

**SBO/SBAP Conference Call
Meeting Minute
July 13, 2004**

Confirmation of Regional Representatives

- Ron Dyer noted that all Regions should check the latest Steering Committee Roster to ensure all representatives are correct and individual contact information is accurate
- Any changes should be forwarded to Elsa Bishop or Ron Dyer

Focus for 2004/2005

- Ron noted he has 4 main priorities for his tenure as Chair. These are:
 - Continuing the progress made by Past Chair Mark Shanahan and others
 - Encouraging all Steering Committee members to keep things moving forward
 - Actively pursue expanding all programs to be multi-media
 - Utilize subcommittees for advancing Steering Committee activities

Sub-Committee Reports

- Guidelines Sub-Committee
 - No current report
- Technical Sub-Committee
 - There is a conference call scheduled for Tuesday July 20th
 - Richard Rasmussen noted that anyone interested in participating on the subcommittee is welcomed and are asked to contact him directly
 - Richard also asked that any issues committee members or others may have be sent to him for inclusion in the subcommittees activities
- Promotional Sub-Committee
 - The subcommittee is now chaired by Annette Fulgenzi

- Annette is seeking any input/information from committee members so she can get up to date on any current activities
- Multimedia Committee August 17th conference call planned., for which Renee provided a brief update on behalf of Phyllis Strong the chair. They will be discussing the results of the subcommittee meeting that took place in Sacramento, a potential mentoring program, and a few other items at that call. People who would like to join the committee can contact Phyllis to get more information.
- Ron Dyer asked the group how they would like to handle sub-committee reports on the monthly conference call
 - Richard suggested that a byline for each subcommittee with the subcommittee chair be included in the minutes sent out each month. The group felt this was a good idea.
 - There was a question raised as to whether it would be acceptable for past subcommittee chairs continuing in that position even if they are not currently a steering committee representative.
 - After discussion, it was decided that it was acceptable and they would be invited to participate in the monthly conference calls in order to present a subcommittee update to the Steering Committee

Performance Measurement

- Sally Tarowsky spoke on the Performance Measurement working session held at the National Conference in Sacramento
 - She briefed the Committee on the results of the working session and the written summary she had provided prior to the conference call
 - She noted that a subcommittee needs to be formed and a chair appointed
 - Sally offered to be the defacto contact person until a permanent chair is appointed
 - Richard, Kenya, Nick and Julie agreed to serve on the subcommittee
 - Ron noted that the will send out an e-mail on the need for subcommittee members
 - It was agreed that the Steering Committee needed to be involved with any regional and national discussions on this issue to ensure our needs are addressed.

NCAP Updates

- NCAP guidelines were presented by Frances and discussed by the group
 - There was discussion on the section concerning the removal of NCAP representatives and a general feeling that this section should be discussed further. Concerns were raised about the possibility that representatives who had differing views than the majority may be driven out thus resulting in limited debate on issues. Frances will bring this issue up with the NCAP
 - Rudy Cartier brought up several minor edits including setting time limits for filling NCAP vacancies
 - Richard Rasmussen suggested that the section assigning the EPA SBO as the secretary may not be a politically good thing to do. He noted that there may be a conflict of interest if lobbying and other activities are being conducted by the NCAP.
 - Wendy had a question on who is representing states without a CAP in place. After discussion, it was suggested that the State Ombudsman should take the responsibilities of the CAP in those states until a CAP is appointed.
 - Richard Rasmussen also questioned the “At Large” positions and where it came from. Dan Nickey noted that this happened during the original development of the NCAP.
 - Frances did note that the NCAP felt that these guidelines were final, but she would bring any concerns and suggestions back to the NCAP for possible modifications. She also asked that anyone who had suggestions and/or comments to send them to her for further discussion.
- The Multimedia White Paper on encouraging the expansion of the SBAPs to full multimedia status was presented.
 - There was some discussion on the paper resulting in Dan Nickey requesting that any comments be forwarded to him by August 15th

Updates and other Items

EPA Small Business Ombudsman

- Karen Brown gave the following updates:
 - The internal EPA multi-media meeting has been reschedule to occur the week of July 19th. This meeting will be to discuss opportunities for EPA to

support program expansion. Contact Karen for a list of personnel to be involved with the meeting.

- The annual Liaison Meeting held in August has been changed for this year. The meeting will be part of a forum with the EPA Administrator to be held on October 6th. This forum will be a two day event and will involve the Steering Committee as well as the normal liaison meeting attendees.
- One Conference Concept
 - Karen noted that the next combined conference will be in Chicago on May 9th to the 12th. This conference will be cosponsored by OECA and NPPR. There was discussion on the SBO/SBAP becoming part of this single conference concept. The consensus of the Steering Committee was that we should not combine our conference with the other groups as it would diminish the effectiveness we have at our conferences
 - Ron Dyer will draft a letter to Jay at EPA outlining our concerns but will also note our openness to discussing other opportunities for closer cooperation. He will also send a letter to Jay Benforado about our concerns.
- Area Source Rules
 - A letter has been sent by Karen to Sally Schaffer stating we (the Steering Committee) would like to be involved in the development process for the rule.
 - For the Autobody Refinishing Rule, Ron also noted he will work closely with Kim Teal on this issue

Next Conference Call

- The next conference call is scheduled for August 10th at 2 PM eastern time

Minutes submitted by Rudy Cartier Jr
NH SBO