

**507 Annual Training-Planning for 2018**

Date: Thursday November 30, 2017

Time: 3:30 pm EST

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**Access Code: 279-309-045**

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**Notes**

- Roll Call

**Regional Representation Attendees**

- 1-Julie Churchill (ME)
- 2-Ed Bakos (NJ)
- 3-Susan Tripp (VA)
- 4-Trayce Moore-Thomas (MS)
- 5-Annette Fulgenzi (IL) Jennifer Collins (IN) Brent Goetz (OH)
- 6-vacant (AR, LA, NM, OK, TX)
- 7-Lynelle Ladd (KS) Jennifer Wittenburg (IA)
- 8-Liz Sapio (CO)
- 9-LaRonda Bowen(CA)
- 10-vacant (WA, OR, ID)

**Subcommittee Representation Attendees**

- National Steering Committee- Lisa Ashenbrenner-Hunt
- Annual Training – Susan Tripp (VA)
- Education- Lynelle Ladd (KS)
- Promotion-LaRonda Bowen (CA)
- Technical-Brent Goetz (OH)
- Award- Website – Nancy Larson (KS)
- EPA – David Allen

**Discussion:**

Susan called the meeting to order at 3:36. Susan welcomed the 2018 Annual Training Planning committee to the first call and began with an overview of the annual meeting planning process as she understands it and the current status of the planning grant.

Background: EPA historically used the limited Asbestos and Small Business Ombudsman (SBO) staff and contract dollars to convene an annual training meeting for the national SBEAPs. Approximately 3 years ago, EPA informed the programs that the agency would host and pay for the annual training on a semi-annual basis. The SBEAPs understanding the importance of the annual training to their functionality, decided to pull together and hold a training with no funding from EPA and using any limited staff support EPA could offer. Two years ago, the training was held in North Carolina, in 2016 the training was held in D.C. with EPA support and in May, 2017 the Colorado SBEAP hosted the training in Denver. At the 2017 Denver training, EPA’s Ombudsman Joan Rodgers, announced that there would be a grant of approximately \$80,000 to support the planning and hosting of the next four annual training meetings and that any of the states could apply for the grant. Unfortunately, only one state applied (OH) and it was not awarded the contract. EPA is now awarding the funds to a Washington-based contractor who is a small business. Susan acknowledged that she has not worked with EPA in the event planning capacity before and is a little uncertain of how the process

works. Also, Paula Hoag is on maternity leave until approximately January and David Allen is filling for Paula Hoag. Susan e-mailed him on 11/28/17 and indicated that our program wants to be included in the planning process. She read his reply:

*Hello Ms. Tripp,*

*Most certainly and thank you for the assistance. I will contact you shortly with some questions. My day is completely full but will get in touch for more input or if you know of some areas of training that are of major importance to the program, please send to include in the contractor requirements.*

*Thank you*

David Allen, Program Analyst  
US Environmental Protection Agency  
Office Of Small And Disadvantaged Business Utilization  
202 566 0913 Phone/202 566 0548 Fax/[allen.david@epa.gov](mailto:allen.david@epa.gov)

Susan said it felt like this committee needs to focus on what topics we want to cover, based on the timeline from previous conference planning. Susan was informed by Lisa that Joan Rodgers wants the 2018 training to take place in D.C. - probably during the 1<sup>st</sup> or 2<sup>nd</sup> week of May to coordinate with the SBA Small Business Week (April 29 to May 5, 2018) so we are under a tight time frame. The committee does not have to work out lodging. We are behind in putting information out to SBEAP members **Need to determine process for polling members and coming up with training topics** – not sure where to start, confused about what the contractor will do.

Brent from OH – submitted application and did not get awarded, but the team put quite a bit together for the proposal and had ideas on training content and a theme. **Brent will share with group to take or leave. Below is a “cut and paste” from Ohio’s grant application:**

*The proposed theme for 2018 will be “Telling Our Story: How Can Compliance Assistance Programs More Effectively Market their Services, Measure their Success and Plan for the Future?”. Topics and workshops will be centered around quantifying and maximizing efforts, taking a more proactive approach to compliance assistance by getting ahead of the regulations, and expanding our programs and the concept of compliance assistance.*

*One session will be dedicated to discussing Compliance Advisory Panels (CAP) that each of the states have established and brainstorming ways for states to better leverage these resources, including reestablishing a formal National CAP. Ohio EPA will coordinate with Ohio CAP members for their participation in this portion of the annual training.*

Susan shared the notes from the November Promotional Subcommittee minutes.

Proposed topics:

- How to partner with local government programs, SBA, Chambers, and share what SBEAPs have to provide as a service their members;
- Continue w/behavior change (from the video);
- How to use and create your own videos;
- Someone suggested it would be useful to have a discussion on grant writing since that was a reason for not being able to submit a winning proposal – since most of us have never done it.

