.
- Press release to be released as soon as possible (October) and sent out from the SBO's office. Sent to Angela in word and .pdf
- Linda to send e-mail announcing to Karen, Angela, Ron Dyer, and Audrey sent the same day as the press release.

Action items for next call:

- Amelia will evaluate criteria for trade associations.
- Richard will evaluate criteria for small business program award.
- Francis will evaluate criteria for small business stewardship award.

Next call: November 10, 2005

2:00pm EST - 11:00am PT

**Dial in to the same number (866) 299-3188
access code, 2025662827#.**