

AWARDS SUB-COMMITTEE CONFERENCE CALL: NOVEMBER 30, 2006

Participating:

Angela Suber, Frances Hartwell, Patrick Hoermann, Jennifer Kimbrough, Phyllis Copeland, Amelia Gooding, Audrey Zelanko

Departure of Amelia Gooding

Today is Amelia's last day of work. Everyone wishes her well. New awards committee chair needed. No volunteers. Will replace Amelia's name with Angela's for now. May not need a new chair at this point.

Web site final changes

Audrey will review and fix fine details of online forms. For example, 750 word limit now changed to 200 words/question. Also will fix word count technical/computer issues. Will add points to questions for respondents to see, including changes for trade association point changes—change #3 points to 5 and rest to 30. Others same as in previous email. Take off references to Amelia. Add deadline dates. Keep generic conference dates. When done, Audrey will email group to review and test out online forms. Subcommittee will email comments/changes to Audrey before next call, asap. Web site address: http://www.smallbiz-enviroweb.org/sba/2007awards_info.html

Schedule:

Will launch award nomination forms January 18, 2007. Last date to submit forms will be March 16, 2007—no extensions.

Next call, agenda: **Web site final review**
 Develop/review evaluation forms for subcommittee
 Final decision to launch

Next call is: **Thursday, January 4, 2007**
 Noon EST
 Dial in to the same number (866) 299-3188 access code,
 2025662827#.