

## NSBEAP (507) Annual Training-Planning for 2019

Date: Wednesday December 5, 2018

Time: 3:00 pm EST

Dial by your location

Join Zoom Meeting

+1 669 900 6833 US (San Jose)

<https://ksu.zoom.us/j/212094221>

+1 646 876 9923 US (New York)

One tap mobile

Meeting ID: 212 094 221

+16699006833,,212094221# US (San Jose)

Find your local number: <https://zoom.us/u/a7lhDM9BU>

+16468769923,,212094221# US (New York)

### Notes

#### Roll Call

##### Regional Representation Attendees

- R1:
- R2: Ed Bakos (NJ)
- R 3: Lee Ann Briggs (PA)
- R4: Donovan Grimwood (TN)
- R5: Annette Fulgenzi (IL)
- R6:
- R7: Jennifer Wittenburg (IA)
- R8:
- R9: Eric Florio (NV)
- R10: Belinda Breidenbach (ID)

##### Subcommittee Representation Attendees

- National Steering Committee- Lisa Ashenbrenner-Hunt
- Annual Training – Jennifer Collins (IN)
- Education- Nancy Larson (KS)
- Promotion-
- Technical -Donovan Grimwood (TN)
- Awards -Renee Bashel (WI)
- Website – Nancy Larson (KS)
- EPA – Paula Hoag

#### Discussion:

- Logistics
  - Conference Dates: May 14-16, 2019
  - Conference Location: Chicago, IL at U.S. EPA Region V Conference and Training Center 12<sup>th</sup> floor – Reserved by Andy Anderson -Region V – Current Regional Small Business Liaison (RSBL)
  - Announcement to Save the Date? **Yes, once the registration is set up; also ask who needs to speak for travel approval**
- Registration-
  - Registration on NSBEAP website? - **Yes, but questions about if payment can be collected on website**
  - Registration fee this year to cover costs since U.S. EPA covers this training biennially
    - Annette suggested a fee between \$130-150 to cover food/beverage costs and additional awards –**Nancy will check with Annette on how to set up payment**
    - **Need to know what will be included in fee for travel approval**
- Equipment needs-
  - Laptops – **don't rely on EPA's**
  - Projectors – in each training room?
  - Screens in each room?
  - Microphones available?
  - WiFi needed – Definitely need to confirm – we had some issues at the Region V meeting there in November – **Beef up WiFi – Ask Andy – How do we ensure it is functioning?**
- Travel scholarships-

## 2019 ANNUAL TRAINING PLANNING SUBCOMMITTEE NOTES - AGGREGATE

- Can we offer these this year?-
  - \$4,000 available for awards and travel scholarship
  - Don't need to speak to get scholarship
- SBEAP Awards -
  - Awards will be coordinated by Renee Bashel.
  - Open Awards- When? Open awards by late Dec/Early January
  - Renee will send Nancy nomination forms for website
- Agenda Development-
  - Monday night – NSC meeting? – yes, good to have some type of gathering night before.
  - Tuesday or Wednesday night- Awards Ceremony? Depends on location of awards ceremony- State exchange on Tues night preferred
  - Thursday – Possible training for providing P2 assessments – Trainer from IL, MI or OH – Assistance from Donna Twicker – U.S. EPA Region V, P2 (to include local site visits?) Training in morning –site visits in afternoon (Optional:Thursday afternoon – Combine P2 with Environmental Assessments including Air) Logistics?
  - Obtain ideas from each Sub-Committee for agenda-How we run our programs? Various states on a panel; get a few ideas from each subcommittee and have them poll members to determine interest
  - Annual report session? - yes
  - NSC Strategy session –interactive session – follow up from last year – What progress did we make? Pull out two to work on
  - Joan's update
  - Newcomer training
- Potential Speakers:
  - Invite Region V Administrator- and Deputy Administrator – Alan Walts
  - Invite current RSBLs –Panel? Regions 2, 3, 5,7 & 10
  - OAR/OAQPS administration
  - Pew Research Center – Present on their final report?
  - SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director.
  - ECOS-
  - EPA Smart Sector Program-follow-up conversation?
  - Trade Associations- one of the top sessions people liked in 2018
  - Marketing session –Outreach from various states – panel and/or examples, one of top sessions people liked in 2018, could expand on that discussion
  - Environmental Law Institute – Lisa will invite
  - How do you evaluate compliance assistance – IA and KS
  - How to get Outcomes from site visits – What states already get this? Info in annual report, Could we create consistency?
- Follow up/Action Items: Jennifer to follow up on Logistics of Conference space with Andy Anderson  
Nancy to follow up with Annette on Registration and Registration Fee needs  
Annette to obtain hotel block  
Renee to send Nancy Awards info  
Jennifer to start draft of training agenda and look at past year's notes  
Sub-committees to obtain three ideas from their committee for speakers or sessions
- Next call: January 3, 2019 3-4pm EST (2-3 CT)