This is a 4-year grant so there might be an opportunity for some of that \$ to come back to a state. This is

unclear. **Susan will confirm.**

Discussion on Grant writing as a topic & multiple topics for one session: Brent – will share what he learned. Could have one session where we have 2 topics; for example, if someone did not want grant writing, they could choose to attend the alternate topic. Brent would be helpful in providing his takeaway from this recent experience-which could benefit future grant seekers. Brent mentioned that applicants should keep in mind that the people reviewing the grant probably know nothing about the program for which the grant is being submitted. If the proposal response is not geared toward the audience reviewing the application, that is the problem. As far as having two tracks, if we have the same number of attendees as in Denver, having a two track session might thin the group out too much. Participants liked the opportunity to talk and have everyone's input when we were together. Susan suggested we table this part of the discussion as it is "pretty far down in weeds right now."

Susan does not know and finds the question of working with a contractor interesting – if the SBEAPs suggest and have interest in areas of training, what are contractor requirements and does that mean contractor is responsible for finding expert/trainers? She was under assumption that we (SBEAP's) would find the people.

**We would be responsible for agenda but contractor would be responsible for logistics. Susan to verify.**

La Ronda commented that the past practice was that the EPA ASBO had a small staff and substantial contract funds to support the 507 programs. That changed when the ASBO was returned to the Office of Small & Disadvantaged Business Utilization, where it began and is now. Under the contractor system, the states exerted strong leadership in terms of the program content – the contractor did all of the logistics, including confirming and securing speakers, (states asked for certain people, offices, associations and contractors & EPA knew others). They ensured that meeting rooms were properly equipped, electronics worked, and handled notetaking for each session. Communication among states, EPA, and contractors was frequent. She suggested the states assert what they want/need and retain leadership of the training as it is for their benefit.

**Group Consensus: Sounded like general consensus that contractor should handle all logistics, help secure speakers that the states did not have access to. Contractor would take suggestions from the group at large, then find the resources to get them to participate (phone, in person, webinar). If we want to bring an outside expert, the contractor could help bring that person in if there is a cost involved.**

Susan agreed. Unfortunately for us, David Allen has not done this before with our group. Susan's impression from his note is that he expects to have the contract particulars in place in a week or two. Susan expressed concern about the time line for a May meeting. Paula coming back by beginning of year. She has been most involved in the past so she can work with David.

**Summary:** Identification of training needed and topics are the first priority/most important. **SBEAP committee needs to provide the list of what we want. Susan will start process to poll members.** Brent said the training committee has good representation from technical, may be missing educational. **Each training committee member to bring this need to the agenda for the Dec meeting of each of their sub committees.** Contract will be finalized mid- December. We know it will be in DC so contractor will find/arrange accommodations. **Committee needs to get topic information together.** In the past the planning group pulled potential ideas floated to sub committees, got list of potential topics, then floated it out to every one through a survey monkey, and made decisions.

Good starting point is to have each subcommittee come up with topics. **Need a date for the subcommittees to get back to us.** (Susan, you may have to make an executive decision here)

Concerns expressed regarding states having adequate time to get approvals even if hotel and food are paid for (travel assistance?) Tracy shared that it does not appear the SBEAP's have control over the date. **Susan will need to clarify with Joan... (and David?).** Discussion that May polled well for the Denver conference- -at the beginning of May, before school gets out. If we want to consider something different, **we need to let David Allen know.**

Brent shared the general theme and ideas from Ohio's application, under that application Ohio would have provided presenters and content based on theme and the national group would have come up with other content. Brent asked if we still wanted to use the theme, "Telling our Story". He suggested we stick with earlier May time frame and make it happen. They got dinged on not having an agenda. Idea for agenda: Measuring success in different ways with money. Comment made that theme does seem heavily weighted on promotional but could dive into it on a technical end.

Jennifer reflected that from the Region 5 annual meeting what bubbled up was the once in always in policy. Region 5 reached out -what other MACT's allow for a company to reduce their HAPS and get out of their requirements? How/where companies can avoid regulatory requirements is a good topic to include in the technical part of the day. EPA has resources in D.C. that could provide those answers and we can save money on bringing in experts, topic does not have to be focused on small business. Want to have someone from OAQPS, Compliance Assistance Centers to come and talk to us. Group consensus: **We should come up with agenda ideas and ask the sub-committees to assist with identifying potential speakers and additional topics to fill in the blanks.**

**507 Annual Training-Planning for 2018**

Date: Thursday December 14, 2017

Time: 3:30 pm EST

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**Notes**

• Roll Call

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2-Ed Bakos (NJ)

3-Susan Tripp (VA)

4-Trayce Moore-Thomas (MS)

5-Annette Fulgenzi (IL) Jennifer Collins (IN) Brent Goetz (OH)

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National Steering Committee- Lisa Ashenbrenner-Hunt

Annual Training – Susan Tripp (VA)

Education- Lynelle Ladd (KS)

Promotion-LaRonda Bowen (CA)

