

Minutes of the SBO/SBAP National Steering Committee

December 14, 2004

Attending:

Chair- Ron Dyer, NSC Chair
Region 1- -
Region 2- -
Region 3 – Richard Rasmussen, VA
Region 4 – Kenya Stump, KY; Rose Marie Wilmoth, KY ; Randy Wolfe, MS
Region 5 – Phyllis Strong, MN; Renee Lesjak Bashel, WI; Annette Fulgenzi, IL
Region 6 – -
Region 7 – Dan Nickey, IA; Nancy Morgan, MS
Region 8 – Dan Clark, WY
Region 9 – Terrell Feirria, CA
Region 10 – Sally Tarowsky, ID; Linda Hayes-Gorman, OR
NCAP – Frances Hartwell, OR
USEPA – Angela Suber, Elsa Bishop, Catherine Tunis

The minutes from the last meeting were approved contingent upon Ron amending the notes to correct some typos and make minor comments. When he is done he will post the minutes to the website.

1. Rule Development Update

Richard reviewed the conference call the Technical committee had on Friday Dec. 10th to discuss the status of the auto body area source rule making. Participating in the call was Kim Teal, Paula Hurtz and Keith Barnett all from EPA. Discussed the efforts Kim had made to date in review of the auto body sector, including looking at the technology and contacting trade associations. She was encouraged by SBAP's involvement. Dan commented that Kim was surprised that there are so many small shops that have their own homemade spray booths. It was mentioned that the presence of homemade spray booths varies across the country and that states will have different rules as to what is allowed. All those on the conference call felt that great communication had been made between Kim and the group.

Next step: looking at the miscellaneous plastic and metals rule. Richard will be getting back to Kim in the 3rd week of January.

2. Update on 2005 Conference Planning

Randy Wolfe updated us on the progress with the 2005 Mississippi conference. There was an on-site planning meeting in Biloxi at the conference hotel (the Beau Rivage) November 15th & 16th. It was very productive and they were able to lay out the conference agenda and make assignments to planning committee members. There will be

an overall “multimedia” theme to the conference. They are trying to get some high profile speakers including the Governor of Mississippi and Deputy Administrator of EPA. There are time slots during the conference set aside for regional meetings, CAP training, subcommittee meetings and site visits. There is a little delay in getting the conference website up and going due to a disagreement over contract language, but that should be ironed out soon.

3. Multimedia Efforts

Ron Dyer has been working with Rob Brenner and Jay Benferado at EPA, through the help of Karen’s office, on drafting the memo from the National Steering Committee (NSC) to EPA requesting assistance on shifting state SBAP programs towards multimedia services. Ron is getting close to submitting the memo and will make sure the NSC sees it. The NSC members should share the memo with their regions.

4. 2006-2007 Conference Proposal Process:

Angela Suber reports that this year EPA will ask that proposals for both 2006 and 2007 conferences come in at the same time. This is because the contracting process is so time consuming they would like to do write them at the same time. NSC members are to poll their states and see who is interested in hosting a conference. The goal is to have proposals in by the NSC conference call on February 8th so that the regions can vote on a site. Ron will be sending out an email soon announcing the request for proposals to host the conferences.

5. Committee Updates

Awards Subcommittee: Rose Marie Wilmoth reported that the awards committee made its first conference call on December 8th in preparation for the 2005 conference awards. They reviewed last year’s awards announcements and updated them for this year. They are trying some new approaches this year: encouraging electronic submittal of applications. Applications will be due March 31, 2005. The committee also agreed that committee members could not evaluate/vote on nominees from their own state. The committee’s next conference call is January 6th and will be reviewing application forms and judging criteria. Looking for consistency. They will be using as many methods to get the announcement out as possible, including EPA SBO/SBAP website & newsletter, trade associations. Asking state program people to post the applications on their state websites and encouraging state programs to nominate small businesses with which they have worked. Suggested that the application include a section that describes how their state’s SBO/SBAP worked with them.

Multimedia Subcommittee: Phyllis Strong reported that the subcommittee had their last call on Dec. 9th and that they are working on an online peer match project with Audrey Zelenko that would provide a list of experts in different industry sectors. They are also looking at different models for multimedia assistance. They hope to get the program completed by June and are working out the kinks now. They would like to be able to give a demonstration of the project at the June conference in Biloxi.

Promotion Committee: Annette Fulgenzi reported that their last conference call was December 2nd. They are working with Karen's office to identify the resources that are available to them to raise awareness of the SBO/SBAP programs. They want to develop a bank of "success stories" for the internet. They are exploring a link to the American Express website. They are also considering polling the state programs to see how they have marketed their programs to their state legislators.

Technical Committee: Richard Rasmussen reported, in addition to his earlier report on the area source rule development, that he was getting in responses from states on the number of area sources for the 24 sectors identified in this first round of research. The process has been enlightening for states in terms of the numbers of businesses falling under the area source categories.

6. NCAP Updates

Frances Hartwell reported that the NCAP meets quarterly and the next meeting is December 21st. Therefore, there is no update since the last NSC conference call.

Elsa Bishop took the opportunity to collect information on when each region has their regional meetings: Reg. 1 will meet Sept. 6, 7,8; Region 3 meets quarterly; Region 4 will meet Feb. 24/25; Region 7 will meet in the fall; Region 10 meets monthly via conference call.

Next Conference Call: January 11th, 2005.

Respectfully submitted:

Linda Hayes-Gorman, Region X