## NSBEAP (507) Annual Training-Planning for 2019

### Jan. 3, 2019 Notes

Roll Call **those highlighted were in attendance**

#### Regional Representation Attendees

- R1:
- R2: Ed Bakos (NJ)
- R 3: Lee Ann Briggs (PA)
- R4: Donovan Grimwood (TN)
- R5: Annette Fulgenzi (IL)
- R6:
- R7: Jennifer Wittenburg (IA)
- R8:
- R9: Eric Florio (NV)
- R10: Belinda Breidenbach (ID)

#### Subcommittee Representation Attendees

- National Steering Committee- Lisa Ashenbrenner-Hunt
- Annual Training – Jennifer Collins (IN)
- Education- Nancy Larson (KS)
- Promotion- Jennifer and others
- Technical -Donovan Grimwood (TN)
- Awards -Renee Bashel (WI)
- Website – Nancy Larson (KS)
- EPA – Paula Hoag

Discussion: **Red font represents updates to topic discussed**

- Logistics
  - Conference Dates: May 14-16, 2019
  - Conference Location: Chicago, IL at U.S. EPA Region V Conference and Training Center 12<sup>th</sup> floor – Reserved by Andy Anderson -Region V – Current Regional Small Business Liaison (RSBL)
  - Pending Hotel – Central Loop Hotel, block good until April 15, 2019 – rate \$199; Lounge in main area could work as hospitality area, could host awards there too and get hotel to cater reasonably.
  - Annette is working on getting a sponsor for awards food
  - Annette is working on a logo design for conference
  - Registration \$150 would cover coffee, snacks, possible lunch and transportation for a site visit if needed.
  - What happens to the extra funds? These would stay in Ill, but amount would be minimal.
  - Announcement to Save the Date? Yes, sent out via main at least once and will send again once registration is up.
  - Need to ask who needs to speak for travel approval
- Registration-
  - Registration on NSBEAP website? – Registration and payment will be a two-step process, payment collected through a link on the registration. Possible process could include registration confirmation e-mail includes payment detail.
  - When will payment be required? At least 30-days out if possible.
- Equipment needs- **No new information**
  - Laptops – don't rely on EPA's
  - Projectors – in each training room?
  - Screens in each room?
  - Microphones available?
  - WiFi needed – Definitely need to confirm – we had some issues at the Region V meeting there in November – Beef up WiFi – Ask Andy – How do we ensure it is functioning?
- Travel scholarships-
  - Can we offer these this year?-
    - \$4,000 available for awards and travel scholarship
    - Don't need to speak to get scholarship
- SBEAP Awards -
  - Awards will be coordinated by Renee Bashel.
  - Open Awards- When? January
  - Articles already sent to ASBO and planned for ECOs

## 2019 ANNUAL TRAINING PLANNING SUBCOMMITTEE NOTES - AGGREGATE

- Renee will send NL Tweets
- Agenda Development- in process, Jenifer will prepare for next meeting
  - Monday night – NSC meeting? – yes, good to have some type of gathering night before.
  - Tuesday or Wednesday night- Awards Ceremony? Depends on location of awards ceremony- State exchange on Tues night preferred
  - Thursday – Possible training for providing P2 assessments – Trainer from IL, MI or OH – Assistance from Donna Twicker – U.S. EPA Region V, P2 (to include local site visits?) Training in morning –site visits in afternoon (Optional:Thursday afternoon – Combine P2 with Environmental Assessments including Air) Logistics?
  - Obtain ideas from each Sub-Committee for agenda-How we run our programs? Various states on a panel; get a few ideas from each subcommittee and have them poll members to determine interes
  - Annual report session? - yes
  - NSC Strategy session –interactive session – follow up from last year – What progress did we make? Pull out two to work on
  - Joan’s update
  - Newcomer training – Ice breaker for entire group on day one similar to 2018. Identify newcomers, but no need to “pair” them with anyone specific; ribbon on name tag to indicate newcomer. Nancy will share with Education. They will facilitate this ice breaker.
- Potential Speakers: Who is assigned to secure speakers?
  - Invite Region V Administrator- and Deputy Administrator – Alan Walts - Jennifer
  - Invite current RSBLs –Panel? Regions 2, 3, 5,7 & 10 – Nancy will work with Paula on this
  - Pew Research Center – Present on their final report?
  - SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director.- Annette
  - ECOS- Donovan – Compliance Assistance Workgroups topic? Green Books
  - EPA Smart Sector Program-follow-up conversation - Jennifer
  - OAQPS? Tony? Lisa will talk with Tony
  - Trade Associations- one of the top sessions people liked in 2018 - Annette
  - Marketing session –Outreach from various states – panel and/or examples, one of top sessions people liked in 2018, could expand on that discussion – Need a marketing company to review our materials and offer suggestions? Annette will look into.
  - Environmental Law Institute – Lisa invited and they are interested in attending. Lisa will be talking with them again.
  - What percent of air emissions are attributed to area sources? Annette
  - How do you evaluate compliance assistance – IA and KS - Nancy
  - How to get Outcomes from site visits – What states already get this? Info in annual report, Could we create consistency?
- Follow up/Action Items:
  - Jennifer to follow up on Logistics of Conference space with Andy Anderson
  - Nancy will f/u with Education Subcommittee to plan Newcomer session
  - Nancy will work to get registration and awards posted
  - Several have speaker contact duties
  - Annette to obtain hotel block
  - Jennifer to start draft of training agenda and look at past year’s notes
  - Lisa will remind subcommittees to obtain three ideas from their committee for speakers or sessions

