

April 15, 2003

**Awards Sub-Committee Working Sessions
Session Notes**

Work Group I: Awards to Small Businesses

- Group strongly supports
- Follow-up publicity most important for small business – provides “consumer recognition”
- One option is development of standard guidelines for a state program to use – “canned program” or template
- Options for selection of winners:
 - a) make at national level for consistency and to maintain standards
 - b) delegate to state CAP
 - c) mix of A&B
- Could give award jointly with individual state CAP – will give more publicity to CAP
- Expert nominations from trade associations, CAP-SBO-SBAP, community and state environmental programs
- Reach out to companies that aren’t frequently recognized
- Are we giving only for air or for multi-media?
 - Do we want different categories such as:
 - a) most improved
 - b) community educational leadership
 - c) by size of business (100-80, 79-60, 59-40)
 - d) by sector
- Tie award to environmental outcomes
- Need to build advertising into timeline

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Working Group II-Awards to SBO/SBAP

- Selection/award by NCAP and Steering Committee Vice-Chair and Deputy from EPA SBO?
- Multiple awards may be pertinent if sufficient reason.
- Nominations and voting similar to conference selection (numerical ranking criteria).
- Criteria:
 - Exceptional
 - overcoming obstacles
 - volunteering, leadership
 - partnering
 - tool development
 - mentoring
 - pioneering and innovation
 - Outstanding Services:
 - tool development
 - committee participation
 - planning committee
 - time: 3 yrs. minimum & retirement
 - mentoring newcomers
 - responses for input (participation)
 - Achievement:
 - unique contributions → pilot work
 - workshops
 - conferences
 - single project orientation
 - completion of any national training
 - Performance goals - % completed
- Candidates (nominations):
 - NCAP
 - Businesses
 - Steering Committee
 - Self-nomination okay
 - Must be 507 Program
- Areas (leadership, achievement, success...) definitions:
 - layperson with 4 or more yrs. experience
 - small program is 3 or less staff
 - individuals

Additional comments: What about an award for a CAP or NCAP member? No time for discussion but certainly a topic for future workgroups.