Technical-Brent Goetz (OH)

Award-

Website – Nancy Larson (KS)

EPA – David Allen

• **Discussion:**

1. Susan still has had no luck getting information from US EPA, the hope is that once Paula returns we will have better luck getting information from her.
2. It would be good to pull out sessions that we know we want to have (i.e. NSC Planning, Newcomers, a session for Joan).
3. We need at least one air related topic per day.
4. We need contribution from each sub-committee.
5. The planning committee will brainstorm ideas and generate a list. From there the list will be paired down and remaining items grouped for voiting by the National SBEAPs.
6. 2.5 days is the preffered time for the training, it works well with everyone traveling.
7. One idea for an off-site portion is to visit the US EPA and perhaps see if there can be a roundtable of US EPA key people, including the possiblity of Administrator Pruitt.

• **Follow up/Action Items:**

1. The attached list are ideas that were brainstormed during the call. As planning committee members generate new ideas the ideas can be sent directly to Brent to be added to the list [Brent.goetz@epa.ohio.gov](mailto:Brent.goetz@epa.ohio.gov)
2. Prior to the next call each group member should consider how the training agenda will be structured (i.e.

how many sessions for each day should we shoot for). This will help guide our selection and voting process. Last year's agenda should serve as a good guide, although most people felt that last year was a bit too much and less sessions might be better.

- **Next call:**

**January 4<sup>th</sup> @ 3:30 p.m. EST,**

Join from PC, Mac, Linux, iOS or Android: <https://ksu.zoom.us/j/7855323361>

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US: +16699006833,,7855323361# or +14086380968,,7855323361#

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January 4<sup>th</sup> @ 3:30 p.m. EST

**Annual Training Planning Subcommittee Notes**

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Thanks to Brent for leading the meeting discussion today. Below please find the roll call (those in attendance are highlighted).

Our primary task was to draft the DRAFT agenda flow for the 2.5 day event. One of our goals today was to schedule ample time for networking and discussion of topics. You will see that we are proposing the afternoon of Day 2 be at US EPA and that awards be given out at that venue too.

- Roll Call – 1/4/18 National Conference Planning Committee

**Regional Representation Attendees**

1-Julie Churchill (ME)

2-Ed Bakos (NJ)

3-Susan Tripp (VA)

4-Trayce Moore-Thomas (MS); Melissa Collier (MS)

5-Annette Fulgenzi (IL) (WI) Jennifer Collins (IN)

Brent Goetz (OH)

6-vacant (AR, LA, NM, OK, TX)

7-Lynelle Ladd (KS) Jennifer Wittenburg (IA)

8-Liz Sapio (CO)

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Ashenbrenner-Hunt

Annual Training – Susan Tripp (VA)

Education- Lynelle Ladd (KS)

Promotion-LaRonda Bowen (CA)

Technical-Brent Goetz (OH)

Award- Renee Bashel (WI)

Website – Nancy Larson (KS)

EPA – Paula Hoag

Next meeting scheduled for January 25<sup>th</sup>. Calendar invite pending.

## **Annual Training Planning Call Minutes – January 25, 2018 (pending)**

### **Annual Training Planning Call Minutes – February 8, 2018**

**Roll:** Jennifer C., Liz, Lynelle, Trayce, Susan, Jennifer W., Lisa

**Survey** – 49 responses from 32 states. Susan reached out to states that didn't respond but won't continue to bug those who still haven't responded.

**EPA Award Ceremony** – Scheduled for Thursday morning which doesn't work great for our schedule, since it's the last day of the conference. However, there's a possibility we'll need to change dates to Wednesday – Friday due to hotel availability. Last time we attended their ceremony it took a lot of time taking public transportation, going through EPA security, etc. Underestimated amount of time it would take people to get lunch and travel back to conference location afterwards.

**Meeting with Trade Associations** – EPA meets with trade associations during Small Business Week, but it's a closed meeting. Joan looking into possibility for networking event with them. Anyone else who could co-host and sponsor refreshments? SBA or trade association? Jennifer C. will look into whether her program might sponsor.

**SBEAP Award Ceremony** – Susan looking into possibility of charging conference registration to pay for refreshments. \$500 from website grant will pay for awards.

**Travel Scholarships** – Since training grant is gone, no money from EPA for travel. \$3,500 from website grant available for scholarships and may also be offered to trade association reps that want to attend.

**SBA Regional Advocates** – Les Davies, SBA Advocate from Region 5, trying to organize advocate quarterly meeting in D.C. during same week so they can also meet with us. Would they want to meet with trade associations too? Too much to have joint networking event with SBA and trades at once? Susan has SBA contact in Region 3 that might be willing to talk with us and pull in other SBA reps.

**Site Visits** – Olivia from D.C. indicated she plans to attend but haven't heard back if she has any site visit recommendations in the area.