Next call: Feb. 7, 2019 3-4pm EST (2-3 CT)

## NSBEAP (507) Annual Training-Planning for 2019

### Feb. 7, 2019 Notes

Roll Call – those highlighted were in attendance

#### Regional Representation Attendees

- R1:  
 R2: Ed Bakos (NJ)  
 R 3: Lee Ann Briggs (PA)  
 R4: Donovan Grimwood (TN)  
 R5: Annette Fulgenzi (IL)  
 R6:  
 R7: Jennifer Wittenburg (IA)  
 R8:  
 R9: Eric Florio (NV)  
 R10: Belinda Breidenbach (ID)

#### Subcommittee Representation Attendees

- National Steering Committee- Lisa Ashenbrenner-Hunt  
 Annual Training – Jennifer Collins (IN)  
 Education- Nancy Larson (KS)  
 Promotion-  
 Technical -Donovan Grimwood (TN)  
 Awards -Renee Bashel (WI)  
 Website – Nancy Larson (KS)  
 EPA – Paula Hoag

Discussion:

- Logistics
  - Conference Dates: May 14-16, 2019 – actually starts the evening before, we should make sure to indicate on the registration and the website.
  - Conference Location: Chicago, IL at U.S. EPA Region V Conference and Training Center 12<sup>th</sup> floor – Reserved by Andy Anderson -Region V – Current Regional Small Business Liaison (RSBL)
  - Central Loop Hotel, block good until April 15, 2019 – rate \$199; Lounge in main area could work as hospitality area, could host awards there too and get hotel to cater reasonably. If you find a cheaper rate it is OK to book separately.
  - Annette is working on getting a sponsor for awards food
  - Annette is working on a logo design for conference
  - Registration \$150 would cover coffee, snacks, possible lunch and transportation for a site visit if needed.
  - What happens to the extra funds? These would stay in Ill, but amount would be minimal.
  - Announcement to Save the Date? Yes, sent out via main at least once and will send again once registration is up.
  - Need to ask who needs to speak for travel approval – so far only Lloyd Kirk.
  - The Elephant and Castle – pub that will be used to host a Monday NSC and State Networking Exchange
- Registration- Update from Nancy/Annette
  - Registration on NSBEAP website? – Registration and payment will be a two-step process, payment collected through a link on the registration. Possible process could include registration confirmation e-mail includes payment detail. Registration draft, Nancy will work with Annette to get it finalized.
  - When will payment be required? At least 30-days out if possible.
- Equipment needs- Jennifer
  - Laptops – don't rely on EPA's
  - Projectors – in each training room?
  - Screens in each room?
  - Microphones available?
  - WiFi needed – Definitely need to confirm – we had some issues at the Region V meeting there in November – Beef up WiFi – Ask Andy – How do we ensure it is functioning?
- Travel scholarships-
  - \$4,000 available for awards and travel scholarship
  - Don't need to speak to get scholarship
- SBEAP Awards -
  - Awards will be coordinated by Renee Bashel.
  - Awards are open until February 28

