

From: Strong, Phyllis
Sent: Monday, April 07, 2003 5:22 PM
To: David Byro (E-mail); Gregory Copley (E-mail); Kathy Broderick (E-mail); Maria Rivera (E-mail); Phyllis Strong; Richard Rasmussen; Roslyn Jackson; Tom Coogan
Cc: Audrey Zelanko (E-mail); Mark Shanahan (E-mail); 'Lleonard@prizim-inc.com'; 'nick.melliadis@state.co.us'; 'Kimberly.finch@state.de.us'
Subject: Meeting Minutes - Multimedia Conference Call of 3/20/03

Present on call: Tom Coogan, Roslyn Jackson, Maria Rivera, Phyllis Strong, Leigh Leonard

#1 We discussed survey results and analysis of data.

#2 We discussed the planning document for the Multimedia Working Session at Baltimore. We set plans for running the session.

Survey Follow up - A 1-page summary was prepared on 4/4 and sent for the SBAP/SBO conference in Baltimore.

This summary was updated on 4/7. Here is that updated edition.

<<47surveyupdate.pdf>>

Audrey Zelanko is setting up an on-line Database of the survey results. SBAP/SBO folks can go to Small Business Environmental Home Page and access up-to-date results.

About 44 programs completed the survey (not every participant answered every question). Audrey Zelanko is allowing those programs that still did not complete the survey to do so. Their answers will fold into the survey database and all results will update automatically.

For complex results about sources of funding we will be able to pull answers from question 5 and pull answers from question 6. We will then be able to make comparisons. For example, we can find the states that answered "Air permit fees only" for their sources of funding. We can then find the programs that answered yes to being officially multimedia. We can then compare these 2 sets of answers.

Planning Session Follow Up:

Here is our final planning document.

<<Updated 41503 Plan.doc>>

We shared our survey results with Leigh Leonard of Prizim so that she could use these results as she prepared for her Monday Multimedia workshop evaluations. Leigh will share the results from her class evaluations with us. We will be seeking input on training needs and will fold in the information we receive from Leigh during the discussion at our working session. Leigh will attend our working session. Leigh thanked our sub-committee for working with her prior to the training day & conference and for sharing information with her.

Maria Rivera will run our working session.

Kathy Broderick will assist her.

Follow Up - Request for a 5 minute update to the conference.
Kathy Broderick will give a conference presentation for our subcommittee during the
Monday morning (10:15 - 11:45) session.

Here is Kathy's talk.

<<2003.ppt>>

Phyllis Strong

Small Business Assistance Program

Phone (651) 282-5847, or (800) 657-3938

Fax (651) 297-8701