

Minutes of the **SBO/SBAP National Steering Committee**
December 9, 2003

Attending:

Region 1- Ron Dyer, NSC Vice-Chair, Maine
Region 2- Jim Coyle, New York
Region 3 – Richard Rasmussen, East Virginia; Terry Polen, West Virginia
Region 4 – Willie Morgan, South Carolina
Region 5 – Amelia Gooding, Illinois
Region 6 – Darren Morrissey, Arkansas; Larry Lashley, Louisiana
Region 7 – Dan Nickey, Iowa
Region 8 – Dan Clark, Wyoming
Region 9 – absent
Region 10 – Sally Tarowski, Idaho
NCAP – Glenn Heilman, Chair National CAP
USEPA – Elsa Bishop, Danielle Meumier, Lalit Banker

1. *Update on 2004 Annual Meeting planning.*

The planning committee recently met in Sacramento to plan the next annual meeting. The meeting will be held on June 2-5 at the Holiday Inn Capital Plaza. This is a very nice hotel, which is just a short walk to old town Sacramento (about 3 blocks). The conference website is:

<http://www.sacberc.org/2004SBO-SBAPconference.html>

There is also a possibility that we may be able to secure a visit from California's new Governor (keynote speaker?).

The subcommittee is planning visits to a few different manufacturers and/or research facilities (which should be excellent). One of the sites that may be available is the California Fuel Cell Partnership.

There will also be one session off site at a place called SMUD (sounds exciting doesn't it?). However, don't let the name fool you. SMUD stands for Sacramento Municipal Utility District. The building is an extremely environmentally friendly, and the organization promotes items such as green power and focus' specifically on the lighting and heating aspects of buildings. It is very interesting. The SMUD website is <http://www.smud.org/>.

Sessions include regional meetings, and plenary sessions on a variety of topics. There are two 'tracks' planned, business (Sally Tarowsky Small Business Liaison, ID Department of Environmental Quality is the contact), and providers (Region 1 Judy

Mirro VT DEC Environmental Assistance Division is the contact). The sessions include Air (WRAP, NSR, transportation and regional haze), waste, water, partnering, SBDC, funding, agriculture, etc. Please see the draft agenda on the website.

It should be an excellent conference.

2. *Update on 2005 Annual Meeting process now that Mississippi has been selected as host.*

Congratulations to Mississippi!

There were requests for proposals from the other states. Karen Brown will meet with the grants office next week.

3. *National CAP: update on new draft by-laws; any update on development of multimedia strategy and/or direct funding issue.*

The national CAP has suspended the current guidelines, and is working on new guidelines.

The national CAP is also currently working on a whitepaper which is to endorse multimedia. They wish to perform legislative outreach and/or request EPA's formal position on multimedia. "We think there is a need for this proposal in each state".

Next week is their conference call.

4. *"One Environment, One Conference" or officially "The National Environmental Assistance Summit: An Alliance to Prevent Pollution, Achieve Compliance, and Innovate for Environmental Results" to be held in Baltimore (April 2004).*

A few people on the conference call were considering attending the conference. Ron Dyer will be presenting a paper at the conference on P2.

5. *Reports from subcommittees as necessary.*

a) Guidelines

Sally Tarowski, Idaho;

-Guidelines Survey results are now posted on the small biz website

-The subcommittee will go through all the data, with the intent of making recommendations

b) Technical
-No Report

c) Multimedia
Phyllis Strong MN
-There will be a Conference call on Dec 16
-The subcommittee will work on the multimedia approach and the mentoring program

d) Planning (see above)

6. ***Other items:***

- There were suggestions for an OECA update for the next meeting and a possible closer working relationship with OECA
- The National CAP as well as the steering committee will increase their attempts to communicate issues “back and forth”
- Jeffery Holmstead is being briefed in the Area Source Title V issue during the time of the meeting
- USEPA is attempting to set-up monthly meetings with OECA to facilitate coordination
- OECA is now terming Compliance Assistance, Environmental Assistance

Respectfully submitted:
Terry L. Polen PE, QEP
WVSBO