## 2019 ANNUAL TRAINING PLANNING SUBCOMMITTEE NOTES - AGGREGATE

- Articles already sent to ASBO and planned for ECOs
- Renee will send NL Tweets
  
- Agenda Development- Update from Jennifer – reviewed a separate draft agenda document
  - Monday night – NSC meeting and Newcomer, yes, Education Subcommittee is planning Newcomer – is Annette working on securing location? The Elephant and Castle?
  - Tuesday or Wednesday night- Awards Ceremony? Depends on location of awards ceremony- State exchange on Tues night preferred The Elephant and Castle?
  - Thursday – Possible training for providing P2 assessments – Trainer from IL, MI or OH – Assistance from Donna Twicker – U.S. EPA Region V, P2 (to include local site visits?) Training in morning –site visits in afternoon (Optional:Thursday afternoon – Combine P2 with Environmental Assessments including Air) Logistics?
  - Obtain ideas from each Sub-Committee for agenda-How we run our programs? Various states on a panel; get a few ideas from each subcommittee and have them poll members to determine interes
  - Annual report session? – we can be flexible, Education is collecting votes for topics.
  - NSC Strategy session –interactive session – follow up from last year – What progress did we make? Pull out two to work on
  - Joan’s update – scheduled for Day 1
  - Newcomer training – Ice breaker for entire group on day one similar to 2018. Identify newcomers, but no need to “pair” them with anyone specific; ribbon on name tag to indicate newcomer. Nancy will share with Education. They will facilitate this ice breaker.
  
- Potential Speakers: Who is assigned to secure speakers? – see draft agenda for updates
  - Invite Region V Administrator- and Deputy Administrator – Alan Walts - Jennifer
  - Invite current RSBLs –Panel? Regions 2, 3, 5,7 & 10 – Nancy will work with Paula on this
  - Pew Research Center – Present on their final report?
  - SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director.- Annette
  - ECOS- Donovan – Compliance Assistance Workgroups topic? Green Books
  - EPA Smart Sector Program-follow-up conversation - Jennifer
  - OAQPS? Tony? Lisa will talk with Tony
  - Trade Associations- one of the top sessions people liked in 2018 - Annette
  - Marketing session –Outreach from various states – panel and/or examples, one of top sessions people liked in 2018, could expand on that discussion – Need a marketing company to review our materials and offer suggestions? Annette will look into.
  - Environmental Law Institute – Lisa invited and they are interested in attending. Lisa will be talking with them again.
  - What percent of air emissions are attributed to area sources? Annette
  - How do you evaluate compliance assistance – IA and KS - Nancy
  - How to get Outcomes from site visits – What states already get this? Info in annual report, Could we create consistency?
  
- Follow up/Action Items:
  - Jennifer to follow up on Logistics of Conference space with Andy Anderson
  - Nancy will f/u with Education Subcommittee to plan Newcomer session and Paula regarding RSBL invites/panel
  - Nancy will work with Annette to finalize registration and other page posts
  - Several have speaker contact duties
  - Annette will confirm hotel details and secure meal space for Monday NSC dinner and State gift exchange
  - Jennifer will send draft agenda to Nancy to post

Next call: Mar. 7, 2019 3-4pm EST (2-3 CT)

**NSBEAP (507) Annual Training-Planning for 2019****March 7, 2019 Agenda**

Roll Call – those highlighted were in attendance

**Regional Representation Attendees**

- R1:  
 R2: Ed Bakos (NJ)  
 R 3: Lee Ann Briggs (PA)  
 R4: Donovan Grimwood (TN)  
 R5: Annette Fulgenzi (IL)  
 R6: Lloyd Kirk (OK)  
 R7: Jennifer Wittenburg (IA)  
 R8:  
 R9: Eric Florio (NV)  
 R10: Belinda Breidenbach (ID)

**Subcommittee Representation Attendees**

- National Steering Committee- Lisa Ashenbrenner-Hunt (WI)  
 Annual Training – Jennifer Collins (IN)  
 Education- Nancy Larson (KS)  
 Promotion- Jennifer Collins, (ID)  
 Technical -Donovan Grimwood (TN)  
 Awards -Renee Bashel (WI)  
 Website – Nancy Larson (KS)  
 EPA – Paula Hoag