**EPA Speakers** – Jeremy spoke with EPA rep from his region who is willing to help find EPA speakers. Speaker requests coming from other EPA staff probably more effective. He will talk to Paula before contacting any potential speakers. Tony still trying to connect with people he knows. Need to clearly define what we want speakers to talk about. Suggestions:

- What are their priorities?
- What is “compliance assurance”? Is it the same as “compliance assistance”?
- How can we partner with them?
- Educate them on what SBEAPs do.
- Smart Sectors – Subcommittee feels this topic is important. Received mid-ranking on interest survey. Lots of potential overlap with what SBEAPs do. Not much information on specific sector activities since they're just getting started.
- Once in, always in policy change – So new that not much is known yet.

**Logistics** – Paula hoping to finalize hotel and conference space soon. Concerned it might be hard to find.

**Follow-up** – Send topics to subcommittees to plan their sessions? Susan will fill Paula in on what subcommittee discussed.

## 507 Annual Training-Planning for 2018

Date: Thursday February 23, 2018

Time: 3:30 pm EST

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### Notes

• Roll Call

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- 1-Julie Churchill (ME)
- 2-Ed Bakos (NJ)
- 3-Susan Tripp (VA), Jeremy Hancher (PA)
- 4-Trayce Moore-Thomas (MS)
- 5-Annette Fulgenzi (IL) Jennifer Collins (IN) Brent Goetz (OH)
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- Award- Renee Bashel
- Website – Nancy Larson (KS)
- EPA – Paula Hoag
- EPA contractor – Leslie Stobart

• **Discussion:**

1. Renee discussed the awards, indicating that there were several nominations for awards, at least one in each category. Awards will be scored in March/April. Also discussed were the awards themselves and the vendor options. Nancy had some ideas for Renee and was going to provide them to her.
2. Paula introduced the selected contractor, SC&A, who will coordinate the training event. Leslie Stobart will be the lead for SC&A and brings over 10yrs of event planning experience. All coordination with the contractor has to go through Paula, since the contractor is a USEPA contractor.
3. Hotel arrangements are still in process and Paula wanted to wait until a contract was in place to share the location. The hope is to have something in place and be able to share the location by the end of the week of February 26th. May is a busy month for conferences and hotel/conference space is limited, the location for the event will likely be in Old Town Alexandria so that there are a lot of shopping/dining options. Metro is about a 20min walk.
4. There was a lot of discussion about ways that we could provide refreshments during our awards banquet. The goal would be to have something for the businesses and trade groups who would receive the award. In the end the two “best options” seemed to be a small registration fee OR the possibility of basic food trays being worked into the hotel contract.
5. The awards banquet room would need to be able to accommodate at least 50 people
6. Another key discussion was regarding the days that we would be at the training. This discussion was mostly focused on the USEPA visit on Thursday and the desire to have a strong SBEAP representation. The concern is that if the last day is Thursday a lot of people might be leaving Thursday, which would make logistics difficult. The conclusion seemed to be that we are still best to have the “newcomers” meeting Monday night, Tuesday/Wednesday training at the hotel, and Thursday USEPA visit. The hope would be that most SBEAPs would use Monday/Friday to travel.

7. Nancy suggested starting to work on individual aspects of the training as sub-groups, focusing on things like registration (Nancy), SBA Planning (Lisa), Technical sub-committee topics (Brent), speakers (Jeremy and others as needed), area logisitics, etc.

- **Follow up/Action Items:**

3. Paula is to get back to the group by the end of the week of February 26<sup>th</sup> regarding the location of the training/hotel accommodations. Once we know where the training will be, a call will be setup for the group to work on detail.
4. The main focus of the group over the next couple of weeks will be to work on getting the agenda firmed up.

- **Next call: Monday, March 5**

Join from PC, Mac, Linux, iOS or Android: <https://ksu.zoom.us/j/7855323361>

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## **507 Annual Training-Planning for 2018**

Date: Monday, March 5, 2018

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10. Please join my meeting from your computer, tablet or smartphone.

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- EPA – Paula Hoag

Discussion:

