

**SBO SBAP
National Steering Committee
Teleconference
September 10, 2002**

Present: Region 1: Judy Mirro; Region 2: Maria Rivera, Marian Mudar; Region 3: Richard Rasmussen; Region 4: Linda Sadler, Tony Pendola; Region 5: Amelia Gooding, Phyllis Strong; Region 6: Daphne McMurrer, Darren Morrissey; Region 7: Dan Nickey; Region 8: Nick Melliadis; Region 9: Marcia Manley, Rob White; Region 10: Sally Tarowsky; USEPA SBO: Karen Brown, Elsa Bishop, Dan Eddinger, Angela Suber; USEPA SBAP: Lalit Banker; 2003 Annual Meeting Planning: Andrew Gosden; chair: Mark Shanahan.

The NSC welcomed Judy Mirro (VT) as the new Region 1 alternate.

1. Subcommittee updates:

a. Multimedia: Phyllis Strong reported that the group is beginning with an email exchange and that she will be recruiting volunteers to add to the roster soon. (Linda Sadler noted that Greg Copley volunteers to be added to this group.)

b. Technology: Tony Pendola is considering what direction to take with the group and is planning to recruit some additional members. (Eric Bird volunteered to join the group.)

c. Technical: Richard Rasmussen is identifying technical issues and sharing them with the group and NSC via email. (Jackie Neuber and Kenya Carroll volunteered to join the group.)

d. Guidelines: Sally Tarowsky reported she was just getting started on the group's work. (Nick Melliadis volunteered to join.)

e. Promotional: Pam Christenson was not on the call. (Jackie Anderson has volunteered to join this group.)

2. Review of draft Memorandum of Understanding.

The NSC approved the draft Memorandum of Understanding to be circulated to the ASBDC and the National Pollution Prevention Roundtable. Mark Shanahan said he would forward the draft to Don Wilson at ASBDC and to Ken Zarker, NPPR's board chair.

3. Update on National Summit on Small Business and the Environment.

Elsa Bishop presented an overview of the planned Summit. The summit was scheduled for November 14 and 15 (please note these dates have changed since this meeting). The concept is to host a leadership conference to focus on environmental challenges faced by small businesses. The event will be invitation only and high level. Invitees will include Governors, Environmental Commissioners, the National CAP, the National Steering Committee, key trade associations and some of the ten 507 program demonstration projects.

The meeting will be hosted by Administrator Whitman and will continue over two days. The first day will highlight successful interactions between small businesses and

environmental programs; the second day will be a working session devoted to devising follow up strategies.

4. Annual Meetings 2003 and 2004.

a. 2004: Karen's office would like to confirm the site for the 2004 Annual Meeting as soon as possible; the NSC will be polled once again to identify interested states. California has expressed strong interest and willingness to organize the meeting. Any other expressions of interest need to be serious and prepared to commit resources immediately.

b. 2003: Andrew Gosden reported problems getting government rates at hotels during the periods he wanted. He is in the process of contracting with a meeting planet and is shooting for either the week of April 14 or the week of April 28. (Lalit Banker noted a possible conflict with the Air Toxics conference.) Andrew will be contacting the Planning Committee to agree upon a date for its meeting in Baltimore.

5. Update on NACEPT CAAC.

Mark Shanahan updated the NSC on the USEPA's National Advisory Council on Environmental Policy and Technology Compliance Assistance Advisory Committee. A number of 507 program folks are appointed to this committee: Annette Fulgenzi (IL), Marian Mudar (NY), Dale Kaplan (PA CAP), Mark Shanahan (OH) and LaRonda Bowen (alumni association).

The CAAC has divided itself into three working groups: Performance Measurement, Networking and Integration. Each group is preparing a mission statement and a work plan.

Mark will share material with the NSC and urged NSC members to feedback information to folks on the CAAC. Our representation on this round of the Committee is a major improvement from the first round when Pam Christenson was the sole representative.

6. NSC teleconference participation.

Nick Melliadis conveyed a request from the Region 8 USEPA ombudsman to sit in on our calls.

The question before the NSC was whether there was or should be a policy on this issue. After discussion and review of past practice, it was unanimously agreed that NSC members and alternates, designated USEPA SBO and SBAP contacts and a National CAP representative should be the only regular participants. On a case by case basis, other participants may be invited to discuss specific issues or questions. Requests for such participation should go through the NSC chair.

7. Other business.

A quick poll indicated that the Yahoo group was working and we should continue to experiment with it.

The Practical Guide to Environmental Management for Small Business is now available in PDF format online.

Any corrections to the Green Resource Guides should be sent to Angela Suber.

8. Meeting adjourned at 3:00 p.m. Eastern.