

SBO/SBEAP Steering Committee Conference Call
March 4, 2008
Minutes

Regional Representatives:

1. Julie Churchill
 2. Jim Coyle
 3. Julien Gaudion, Chris Lynch, Terry Polen
 4. Randy Wolfe, Phyllis Copeland, Edythe McKinney
 5. Annette Fulgenzi, Dave Fiedler, Renee Bashel
 6. Yanfo Zhao
 7. Dan Nickey, Cathy Colglazier
 8. Joni Canterbury
 9. none
 10. none
- EPA – Angela Suber
NCAP – Frances Hartwell

February minutes were approved.

Dan brought up a conversation he had with Angela about the lack of EPA support the last couple of years. Angela agreed support has been limited due to staff and budget concerns. The committee decided to proceed with sending a letter to Jeannette that outlines our concerns. Dan and Annette will draft the letter and send it to the NSC for comments. We want the letter to go out prior to the national conference.

Due to budget constraints, the Regional Liaison conference will be held at the national conference. This is a good way to get the liaisons involved in the national conference. Currently, the plan is to have a meeting on the Monday before the conference starting around noon. They might have a couple of other sessions during the conference. Angela and a small committee will be putting together an agenda for the meeting. This meeting is mainly for the regional liaisons, NSC chair and vice chair, NCAP chair and vice chair, and EPA; however, other NSC members are welcome to attend.

EPA assessment update – EPA is reviewing the draft report. Once approved, Jeannette will need to brief the administration, then the report can be sent out. Their office did change their name from OSDBU to the Office of Small Business Programs. Angela will keep us informed of the progress.

CAP update – Frances informed us a conference call has been schedule for March 19. The agenda is being planned and they hope to get information on the call out to the NCAP later this week.

Mission/Vision statement – Since this will not be done at the liaison meeting now, Dan and Kenya will work together to make this happen. Kenya has agreed to come up with a questionnaire to distribute to the steering committee and the state representatives to gather information needed to develop the mission statement. During the national conference, the measurement subcommittee has a meeting scheduled for 7:45 am on Thursday. The subcommittee (and anyone else that wants to participate) will use this time to take the information gathered on the questionnaire and develop (and hopefully finalize) the mission statement. If it is finalized, it could be unveiled at the end of the conference. The questionnaire will be distributed the end of March.

Region 9 outreach effort – Attempts have been made to get Region 9 active again. At the last call, it was reported that Sherri Muller of Nevada would be the NSC representative; however, due to managerial decisions, she cannot participate. Until a new representative is determined, Cathy from California will fill in. Dan is facilitating a call with Region 9 on March 6 to discuss.

R3 SBA press conference – The Technical Subcommittee submitted nine suggestions for the SBA R3 initiative. One of those suggestions (NSPS requirements for petroleum drycleaners testing emissions) was chosen by SBA to be included in their top 10 list. Dan participated in the press conferences announcing the top 10 rules that SBA is recommending for review. Dan thanked the technical subcommittee and Jim Coyle for their efforts on this project. Dan will keep us informed of the review as information becomes available. Dan indicated this was a good way for the 507 programs to develop a relationship with SBA.

Subcommittee updates:

Promotional – Chris Lynch reported that Audrey has been working on the responses to the survey asking about the Web site and on feedback from the promotional subcommittee meeting to start making changes to the Web site. A draft new home page has been developed that they are seeking comments on. If anyone wants to participate on this task force, let Chris know. The subcommittee hopes to get feedback in the next couple of weeks. The goal is to have something done before the conference so it can be shared at the conference.

Awards – Phyllis Copeland reported that the awards page is up and active; however, they haven't received any nominations at this time. Phyllis encouraged the steering committee

to encourage the states in their region to push the program. Phyllis will send us information on the awards that we can share with our states. Keep in mind that there are probably EPA travel dollars available for the Small Business Award Winner to attend the conference and hopefully participate in the small business panel discussion. The deadline for award submission is March 28 at 4:00 pm Eastern.

Technical – Renee Bashel reported there was good participation on the last call (at least 25 states represented and 5 EPA staff). The call focused on the “Autobody Rule.” We received clarification on the intent of the rule from Kim Teal and Warren Johnson. Renee is developing a list of questions to send to OECA on compliance issues and how OECA interprets a couple of items. It appears there are multiple tools already being developed for the rule. As these tools are finalized, they will be linked from the new rule page on the Small Biz Web site. The call also included a discussion of corrections to the dry cleaner rule. Renee will compile all of the notes from the call and get them out. On the next call, they will discuss what they want to do with both sessions at the conference. They probably won’t need both for the “Autobody Rule” anymore. The second session might be used to discuss other new rules coming out.

Multimedia – Dave Fiedler – The committee finalized the multimedia proposal, which provides background on where we’ve been. The proposal was sent to Angela, who will use it to try to attract additional EPA people to sit down with us to start discussions on the proposal. The proposal is posted on the Small-Biz Web site – it is a good summary of where we’ve been and where we want to go. The committee is also working on updates to the multimedia peer center. They are going over the questions and will eventually ask the existing states to update their responses and try to attract more states.

Vice-chair election – Nomination deadline was March 4. Dan will send the e-mail out with the candidates’ information. Each Region should have their voting completed prior to the April call.

2008 conference – Julian Gaudion – Looking to have registration up and running by Monday, March 17. This year they will be able to accept American Express. We are using a 3rd party to process all the credit cards. An e-mail will be sent out to the NSC and all the states encouraging people to register. Please encourage your states to attend the conference. There is limited EPA funding assistance for travel. If someone in your Region would like to request assistance they need to contact Angela. Priority will be given to individuals who have never participated in the conference. They will try to approve one request per region as long as the need is there. We need to make sure that the people receiving assistance know they still need to register and pay for the conference and that EPA will reimburse them. Some of the extra curricular activities going on at the conference include:

- Monday – Gettysburg trip. Cost is \$25 and includes transportation and a guided tour by a battlefield certified guide;
- Tuesday morning – free guided tour of state capitol;

- Tuesday evening – opening reception at the hotel;
- Wednesday evening – minor league baseball at \$6 per person – walk to stadium;
- Thursday evening – optional trip to Hershey park amusement park – evening rate of \$25 per person plus transportation cost (TBD). 6:00 pm – 10:00 pm.

2009 conference – An e-mail will be sent soon to solicit locations for the 2009 conference. Angela will send an e-mail out before the next conference call. We hope to decide on a location before the June conference. There was some discussion on the grant vs. contract for the conference. 2009 will still be a contract as the grant process can take up to a year to process.

Note taker – Cathy Colglazier, Kansas SBO