

# **National Steering Committee Guidelines Subcommittee**

## **Meeting Minutes – January 15, 2003**

### 1. Members

Present: Nick Melliadis, Richard Rasmussen, Linda Sadler,  
Sally Tarowsky, Terry Polen, and Maria Rivera

### 2. Summary of Discussion

- Members reviewed and discussed the survey, which had been modified to incorporate all comments received. The survey needs to be put into an Excel spreadsheet so it can easily go into a database.
- Richard is working with Audrey Zelanko to create a NSC survey section on the Small-biz web site, where we would post the Guidelines survey, along with the Multi-media Subcommittee survey. Richard will send our survey to her as a 'draft' to initiate this process.
- Members discussed what mechanisms should be used to get programs to complete the survey. It was decided that the subcommittee would work with the NSC, Karen's office, and the 2003 conference planning committee to mention the survey in emails regarding the conference, since it is imperative to have this information prior to the conference in April.
- Annette Fulgenzi has stepped down from the subcommittee.

### 3. Action Items

- Sally will finalize the survey, convert to an excel spreadsheet, and then distribute to subcommittee members.
- Richard will continue discussions with Audrey Zelanko to get a survey section on the web site and to post the guidelines survey there.
- Sally will contact Mark Shanahan to coordinate with other subcommittee chairs to determine how many surveys are being developed. Sally will also request that the NSC distribute an email regarding the survey section and the need for states to complete them.

Next Conference Call: Meeting will be scheduled once the state programs have completed the survey.