

**SBO SBAP
National Steering Committee
Teleconference
October 8, 2002**

Attendance:

Region 1: Ron Dyer; Region 2: Maria Rivera, Marian Mudar; Region 3: Richard Rasmussen, Terry Polen, Chuck McCarty; Region 4: Linda Sadler, Tony Pendola; Region 5: Amelia Gooding, Phyllis Strong; Region 6: Christi Townsend, Daphne McMurrer; Region 7: absent ; Region 8: Chuck Raffelson, Nick Melliadis, Bonnie Rouse; Joanie Canterbury? Region 9: Kathy Broderick; Region 10: Sally Tarowsky, Patrick Hoermann; USEPA: Karen Brown, Elsa Bishop, Angela Suber; 2003 Annual Meeting Planning: Andrew Gosden; Chair: Mark Shanahan

1. National Summit on Small Business and the Environment Update:

The dates for the National Summit on Small Business and the Environment have not been confirmed. However, the Summit will not conflict with the Compliance Assistance Providers Forum to take place in San Antonio December 3rd through December 6th.

2. Subcommittee Updates:

a. Guidelines: Sally Tarowsky reported that an email was sent requesting that the committee try to meet the week of the 21st. Anyone who is interested in joining the committee should send her an email.

b. Multimedia: Phyllis Strong reported that Tom Coogan from Wisconsin and Audrey Zelanko (Small Business web page) were working on a set of questions. The first conference call will be held tomorrow (October 9th).

c. Technology: Tony Pendola reported that Audrey Zelanko has volunteered to join the group. He is still looking for one or two more volunteers. Tony and Audrey have been brainstorming possible solutions to the problems they have been having with the listserv. Daphne McMurrer inquired about the purpose of this subcommittee. Tony responded that the purpose of the committee was to find out how we can make use of electronic communication to help us do our jobs.

d. Awards: Kathy Broderick provided information to Marcia Manley on past awards received and given. The Pollution Prevention ceremony in Sacramento was a success!

e. Technical: Richard reported that there would be a conference call in early November.

f. Promotional: There are funds in place for the promotional subcommittee. Mark Shanahan encouraged all to keep "plugging away!"

3. Annual Meetings 2003 and 2004.

a. 2003: Andrew Gosden reported that the date of the meeting will be April 13th through the 16th at the Sheraton Inner Harbor in Baltimore, Maryland. There will be a planning committee meeting November 13th and 14th. Members from Region 6 and Region 8 are still needed on the planning committee. Joanie Canterbury from Region 8 expressed an interest in participating on the committee. Next week, Andrew will be asking for suggestions from the steering committee for survey topics. Maria suggested including some topics from the Chicago survey.

b. 2004: Sacramento, California has volunteered to host the 2004 annual meeting. There were no objections, and the decision was finalized by Karen Brown. West Virginia expressed an interest to host the 2005 annual meeting.

4. New Business

Administrator Whitman came to Chicago and visited a Hispanic-owned small business (El Milagro). The visit went very well. El Milagro, a tortilla chip factory, converted 13 vehicles in their fleet to propane.

Kathy (from Sacramento) reported that a small business bakery won an award for their pollution prevention efforts and for reinvesting into their community.

Ohio, Kentucky, and Minnesota presented the results of a successful fiberglass-outreach partnership project in Atlanta, Georgia.

Ohio's Compliance Advisory Panel is going to meet again.

It was suggested by Mark Shanahan that all steering committee members should try to get together to have a 507 program meeting during the Compliance Assistance Providers Forum in San Antonio

SBDC and National Pollution Prevention Roundtable: Memorandums of Understanding were sent but we have not heard anything back yet.

The meeting minutes for the Steering Committee can be found on the Yahoo Group website.

National CAP: During the conference call two weeks ago, the possibility of adding two “at-large” members was approved by Karen Brown. One of these positions has been filled. One position is still open and may or may not get filled. There will be a legislative meeting in February in Washington D.C. The next conference call will take place October 16th.

5. Next conference call will be November 12th.

Meeting Adjourned at 2:45PM eastern time.