

Minutes of the National Steering Committee
August 5, 2008

Annette Fulgenzi called the meeting to order at 2:00 p.m. central

Members present included:

Region 1	Julie Churchill
Region 2	
Region 3	Julien Guadion, Terry Polen
Region 4	Kenya Stump, Phyllis Copeland
Region 5	
Region 6	Yanfu Zao; Jennifer Pelloat
Region 7	Dan Nickey
Region 8	Joni Canterbury
Region 9	
Region 10	Joan Meitl
NSC Chair	Annette Fulgenzi,
NSC VChair	Renee Lesjak-Bashel
NCAP	Glen Heilman
EPA	Angela Suber, Paula Zampieri

- National CAP Updates - Glen
 - First conference call will be tentatively September 19th.
 - Currently going through bi-laws
 - Working to become strong again
 - Bran Warren R5 National CAP met with SBA Ombudsman
 - Regulatory Fairness Forum and Trade Association
 - Made note of Area Source issues coming out – EPA needs to look at new ways to meet needs of these issues
 - Need to support these programs to ensure intent is not falling through the cracks.
 - Issue was raised regarding state's providing a complete program as mandated: CAP, SBEAP, & Ombudsman
- 2008 National Conference – Wrap up
 - Great Attendance – 120 people
 - Agenda was well received
 - Conference Website – updates for upcoming 2009 Kentucky conference, training and speaker, training materials and attendee list post on site is helpful referral for States
 - Prizm is completing Final Conference Report
- 2009 SBO Conference
 - Tentative Agenda is drafted but still no speakers, breakouts – still getting feedback.
 - Hotel and essential logistical plans still moving along

- 2009 conference will hopefully have separate regional meeting/
subcommittee meetings
- NSC Goals 2008-2009
 - Goals and mission were reviewed and action items can be added in and developed as time goes on
 - This is a working document to guide us over the next few years
- ASBDC National Conference in Chicago – 1st Week Sept.
 - State SBEAPs will have booth and needs help staffing – 4 slots available
 - Table Top display for States to use at conferences
 - Display materials include – fact sheet with pie chart/graphs and pictures, national logo, vision statement
 - Promotional subcommittee can work on this or Prizm, but will need direction/materials to developed display.
 - Brochure – Tri-fold, update current tri-fold
 - Resource Directory – contact list in each state to be updated
- Ombudsman’s Updates
 - ICR to OMB was rejected and needs to be resubmitted. OMB did not like pilot questions and also wants the survey restructured/professional
 - Data needs to be streamline and need for current data
 - Consideration of States taking control of data collection while EPA works towards getting ICR through OMB – some concerns around being too burdensome and ineffective
 - Email to be sent out and Poll on whether the States/Regions want to wait and postpone data collection while ICR submission goes through OMB or get a kick start by States taking ownership of data collection
 - SBO Newsletter now takes the form of email with links to sites and information to make more streamline and user friendly.
 - Resource Guide – for small business, contact information for each state needs to be updated – also need comments and ideas
 - Deputy Administrator and Trade Association Meeting - Mid Oct.
 - Calling out to trade associations for hot topics and concerns with regulations for small businesses.
 - NSC and CAP head members will be invited to participate
- Subcommittee Updates
 - Technical (Renee) –
 - Not much new. Working with EPA on new brochure/fact sheet. Getting comments and edits.
 - Bin 6 – Help with Rule writers – need more volunteers for rule packages and compliance documentation.
 - Promotional (Chris)
 - Not much new since conference
 - Audrey is working on website
 - Awards (Phyllis)

- Need more representation from the northern and Midwestern states
 - Hope to have additional awards for next year.
 - Multimedia
 - 4 states now, working to get more
 - Message Board to be up in September
 - Proposal on Environmental Assistance still waiting USEPA to coordinate internal discussion and meeting with ECOS and SBEAPs
 - Jeanette is trying to set up a call with ECOS contact in Wisconsin – Marc M.
- Regional Updates
 - Region 5 –
 - Annual meeting in Chicago Sept 25&26
 - Renee – explore regional ERP
 - Eileen Deamer - taking detail for 2 years so will hopefully find someone to replace while she is gone.
 - Region 8-
 - Colorado – Need assistance/examples from other states on their Mission statements for environmental assistance – Kentucky will share theirs with Colorado.