

## **AWARDS SUB-COMMITTEE CONFERENCE CALL: NOVEMBER 10, 2005**

### **Participating:**

Linda Hayes-Gorman, Angela Suber, Audrey Zelanko, Amelia Gooding, Francis Hartwell, Richard Rasmussen, Patrick Hermann, Reimar von Kalben, Sherry Davis

### **Criteria reviews:**

- **Environmental Stewardship Award:**

Francis will e-mail Audrey the changes, delete question from the criteria that asks "were they innovative?"

- **Small Business Assistance Awards:**

Questions don't line up with criteria - will this be a burden for the reviewer? Richard and Linda will discuss further...put a postscript for reviewer (i.e. see questions x and y).

- **Trade Associations:**

Match up well.

### **Press release:**

USEPA will send press release after the actual conference. Group should have press releases ready to send prior to actual event.

### **Travel:**

Work with grantee (Rudy) to coordinate travel.

### **Getting nominations:**

Linda talking with Rudy to discuss adding a line to the 'Save the Date' postcard about the awards program. Also discussing with Rudy the details of the photographer.

Audrey will send e-mail when she gets nominations.

### **Who presents awards?**

Angela indicated that last year:

NCAP Chair presented - Small Business Award

Steering Committee Chair - SBAP/SBO Program Award

Trade Association - Jay Benferado/Karen's Office/USEPA

Angela/USEPA will order plaques for award winners.

**Next call: Thursday, December 1, 2005  
2:00pm EST - 11:00am PT  
Dial in to the same number (866) 299-3188 access code,  
2025662827#.**