- Hotel/Conference Space Update-
  - Conference hotel is the [Crowne Plaza](#) located in Old Town Alexandria, 901 N. Fairfax Street, Alexandria, VA 22314
  - Hotel rate is based on 2018 [GSA per diem](#), which is \$253.00 per night. This number **does not** include taxes which could be easily \$50 per night in this area. [GSA meals and incidentals](#) expense rate is \$69.00 per day.
  - EPA contractor, Leslie Stobart is working with the hotel to get a dedicated reservation code and hopefully a URL for on-line reservations for our room block. Reservations must be made by March 27<sup>th</sup> to obtain the per diem rate. The hotel has blocked off 15 rooms for our group for Thursday night, May 3<sup>rd</sup>. After the reservation deadline of 3/27/18, we will check to see how many people made reservations for Thursday night. If more than 15, Leslie will work with the hotel to increase this number.
  - Leslie will prepare a Save the Date email for us to send to the main listserv.
  - Leslie has booked the [event room](#) for our training, but Paula doesn't know which room we have yet. We need to decide our preferred seating style; either classroom or round tables? U-shape is not available.
  - Leslie was able to negotiate some complimentary food and beverages for our awards ceremony which is scheduled for Wednesday evening at the hotel: a veggie tray, a fruit tray, an hors d'oeuvre tray and soft drinks
  - The hotel does have a shuttle to and from [Ronald Reagan Washington National airport \(DCA\)](#) which is the closest to the hotel (2.9 miles). Also shuttles to King Street where the metro stop is located. Need to check with Paula on this, as the Braddock Road metro station is closer. It's about a 20 minute walk (0.9 miles) from the hotel to the Braddock Road Metro.
  - Susan will check with Leslie to see if there's a possibility of booking one room with a suite for our after-hours group hospitality gathering.
  - Leslie is going to make sure that the hotel won't have an issue with holding bags for our group upon check out Thursday morning.
  - We will have a Thursday afternoon session at EPA, which will probably end around 3:00 pm.
- Registration-
  - The registration link is on the website and registrations are coming in. Nine were registered at this time. A very rough draft of the agenda was posted with the registration.
  - Everyone should go ahead and register even if they have intentions of attending the training because it will provide us with a better idea on counts for the hotel and other sessions
  - Hotel will be added to the Registration site as soon as we have the link and code from Paula; March 27<sup>th</sup> is the cutoff date for the hotel
- Equipment needs-
  - Laptops from Susan and Paula
  - Susan said she will bring a small projector if needed
  - Screens in each room
  - AV is being handled
  - Nancy stated that they are working to have dedicated wireless in the conference space so they can provide the Zoom meeting for others to attend various sessions
- Travel scholarship update-
  - Nancy said they had 4 scholarship applications and none of them state that they have to be a presenter to attend the meeting.

- SBEAP Awards Update-
  - Award nominations have closed and Renee will be sending out the request for review and scoring.
- Review draft agenda-
  - Monday night – NSC meeting – hotel not available so we will need to find another location that will be conducive for the meeting. Last year was held at a Mexican restaurant but it was difficult to hear.
  - Wednesday night- Awards set for this night due to the complimentary food and beverage service from the hotel
  - Thursday is pretty set- EPA awards ceremony in the morning and an afternoon session at the EPA Headquarters
  - The Thursday afternoon session at EPA will include the Smart Sector presentation
  - We need to split the Annual report session – Nancy and Jennifer Collins will present the annual report; Lynelle Ladd will provide a second half of that session. Topic to be determined.
  - Promotional has their topic ready and needs a few more 5 minute presenters.
  - Technical –
    - Once In Always In (Tony to take lead; Brent to assist)
    - Smart Sectors session timeslot on Wednesday replaced with Compliance Assistance/Pollution Prevention session – panel to include Jennifer Collins, Brent Goetz, and another state with P2/Compliance Assistance focus.
- Speaker update:
  - Tony will be sending an invitation to Director Pruitt. Susan will send the letter from last year to Tony and Lisa.
  - Another person from OAQPS administration is being invited.
  - Pew Research Center is also being invited by Tony.
  - Dave Rostker, SBA Office of Advocacy-A suggestion was made to ask if he will provide an update on the Regulatory Roundtables for Regulatory feedback from small businesses. Susan stated that she would not contact him until we know more about the attendance by the other SBA folks.
  - ECOS-Tony is coordinating with them for a speaker
  - Bill Harnett with OAQPS-Paula will reach out to him.
  - Nena Shaw or someone from the EPA Smart Sector Program-Jeremy Hancher (through EPA Region III Rep., Steve Donohue). Steve sent an email to Paula on March 1. Paula said we should move this to Thursday at EPA.
  - Trade Associations-Joan Rogers – no updates
  - SBA Regional Advocates-Lisa Ashenbrenner Hunt (through Les, Davies, SBA Advocate from Region IV)
  - Antonio Doss, SBA District Director, Washington, DC office-Susan Tripp (through Carl Knoblock SBA)
- Follow up/Action Items:
  - Susan to send hotel info to Nancy when she receives the link
  - Brent and Jennifer to discuss P2-Compliance Assistance panel
  - Susan to send a copy of the past letter to the EPA Director to Tony and Lisa
  - Susan to follow up with Leslie on hotel accommodating luggage storage and equipment needs
- Next call: scheduled March 22, 2018 – 3:30 pm EST. Do we need a call for next week?

## 507 Annual Training-Planning for 2018

### Notes March 29, 2018

Roll Call 12 attendees but maybe only 10, two phone numbers that could have been associated with a name. I will send screen shot.

