

**SBO/SBAP
National Steering Committee
Monthly Teleconference
February 11, 2003**

Attendees:

Region 1: Ron Dyer;

Region 2: Marian Mudar;

Region 3: Richard Rasmussen, Terry Polen;

Region 4: Linda Sadler, Tony Pendola;

Region 5: Amelia Gooding, Pam Christenson;

Region 6: Darren Morrissey;

Region 7: AnaMaria Nanra;

Region 8: Bonnie Rouse;

Region 9: -----

Region 10: Sally Tarowsky

USEPA RTP: Lalit Banker, Karen Blanchard, Larry Brockman, Gil Wood

USEPA SBO: Karen Brown, Dan Eddinger, Catherine Tunis

Annual Meeting: Andrew Gosden

Chair: Mark Shanahan.

Participants approved the January 2003 minutes.

New Topic

Karen Blanchard and **Lalit Banker** of USEPA RTP requested time to discuss and obtain feedback from the group on a new idea. They would like to develop a communication tool, such as a CD, that would help small businesses save money and decrease air pollution. They don't want to duplicate previous efforts, and would like the group's feedback.

Amelia Gooding (Region 5) asked if the tool would focus on already existing regulations, or on new regulations coming down the pike. **Karen Blanchard** answered neither; it would focus on a specific industry sector, with cost-savings as major marketing pull and P2 as additional benefit.

Question: (sorry, didn't catch whom) asking if RTP would work with Energy Star.

Karen Blanchard answered they would like to partner with Energy Star.

Tony Pendola (Region 4) thinks it is a good idea and would like to partner. Suggests maybe a cost-calculator would be a good idea to include.

Dan Eddinger (USEPA SBO) asked if an online version had been considered. A tool like AGE, SAGE, and CAGE, except more user friendly, that would focus on cost-savings instead of just product replacement. Several on group express that small facilities don't use computers or have Internet access.

Karen Blanchard responded that they are looking for a more active tool. Waiting for someone to come to a website is too passive. The product would ultimately be universal across all states. *Karen requested additional partners. If interested, contact her ASAP.*

Larry Brockman (USEPA SBO) asked for ideas on which industries to focus on. **Ron Dyer** (Region 1) suggested focusing not on industry type, but on activity that spans more than one industry. **Mark Shanahan** agrees, as does **Bonnie Rouse** (Region 8).

Overall, the group agreed it was a good idea. Need to figure out how to focus and reach out to real industry. Several agreed to become involved and/or partner. Most agreed it needs to be simple, quick assistance. There was some interest voiced regarding the dry cleaning industry and involving associations like IFI.

Mark Shanahan thanked RTP for their involvement, and invited them to remain on remainder of call.

PSA

Pam Christenson (Region 5) reminded the group about the availability of using the Florida PSA as a model for each state. She asked each state to send out one last call for interest. They currently have 6 states, but would like to get at least 10 states committed, as doing so would bring the cost down. Committed states will have a conference call to discuss billing, etc. States don't need to have 'check in hand' to verbalize their commitment. Email her if interested.

Annual Meeting

Andrew Gosden provided latest on planning for Annual Meeting. Registration materials should be mailed this week and to recipients by next week. You should be able to make reservations at the hotel now as well. Working on getting the website up and running, they are using last year's URL. Most speakers are falling into place. They need suggestions for speakers for session 'Communicating with Small Business'. Contact Roslyn (Region 5). Cirque d'Soleil will be in town during the conference.

Air Toxics workshop for state, federal and local employees is April 7-10.

Summit

Karen Brown (USEPA SBO) said invitations should be out now. If you're on the steering committee, you're also on the invitation list.

Additional Topics

Mark Shanahan asked for additional topics. **Richard Rasmussen** (Region 3) suggested we set up another call to discuss legislative issues and the National CAP Washington event. We should get in touch with Elsa for briefing material. Concern was expressed about the content of NCAP's message to members of Congress; group thought state programs should be providing specific information if a member of their state delegation was being visited.

Mark Shanahan asked if we should add 30 minutes to conference calls, as this is not the first time we've run out of time. Most agree.

Annual report to Congress forms should be out soon, in the next 2 weeks. It is short and to the point.

Meeting adjourned at the buzzer.