

**Awards Subcommittee Working Session
Session Notes, Biloxi Conference
Monday, June 13, 2005**

In attendance: Rose Marie Wilmoth (note taker), Linda Hayes-Gorman, Angela Suber, Gregory McClarren, Dan Clark

Timetable:

10/1 Nomination Packet Done
11/1 1st Call for Nominations
1/5 Reminder out
1/15 Due Date
3/1 Selections done and list for plaques shipped to contractor
3/17 Contractor ships plaques to conf hotel
3/24 Conference starts in New Hampshire

Here are my other notes, jumbled as they are:

Provide for CAP Recognition

Develop Press Release Format

Filing of Attachments 11/21/to 1/6

Need new earlier schedule

Have two tiers of competition

How do we get more nominations

Advertise travel

Give 3 awards

Better representation on awards committee

Hard Copy nomination forms

Expand judges to include previous winners, program people, trade association winners

Draft a color one page to send out to SBOs/SBAPs

Focus on nominations from the programs

Develop slide show and hand out for New Hampshire