#### Regional Representation Attendees

- 1-Julie Churchill (ME)
- 2-Ed Bakos (NJ)
- 3- vacant (VA)
- 4-Trayce Moore-Thomas (MS)
- 5-Annette Fulgenzi (IL) Jennifer Collins (IN) Brent Goetz (OH)
- 6-vacant (AR, LA, NM, OK, TX)
- 7-Lynelle Ladd (KS) Jennifer Wittenburg (IA)
- 8-Liz Sapio (CO)
- 9-LaRonda Bowen(CA);
- 10- Belinda Bridenbach (ID)

#### Subcommittee Representation Attendees

- National Steering Committee- Lisa Ashenbrenner Hunt  
 Annual Training – Jennifer Collins (IN)  
 Education- Lynelle Ladd (KS)  
 Promotion-LaRonda Bowen (CA)  
 Technical-Brent Goetz (OH)  
 Award-Renee Bashel  
 Website – Nancy Larson (KS) Lynelle Ladd (KS)  
 EPA – Paula Hoag  
 EPA Contractor- Lesley Stobart

#### Discussion:

- Hotel/Conference Space- Any updates? People are encountering higher hotel rate than listed online when trying to book hotel using conference room block code. The online prices are less than the conference price. 24 have registered to attend the training so far.
- Registration update - Nancy Larson – Any registrations from Trades this week? Two trade organizations have registered so far. Scrap Metal Industry and SGIA (printers group). Trade letter was sent out. Some state's are reaching out to local contacts so that those local trade groups can see if they have someone in D.C. Area that can attend. Lisa will put a blurb out on SBEAP Main to ask folks to reach out to known local trade contacts to encourage attendance.
- Speaker confirmation letter – Lesley drafted, will be sent to each speaker with the appropriate session listed.- draft attached to e-mail Comments? Ensure the word training and not conference is used.
- SBEAP Awards update-Renee Bashel Half of regions are represented. Need more outreach to get all regions.
- Review draft agenda- Jennifer Collins
  - Monday night location for NSC meeting and Mentor-Mentee Mixer – TJStones – 6pm to 9pm Menu decision: Jennifer will be asking for full menu rather than the scaled down menu options give by the restaurant.
  - Trades Roundtable – Invitations went out Monday from Lisa
  - EPA speakers for Thursday- Invite to OPPT and OAQPS(?) – Paula Susana Blair from OPPT and Nena Shaw from SmartSectors have confirmed. Lisa will get with Tony on OAQPS.
  - Lunch for Thursday – Update from Paula on ability to eat lunch in the US EPA Hour lunch so attendees can eat out at some of the local sandwich shops or cafes near the EPA office. Important that attendees know to be back and through security on time and not late! Attendees will be given a yellow tag after they go through security the first time and subsequent movement through security is thus expedited but still attendees need to be back from lunch on time.
  - Moderators???
- Speaker update:
  - Someone from EPA (Tony P.) Lisa and Paula will look into this.
  - Invitation to Director Pruitt- Paula is looking into it.
  - Is Joan confirmed to speak? Paula to confirm.
  - Someone from Pew Research Center-Jennifer Still working with Mirielle and they are very interested and may

send several representatives.

- Bill Harnett with OAQPS-Paula will reach out to him.
- SBA Regional Advocates-Lisa Ashenbrenner Hunt (through Les, Davies, SBA Advocate from Region V)- Any update? Les Davies has not confirmed yet.
- Antonio Doss, SBA District Director, Washington, DC office-Susan Tripp (through Carl Knoblock SBA) – Follow up still needed

- Follow up/Action Items: TBD

Jennifer will make final changes to draft agenda to get to Nancy to put on website.

Other action items listed above on discussion line.

- Next call: scheduled April 5, 2018 – 3:00 pm EST. Plan to have weekly until training.

## **507 Annual Training-Planning for 2018**

**Date: Thursday, April 5, 2018**

Time: 3:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://ksu.zoom.us/j/594663869>

Or iPhone one-tap :

US: +16468769923,,594663869# or +16699006833,,594663869#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968

Meeting ID: 594 663 869

International numbers available:

<https://ksu.zoom.us/join?m=4okQ5o4mUVPS4CgQ8MfKGAmzISE-drRT>

## Notes

### April 5, 2018

#### Roll Call

##### Regional Representation Attendees

- 1-Julie Churchill (ME)
- 2-Ed Bakos (NJ)
- 3-Susan Tripp (VA)
- 4-Trayce Moore-Thomas (MS)
- 5-Annette Fulgenzi (IL) Jennifer Collins (IN) Brent Goetz (OH)
- 6-vacant (AR, LA, NM, OK, TX)
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- 8-Liz Sapio (CO)
- 9-LaRonda Bowen(CA)
- 10-vacant (WA, OR, ID)

##### Subcommittee Representation Attendees

- National Steering Committee- Lisa Ashenbrenner-Hunt
- Annual Training – Jennifer Collins (IN)
- Education- Lynelle Ladd (KS)
- Promotion-LaRonda Bowen (CA)
- Technical-Brent Goetz (OH)
- Award-Renee Bashel
- Website – Nancy Larson (KS)
- EPA – Paula Hoag
- EPA Contractor- Lesley Stobart

