

AWARDS COMMITTEE MINUTES

Conference call 2:00 pm EST

December 8, 2004

Present on call:

Rose Marie Wilmoth, Chair, KY
Linda Hayes-Gorman, OR
Anita Dorsey-Word, GA
Angela Suber, EPA SBD
Audrey Zelanko, Small Business Environmental Home Page, CTC

Introduction—Rose Marie noted that KY has awards program for 7 years. She worked with Marcia Manley last year on the awards program.

1. Angela stated that comments from last year's evaluation forms strongly indicated that more than 4 awards should be given. These are the main comments. She will review evaluations again and provide more information as necessary.
2. Rose Marie stated that she thought we could use an online web page like the Technical Subcommittee has to post the awards nomination forms for review—easier to post these and other items online using a username and password than to send in hard copy. She hopes to submit the nomination forms to the Home Page to post.

Audrey summarized the pages for the Awards Subcommittee currently on line, including the page that you need a username and password to access. This page is already on line. We also have the regular Awards Subcommittee information page, the 2004 Small Business Awards page, and a draft (not currently linked) 2005 Small Business Awards page. These pages will include nomination forms, press releases, anything else to be shared with the general public. The "secret" page will not be linked from the Home Page, will require a user name and password to get to, but will not protect documents from being accessed if the user has or stumbles onto the exact URL of the file posted on the html page.

Last year, around 40 were submitted, ½ were paper. There were many big attachments that would take long periods of time to scan in order to make them electronically available. Angela noted that it was tedious to read through all the papers and attachments last year.

Audrey recommended promoting electronic submission versus hard copy, to make it easier to post quickly and minimize scanning, etc., but to allow hard copy submission if necessary. It was also suggested that we ask folks to scale down what they submit as attachments, include relative parts as part of the application, etc. The group agreed that electronic submission with less big attachments would be beneficial. We will scan in attachments—CTC can most likely do this if the scanning is not overwhelming. This can be discussed later.

3. Marcia Manley wrote up recommendations from the 2004 Awards Subcommittee program—they were sent in a previous email (see document). Recommendations included: dividing applicants into smaller groups (e.g., 1 group reviews smallbiz

nomination forms, 1 group reviews SBO/SBAP nomination forms, etc.), using PDF files, have a list of supplementary brochures and outreach materials and have them available at an access address, questions regarding whether business profited by sharing information, did business activities benefit community or industry as a whole or just itself, etc. Some of these are being addressed by using the Home Page (PDF, access). The group agreed that dividing up review will be beneficial. Other questions may be addressed on another phone call addressing criteria issues.

4. Rose Marie suggested that the subcommittee review and possibly revise awards categories. Refer to the SBO/SBAP Recognition Awards categories document sent in a previous email. Rose Marie indicated disappointment in the number of nominations for state programs last year. It may be because the evaluation criteria put too much emphasis on national and regional work. We need to revise the scoring sheet or categories, or add a few more categories. For example, last year we used the same scoring sheet for businesses and trade associations. We could give one award to a state program for national/regional work and one for being a good state program. Angela asked if we should have separate scoring sheets for each type/category. It was discussed that we can revise the criteria sheet for state program awards but provide more opportunities to recognize state leadership. It was agreed that we need to work on criteria sheets. We can release the announcements now and work on these details later.
5. The number of awards to be given was discussed. Last year, we gave 2 to small business, 1 to trade association, 1 to outstanding state program. Maybe increase to 8 programs overall. Anita questioned what we are rewarding for; make sure we make the awards meaningful. Rose Marie indicated that we are looking to reward small businesses that have implemented practices that go beyond regulatory requirements, which could be multiple awards in each category. It was decided that we will indicate in the announcements that “more than 1 award may be given” as done last year. May increase to 2 state programs, 2 small businesses, 1 trade association. This can be decided later.
6. Rose Marie talked to Randy Wolfe. The awards ceremony is scheduled for after lunch on 6/13/05. She suggested that we accept nominations through 3/31/05. Angela indicated that we need to know how many small businesses/programs we need to fund re: the travel scholarship for the conference provided by EPA SBO (3/20 deadline). It was decided that we would plan for 3 small businesses and 1 state program needing funds—the actual number will vary depending on how many awards are actually given and who does/does not need funds to travel (e.g., Glenn Heilman—funding for CAP, and Richard Rasmussen already attending conference last year and not needing additional funds). Angela indicated that 4 would be the most provided for travel funding.
7. Anita suggested that states put the announcements on their web pages.
8. Rose Marie asked if we should include in announcement that businesses must have worked with SBO/SBAP to be nominated. The group said yes.
9. Anita suggested that awards committee members should be excluded from being nominated for awards to make the process fair and appear fair to the rest of the programs. Angela asked if we could just make sure that you don't review your own

program during the review process. Or, if criteria are fair, it may not be a problem. Linda agreed that states on committee should not be eligible. Businesses in those states are different, and should not be excluded. This issue will be discussed later, and will need input from Amelia Gooding and Richard Rasumussen.

Actions:

Angela will get announcements in January EPA SBO newsletter; this will go out in mid-January.

Subcommittee members will provide Rose Marie with comments on criteria prior to next call.

Next call set for January 6, 2005, from 2-4 pm EST.