

## Minutes of the National Steering Committee June 20, 2007

Dan Nickey called the meeting to order at 12:05 p.m. Central.

Members present included:

Region 1	Judy Mirro
Region 2	Jim Coyle (via conference call), John McKeon
Region 3	Terry Polen (via conference call), Julien F. Gaudion
Region 4	Lee Tate, Edythe McKinney, Randy Wolfe
Region 5	Jackie Sims, Dave Fiedler
Region 6	Melinda Houlihan
Region 7	Cathy Colglazier
Region 8	Greg Sorenson
Region 9	
Region 10	Sally Tarowsky for Rebecca Hillwig
NSC	Dan Nickey and Annette Fulgenzi
NCAP:	Frances Hartwell
EPA:	Angela Suber, Jeanette Brown

Subcommittees:

Awards:	Phyllis Copeland
Conference Planning:	Julian Gaudion and Chris Lynch
Measurement:	Kenya Stump
Promotional:	Chris Lynch
Multi Media:	Dave Fielder
Technical:	Renee Lesjak Bashel
Guidelines:	Sally Tarowsky

Meeting Summary:

1. Approval of May call minutes.
2. NCAP Update: Frances and Annette  
ECOS sent a letter to Steve Johnson in April 2007 to begin dialogue about the multimedia issue. The SBO will be the point of contact for the dialogue. Ken Legler will be meeting with a few legislators from Texas to discuss possible legislation. Jeanette Brown asked about the goals of the NCAP; Frances replied that the multimedia was the main initiative. EPA will not be able to be involved with this initiative since lobbying will be involved. Therefore, the NCAP will be creating a subcommittee to specifically work on this initiative.
3. Subcommittee Updates:  
Performance Measurement: Kenya reported that based on the annual report session, the subcommittee will create a draft survey to help with annual reporting. They will also develop FAQs about the form to be posted online.

Awards: Phyllis was very grateful for all the hard work the subcommittee did with this year's awards ceremony. The subcommittee still needs new members and more representation from each region. Time commitment is typically for only 6 months of the year.

Guidelines: Sally requested everyone's attendance at the subcommittee's session later that day. Members are greatly needed as well.

Multimedia: Dave stated that the subcommittee's breakout session went very well. They are laying the groundwork for the multimedia initiative and will need to begin putting together a workplan for stakeholders (i.e., describing what multimedia is). Francis suggested putting together a one-page executive summary along with the white paper.

Promotional: Chris reported that the subcommittee met earlier that day and focused on updating the website. It was suggested that another subcommittee be created to focus solely on working on the website. The subcommittee will work with the multimedia subcommittee and NCAP on the multimedia initiative. Let Dan know if you would like to participate on the website updates.

Technical: Rene stated that there was a good discussion of the proposed autobody rule and what it has "morphed" in to. It is now a combined rule; comments can be sent in before the rule is out in December (although no draft of the rule is available, comments can be made based on Kim Teal's presentation that will be posted online). There will be a national effort to create tools for businesses affected by this new rule. Please send any comments about the new dry cleaning rule to Warren Johnson via email at [johnson.warren@epa.gov](mailto:johnson.warren@epa.gov).

4. EPA Updates.
  - Angela reported that an assessment of the SBO function is being conducted by HCD International to find out how they can most effectively merge with SBDBU. Please complete the questionnaire from HCDI that is in your packet. If you cannot do this before the end of the conference, you can mail the questionnaire to Angela.
  - The ICR renewal will go to OMB.
  - The regional liaison meeting will be held later this summer. Dates will be announced soon. Travel may likely be available. EPA regional liaisons and steering committee representatives will gather to reexamine goals and mission statement. Send agenda items to Angela.
5. The NSC guidelines are still in draft form and will be distributed to the states for final approval. Expect to see them in the next month.
6. The 2008 SBO/SBEAP National Conference will be held in the great state of Pennsylvania – either in Hershey or Harrisburg. If you are interested in being on the planning committee for your region, please contact Julian ...
7. Monthly Conference Calls. Dan is no longer able to have our monthly calls on the 2<sup>nd</sup> Tuesday of each month. The committee members agreed to move the calls to the 1<sup>st</sup> Tuesday of each month. There will be no July meeting since we met in person on June

20<sup>th</sup>. The next conference call will be on Tuesday August 7, 2007 at 2:00 p.m. EST unless otherwise stated or if the Regional Liaison meeting is held that month.