**Discussion:**

- Logistics
  - Conference Dates: May 13-16, 2019 Conference Location: Chicago, IL at U.S. EPA Region V Conference and Training Center 12<sup>th</sup> floor – Reserved by Andy Anderson -Region V – Current Regional Small Business Liaison (RSBL)
  - Central Loop Hotel, block good until April 15, 2019 – rate \$199; Lounge in main area could work as hospitality area, could host awards there too and get hotel to cater reasonably. **If you find a cheaper rate it is OK to book separately.**
  - Logo completed – Which ones do we want to use? Annette. **Discussed, but Annette has a plan. She will use national logo on some reusable items so we have items, banners that can be used for other events.**
  - Registration \$150 would cover coffee, snacks, possible lunch and transportation for a site visit if needed. Do invited speakers need to pay? **No, they can register but do not need to pay.**
  - Announcement to Save the Date? Yes, sent out via main at least once and will send again once registration is up. **Sent twice so far and can be ongoing biweekly until training.**
  - Need to ask who needs to speak for travel approval – **so far only Lloyd Kirk.**
- Registration- Update from Nancy/Annette
  - Registration is on the NSBEAP website – **Registration and payment is be a two-step process, payment collected through a link on the registration.**
- Equipment needs- Jennifer
  - Laptops – **Jennifer says we will have our own laptops**
  - Projectors – in each training room?
  - Screens in each room?
  - Microphones - **yes**
  - Speakers – **Jennifer will check on this.**
  - WiFi needed – **Confirmed per Jennifer**
- Travel scholarships-Nancy
  - \$4,000 available for awards and travel scholarship – **able to increase scholarships by \$1000 this year. Three applications to date.**
  - Don't need to speak to get scholarship
- SBEAP Awards – Renee
  - Award nominations received/Process – **several applicants and in process of scoring applications now.**
  - Ordering awards – **Renee is looking for a resource, Annette will forward one option in Ill.**
- Agenda Development- Update from Jennifer – see draft agenda document
  - Monday night – **NSC meeting and Newcomer, yes, Education Subcommittee is planning Newcomer – Location is**

## 2019 ANNUAL TRAINING PLANNING SUBCOMMITTEE NOTES - AGGREGATE

pending. Annette will look into cost for reserving the reception area and a possible separate room at an adjacent restaurant.

- Tuesday or Wednesday night- Awards Ceremony? Depends on location of awards ceremony- State exchange on Tues night preferred **The Elephant and Castle for state exchange and reception area at hotel for awards – reservation pending per Annette**
  - Thursday – Possible training for providing P2 assessments – Trainer from IL, MI or OH – Training in morning – site visits in afternoon – **this is still pending due to P2 meeting conflict**
  - Obtain ideas from each Sub-Committee for agenda-How we run our programs? Various states on a panel; get a few ideas from each subcommittee and have them poll members to determine interest
  - Annual report session? – we can be flexible, Education is collecting votes for topics.
  - NSC Strategy session –interactive session – follow up from last year – What progress did we make? Pull out two to work on
  - Joan’s update – **scheduled for Day 1-Paula let us know that Joan will not be there.**
  - Newcomer training – Ice breaker for entire group on day one similar to 2018. Identify newcomers, but no need to “pair” them with anyone specific; ribbon on name tag to indicate newcomer. Nancy will share with Education. They will facilitate this ice breaker.
- Potential Speakers: Who is assigned to secure speakers? – see draft agenda
    - Invite Region V Administrator- and Deputy Administrator – Alan Walts - Jennifer
    - Invite current RSBLs –Panel? Regions 2, 3, 5,7 & 10 – **Paula has sent a formal invite, but has only heard back from one region so far. She will follow-up.**
    - Pew Research Center – Present on their final report?
    - SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director.- Annette
    - ECOS- Donovan – Compliance Assistance Workgroups topic? Green Books
    - EPA Smart Sector Program-follow-up conversation - Jennifer
    - OAQPS? Tony? **Potentially our new OAQPS new liaison – Rhonda Wright**
    - Trade Associations- one of the top sessions people liked in 2018 - Annette
    - Marketing session –Outreach from various states – panel and/or examples, one of top sessions people liked in 2018, could expand on that discussion – Need a marketing company to review our materials and offer suggestions? Annette will look into.
    - Environmental Law Institute – Lisa invited and they are interested in attending. **Lisa has not heard back.**
    - What percent of air emissions are attributed to area sources? Annette?
    - How do you evaluate compliance assistance, get outcome metrics from technical assistance – IA and KS – **Nancy may try to combine with SBA metrics session**
  - Follow up/Action Items from last meeting:
    - **Annette will confirm hotel reception reservations and location for networking dinner**
    - **Jennifer to follow up on room speakers, R5 air person and MI P2 training.**
    - **Jennifer will connect SBA with Nancy with regard to metric session**
    - **Nancy will f/u with Education Subcommittee to plan Newcomer session and with metrics SBA contact**
    - **Nancy will f/u with Paula on RSBLs**
    - **Several have speaker contact duties**
    - **Jennifer will send draft agenda to Nancy to post**

Next call: **Do we need to meet every two weeks now? Yes, Jennifer will send out meeting Doodle.**