

SBO/SBAP Steering Committee Conference Call Minutes
June 11, 2002

On the call: Mark Shanahan, Maria Rivera, Chuck McCarty, Terry Polen, Richard Rasmussen, Phyllis Copeland, Linda Sadler, Tony Pendola, Kenya Carroll, Pam Christenson, Amelia Gooding, Byron Shaw, Layli Terrell, Nick Melliadis, Marcia Manley, Sally Tarowski, Karen Brown, Elsa Bishop

1. The minutes of the last conference call were approved.
2. 2002 Conference Update:
 - a. 150 individuals registered
 - b. Room reservations extended until 6-17-02.
 - c. All speakers have been lined up.
 - d. Packets of information have been mailed to all attendees registered as of two weeks ago.
 - e. Kenya Carroll reports that Newcomers Training is set with 24 newcomers and 22 mentors.
 - f. Terry Polen has joined the state of West Virginia as the SBO and will also represent Region 3 as the alternate on the Steering Committee. (Contact information - tpolen@dep.state.wv.us (304) 759-0510)
 - g. Future of the 507 Working Session:
 - Six topics will be presented for the working sessions at the National Conference with 3-4 questions related to each topic
 - Attendees will be randomly assigned to each table to discuss the topics
 - Suggested format to report conclusions will be provided
 - One hour and forty-five minutes has been allotted for the sessions
 - All recommendations will be forwarded to the Steering Committee to consider for the next year(s) work
 - Committee will assist with the logistics of the working session
 - h. Second City checks are due Wednesday; should be sent to Amelia Gooding.
 - i. Forty persons registered for CAP training with 17 of those being Panel members; questions raised about travel funding for additional Panel members to attend.
3. 2003 Conference Update:
 - a. 2003 National is scheduled for Baltimore Maryland
 - b. Andrew will be meeting with the Planning Committee at conclusion of the Chicago meeting. One representative is needed to represent each region on the planning committee. If the representative is not available in Chicago, please have someone from the region stand in, if possible.
4. NACEPT CAAC:
 - a. Pam represented small business on the last two-year panel.
 - b. For the new term, the following individuals with connections to the 507 program have been selected: Mark Shanahan, Annette Fulgenzi, Marian Mudar, LaRonda Bowen, Dale Kaplan (PA CAP chair)
 - c. Focus areas: performance measurements; networking
 - d. Recommendations/advice is provided to EPA on how to deliver compliance assistance.
 - e. Group is staffed and led by OECA
 - f. Trade groups and SBDCs are represented on the Committee.
 - g. Consistency is needed in the delivery of compliance assistance.
 - h. Our representatives will provide a wealth of expertise in compliance assistance.
 - i. Joanne Berman will provide information on NACEPT in Chicago.

5. Promotions Committee:

- a. Brochure is being completed; may be ready to distribute in Chicago.
- b. Karen has provided twenty thousand dollars for additional work by this committee.
- c. Options being considered:
 - i. Staying with current agency and pursuing a comprehensive media plan
 - ii. PSA developed by a new agency
 - iii. Patty Bryant show with an environmental emphasis
- d. Committee would like feedback on how states have used materials already developed to highlight at Chicago.

6. New business:

- a. Karen has sent out an article on the ten demonstration projects to Air Waste Management and to ECOS.
- b. Richard attended the Region 3 Small Business Regulatory Fairness Board; the next meeting is scheduled for Wisconsin in early July.
- c. Request received that NACEPT minutes be distributed to state for informational purposes.
- d. Committee member on the web will be updated after the Chicago meeting.
- e. Minutes from the National CAP meeting will be posted on the web.
- f. Chicago meeting will replace the July conference call.
- g. Small Business Regional Liaison Meeting will be held July 31 – August 2 in Washington.