#### Discussion:

- Hotel/Conference Space- Lesley-Any updates? A few people reserving outside of room block due to a cheaper rate. The room block ends April 9 – Nancy will send out notice today or tomorrow to remind people to reserve their rooms. Will room be accessible after the training hours? We do have access after training, but group will need to be discreet and clean up after ourselves.
- Registration update - Nancy Larson – 39 people now registered, 3 are trade associations. KS reached out to 26 states not represented earlier in the week with personal invitations to attend the training and participate in subcommittees.
- Speaker confirmation letter – Lesley-When will these be going out? Paula will be sending these out. Will speakers bios be requested with this letter? Lisa reported that Mitch Tyler of the Office of Advocacy is willing to speak to our group. We need to coordinate the session since David Rosker from the same office is also on our agenda. Nancy will reach out to Susan to get information about what has been requested of David.
- SBEAP Awards update-Renee Bashel – Still waiting on a few regions to vote and needs quote from vendor. Nancy can assist if needed.
- Review draft agenda- Jennifer Collins
  - NSC session –World café style? Year in review and World Café that allows small groups to discuss and report back. NSC pre selects topics and participants select topic they want to talk about. Need flip chart and one reporter per group to share the ideas collected. Lisa will put together the format together for this session. She will bring ideas next week.
  - Trades Roundtable – Any registrations? How will this be formatted? Are the trades people attending all sitting on a panel or what is the format? Depending on the number of Trades associations, the representatives could each speak on their sector, the types of environmental issues and anything else they want to share.
  - EPA speakers for Thursday- Tony got a confirmation that Bill Wehrum, Assistant Administrator, Office of Air and Radiation will be able to speak; Paula had secured Susanna Blair from OPPT; and Nena Shaw, Smart Sectors – Tony is still working with Bill’s communication person; Paula has confirmed with Susanna and Nena, as well as send a letter.
  - Moderators needed (review sessions) – sessions reviewed and moderators selected.
- Speaker update:
  - Invitation to Director Pruitt- Paula We may have the administrator stop by but nothing set in stone
  - Is Joan confirmed to speak?- Paula Yes
  - Someone from Pew Research Center-Jennifer After call, Jennifer discovered the e-mail from Pew Trust stating that it is their policy not to share information prior to publication of their reports so they will not be able to speak this year. We will discuss either filling this slot with someone else or another activity or spreading the extra time out across the other sessions.
  - Bill Harnett with OAQPS-Tony working with him for Once In Always In session? No, It was Clint Woods that Tony mentioned.

- SBA Regional Advocates-Lisa Ashenbrenner Hunt (through Les, Davies, SBA Advocate from Region V)- Any update? **Les informed Lisa that they will not be having their SBA meeting during this same week in D.C.**
- Antonio Doss, SBA District Director, Washington, DC office-Susan Tripp (through Carl Knoblock SBA) – Should we still have Susan reach out to him? **No**

- Other items?

- Follow up/Action Items: TBD

- Next call: scheduled April 12, 2018 – 3:00 pm EST. Plan to have weekly until training.

Action items:

Jennifer –

- Update agenda and send to Nancy
- Draft “State Gift Exchange” information/description and share out to main or registrants
- Contact Annette about being a moderator

Paula –

- Send confirmation letters to speakers

Lisa –

- Secure Mitch and coordinate with David Rosker depending on what Susan has already communicated.
- Organize and draft format, questions for “World Café” NSC Session

Nancy –

- Ask Donovan to be photographer
- Reach out to Susan – ask to share her communications with David Rosker
- Work with Jeremy to confirm Newcomer welcome and sessions.

## 507 Annual Training-Planning for 2018

Date: Thursday, April 12, 2018

Time: 3:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://ksu.zoom.us/j/594663869>

Or iPhone one-tap :

US: +16468769923,,594663869# or +16699006833,,594663869#

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Meeting ID: 594 663 869

International numbers available:

<https://ksu.zoom.us/join?m=4okQ5o4mUVPS4CgQ8MfKGAzISE-drRT>

### Notes

#### Roll Call

10-11 Attendees: one phone number that is likely associated with a name below.

