

**AWARDS COMMITTEE
MINUTES**

November 20, 2002

From a discussion list, the Committee discussed several issues: Who should give an award; what type of award; who should receive an award; how to identify candidates; new vs. existing awards; and several subsets of these issues.

The Committee concluded that the suggestion for an awards program stemmed from the desire to gain recognition for the SBAPs. How this was to be accomplished was not specified. After much discussion, several main points were agreed to:

First, there should be a standing subcommittee that researches and coordinates applying for existing awards programs for SBAPs/SBOs on a national level. This subcommittee could decide how and the frequency that they would conduct a search, but this group felt quarterly might be appropriate. This subcommittee would be responsible for completing and submitting any applications on behalf of the SBAPs as a whole. This subcommittee would report to the Steering Committee. If any awards are identified that would be suitable for individual programs to apply for, the subcommittee could forward that information to the Steering Committee Chairperson to pass on to the Steering Committee Reps for distribution. After discussion, committee members felt that this subcommittee could be utilized as a means to support Karen's Office and their awards efforts, with Karen's Office as lead.

The second point the group agreed to was an award(s) to be given 1) to a SBAP/SBO Program, and 2) to a small business or trade association that has been instrumental in assisting their small business constituents. These awards would be based on merit and nominees would be submitted by the individual SBAP/SBOs prior to the Annual Conference. A numbering system would be assigned the criteria and the nominees ranked accordingly. This would minimize the chance of favoritism, yet would not preclude a SBAP and/or SBO from nominating themselves. This subcommittee would be separate from the one for the existing awards program outlined above and would handle applications, ranking, etc. or this could be done by the Steering Committee. These awards should come jointly from the Steering Committee and the National CAP with Karen being one of the primary presenters (since she represents us as a whole).

Members will submit information on existing awards programs, such as Sacramento BERC's Pollution Prevention Program, to Marcia to compile and distribute to members for consideration before the next call.

Next conference call was scheduled for December 18th at noon P.S.T. Call in number is (775) 687-9309.

Questions/comments for discussion:

- 1) Who should give the award?
 - a. EPA SBO Office
 - b. SBAP Steering Committee
 - c. National CAP

- 2) What type of award?
 - a. Recognition for stellar program or business
 - b. Recognition for tenacity (“boot strap” award)

- 3) Who should receive the award?
 - a. EPA Regions
 - b. EPA Programs
 - c. SBAP and/or SBO Programs (some aren’t in the same office)
 - d. Trade Associations
 - e. Individual Businesses

- 4) Identifying candidates.
 - a. Self-nomination?
 - b. From programs or businesses the SBAPs already work with?
 - c. Voting by the SBAPs during the annual conference?

- 5) What about existing awards? How to identify those that apply to the SBAPs and who will complete the applications?
 - a. Sub-committee to identify available awards and to “get the word out”
 - b. Sub-committee to complete paperwork for Programs (SBAPs) as a whole.
 - c. Individual programs to complete their own applications once an award is identified as available.

- 6) Conflict of interest: Can’t be on a decision-making panel if your program is going to compete?