#### Regional Representation Attendees

1-Julie Churchill (ME)

2-Ed Bakos (NJ)

3-Susan Tripp (VA)

4-Trayce Moore-Thomas (MS)

5-Annette Fulgenzi (IL) Jennifer Collins (IN) Brent Goetz (OH)

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Technical-Brent Goetz (OH)

Award-Renee Bashel

Website – Nancy Larson (KS)

EPA – Paula Hoag

EPA Contractor- Lesley Stobart

Jeremy Hatcher –

Belinda Breidenbach

217-414-5115

#### Discussion:

- Hotel/Conference Space- Lesley-Any updates? Lesley is working with the hotel to select the food for the Awards Session.
  - Registration update - Nancy Larson – We have 44 registrations.
  - Speaker confirmation letter – Lesley-Did these get sent? Do you need anything from us? Will speakers bios be requested with this letter? Paula confirmed the EPA speakers. Clarification on unformal or formal presentations for EPA – should the speakers provide powerpoints? Make it optional. Do any other speaker confirmations need sent, along with Bios for moderators? Jennifer will send out an email to the moderators to coordinate with their speakers for their bios and confirm location attendance etc
- Speakers get about 40 minutes. Nena’s presentation starts just a little after 1:00 PM on Thursday (EPA offices). Leave it as 1:00 on the agenda, but maybe 1:10 or 1:15 start.
- Office of chemical safety and pollution prevention contacted Paula and may want to attend. Numbers not known at this time.
- Updated agenda to reflect SBEAP will enter building on Constitution Aveune. EPA East Building, Rm 1153 in the AM. Afternoon will be in 1117B.
- SBEAP Awards update-Renee Bashel – Donovan agreed to take photos at the award ceremony Winners have been notified. Awards are ready.

- Review draft agenda- Jennifer Collins  
Updated agenda for Tuesday:  
10:30 - 11:00 Newcomer Session headed by Jeremy Hatcher.  
11:00 – 11:45 Annual Report  
2:45 – 4:30 Marketing  
5:00-6:30 session the same.
  - Newcomer session – Jeremy won't be there Monday night – See above notes of changes to agenda Nancy to assist – Jennifer Possibly Belinda
  - NSC session –Update from Lisa on format and topics  
List of topic possibilities. Small groups of 5 or so. Brainstorming. Leave sticky notes charts up for voting or reviewing or adding more ideas
  - Trades Roundtable – Annette has agreed to moderate this – 4 trades attending so far Jennifer will reach out to Annette to give her the trade registration info and the letter to confirm with them
  - EPA speakers for Thursday- Any follow up needed?
- Speaker update:
  - Invitation to Director Pruitt- Any update? –Paula No news.
  - Pew Research Center not able to speak- Proposal to shift sessions up from afternoon and evening –Jennifer The agenda has been revised to accommodate this opening.
  - SBA Regional Advocates-Lisa Ashenbrenner Hunt – Lisa has been in talks. Tayyaba “Tabby” Waqar, assistance chief counsel, can come, Lisa has also reached out to Major Clark – Acting Chief Counsel on advice from Mitch Tyner who will not be able to attend. Likely to provide updates in what they heard from the regional round tables.
- Other items?  
Zoom Availability during the conference. Maybe OIAI. EPA session? May not have internet connection. Some basic wifi. Paula will double check on internet connection availability, projectors and will followup. Jennifer is reaching out on the state gift exchange.
- Follow up/Action Items:  
Lisa- Will be meeting with SBA folks on Monday  
Jennifer- Update Draft agenda with the changes from today's meeting  
Contact Annette about the Trades session –registrations and speaker confirmation  
Send out State Gift Exchange info  
Send out info to Moderators to reach out to their speakers and obtain bio info and confirm session time  
Paula- Check on EPA room for presentations and connection to Internet for Zoom possibility
  - Next call: scheduled April 19, 2018 – 3:00 pm EST. Plan to have weekly until training.

## **Annual Training de-brief meeting**

*June 14, 2018*

### **Contractor report out**

Lesley (contractor) reports that evaluation summaries were turned into EPA over 1 month ago, but EPA has not released yet. Lesley also provided EPA with a summary of the notes taken.

Question to Lesley – was there anything that could have gone better? Lesley indicates the tension between programs and EPA, so puts contractor in a tricky position to want to satisfy both parties.

- Contractor worked with hotel staff and there was some minor problems with pricing and coffee.
- Nice to have food at award ceremony.
- Nametags, table tents, Wi-Fi and AV was all very good.

### **What do we want to see in the future?**

- EPA sessions went well, good to be at EPA all day Thursday. People were very happy to be able to speak directly to EPA. Needed a pass around microphone instead of podium.
- Awards ceremony – would like to be more a part of the ceremony, can we talk to Joan about this? Appreciated that the director mentioned more about SBEAPs.
- Too much packed into the afternoon on Thursday, need to have scheduled breaks.
- Was time allotted for sessions, breaks sufficient – most said yes.
- Planning committee did good job of scheduling in longer breaks this year.
- Survey needs to be more specific to each session.

There will not be any EPA support in 2019, so that Annual Training will be up to the states. States that indicated interest in hosting next event? **Can Jennifer reach out to these states and gauge their interest? If more than one state is interested, set up survey to poll participants.**

- Ohio
- Nevada
- Region 5 could host in Chicago at the EPA building

### **Action items**

Jennifer will reach out to other states for 2019 event

Lisa will draft Thank you for ASBO staff

See summary that Paula shared. She will finalize as pdf files and send to Nancy to post.