2016 SBO/SBEAP NSC Education Subcommittee

Dec. 12, 2016
1:00 p.m. Central
2:00 p.m. Eastern

Join this meeting virtually:
https://ksu.zoom.us/j/3166600104
or by phone: 1 408 638 0968
Meeting ID: 316 660 0104

Agenda

Education subcommittee purpose – Initiated in 2015 with purpose to provide information sharing and training resource, especially for new 507 program staff.

Roll Call:
Sara Johnson, Channon, Lynelle Ladd, Lloyd Kirk, Nancy Crickman and Nancy Larson

Follow-up from Today’s Featured training
SBREFA follow-up (Some 43 participated)
Follow up questions?
- Jenna’s suggestion was actual case study
- Review existing list of panel
- Channon will read chapters 2 and 5 and seek questions from subcommittee and “main.”
- Once Channon gets the questions, she will follow-up with Paula

Nancy will type up notes from Webinar and send to subcommittee

Annual Training – session suggestions
- Newcomer training – mentor matches (Depending on start of sessions, do Monday afternoon followed by social hour or Tuesday early)
- Social media update – how do we use social media and how can we expand to include Linked-in or other platforms. How do we get more Twitter followers?

Featured Topic List (Ongoing)
Potential topic ideas
- How do the different 507 programs operate and why are they set up differently? Mississippi (MDEQ), SBDC, University, Economic – Excel spreadsheet with different program information; So far, Donovan and Channon may work on this project – need to spend time working on this in 2017 – this can get people engaged.
- Is there a “peer-mentoring” program that new 507 programs can tap into?
- How are programs funded?
- Business identification tools – Reference USA and others
- Ozone non-attainment areas – how can this differ from Technical subcommittee? Maybe a topic for the 507 conference on what are local communities doing for outreach? What works with small businesses?
- Further discussion on CAAA of 1990 and 507 programs
- CAP
• SBREFA – Joan will provide a webinar Dec. 12 at 2pm ET
• Sustainable Business Networks – how can we work with this group?
• OAQPS – Tony will explore.
• Possible training and outreach on 6W? Is technical subcommittee going to pick up?
• Review annual report data collection and how it can be used – will create more topic ideas for next year.
• Volkswagen settlement – what are states doing? How are they involved?

Previously featured topics (for historical purposes)

✓ May 2015: Data collection for 507 annual report – 26 attended
✓ June 2015: How programs are making and marketing videos – done at 507 conference
✓ Sept. 2015: How does confidentiality differ among programs – up to 32 attended
✓ Dec. 2015: Website orientation – 38 participated
✓ Jan. 2016: Working with RSBLs – recording posted
  ○ https://nationalsbeap.org/sbeap/resources/subcommittees/education
✓ April 2016: Website and listserv overview
✓ Aug 2016: Reading the CFR (Technical subcommittee hosted) (for examples that were discussed, Lisa will provide links that are good references; training was recorded; good discussion; posted to the technical subcommittee page
✓ Aug 2016: Social media (Promotional subcommittee hosted) – 26 participants; training was well received; recorded webinar linked in two places at website; want to provide more training opportunities based on feedback
✓ Dec. 2016: SBREFA part 1; good response, about 40-43 participated

Next meeting?

• Jan. 24 SBREFA part 2 – EPA will send out notice
• Feb. 28 - review of annual survey result and how our subcommittee might use the data to help align another training – Nancy will send a meeting notice
2017 NSC Education Subcommittee

July 25, 2017
1:00 p.m. Central
2:00 p.m. Eastern

Join this meeting virtually:
https://ksu.zoom.us/j/805616244
or by phone: 1 408 638 0968
Meeting ID: 805 616 244

Agenda

Education subcommittee purpose – Initiated in 2015 with purpose to provided information sharing and training resource, especially for new SBEAP/SBO program staff. This group’s work is primarily internally focus, especially for new SBEAP staff.

Roll Call: Lisa Ashenbrenner Hunt, Melissa Adler-Mckibben, Paula Hoag, Sara Johnson, Jasmine Blyden, Tony Pendola, Nancy Larson

March and May meeting minutes and presentation - review
- Newcomer training –
  - Annette and Jeremey presented
  - Mentor matches made – need some follow-up
- Using the interactive capability of Tableau to share information with Stakeholders - Colorado

Need new chair
- Still need a new chair, Nancy willing to assist behind the scenes

Newcomer training
- Tony, Lisa and Nancy have met 2-3 time to review and make several updates to 2017 presentation file. Plan to record Aug 8. Will need to talk with Promotion about how to promote to various audiences.

Pending activity –
- SBREFA part 2 rescheduled and postponed twice by EPA, in March Lisa offered to follow up and reschedule.
  - Had dates scheduled, but Joan too busy right now. Lisa will continue to follow-up.
- Time to collect 2016 data again – input on process? Changes needed? Timeline? Webinar trainings?
  - Does EPA plan to take this on again? Paula says “No,” it is not required. Still useful for SBEAPs
  - Do the same three SBEAP want to work on this again? Laura M., Renee B. and Nancy L.
  - Should we collect 2016 data? Yes, move forward.
- Review list of featured topics and select at least two for 2017-2018 year.

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How do the different 507 programs operate and why are they set up differently? Mississippi (MDEQ), SBDC, University, Economic – Excel spreadsheet with different program information; So far, Donovan and Channon may work on this project – need to spend time working on this in 2017 – this can get people engaged.

Is there a “peer-mentoring” program that new 507 programs can tap into?
- Invite new programs and peer mentors to special Zoom meeting to review questions and resources?
- Need questions for new program attendees. 2017 - 2018

Webinar or presentation on how to do an on-site assessment – Kansas will find two states that do site visit. Use annual data collection list to recruit. 2017-2018 year
- How are programs funded?
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- SBREFA – Joan will provide Webinar #2? Lisa working on
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✓ April

Next meeting?
- Sept. 26 at 3pm Eastern, 2pm Central

Current Subcommittee Members

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Roll Call: Sara Johnson, Jeremy Hancher, Lynelle Ladd, Nansy Larson, David Allen, Tony Pendola

July meeting minutes-

Need new chair
- Lynelle Ladd of Kansas SBEAP has offered to chair or co-chair with Nancy.
  - Jeremy indicated that during another subcommittee, Melissa Alder-McKibben, OK, may have volunteered: Nancy will reach out to Melissa and check with her.

Newcomer training
- action item to complete
- Video link: https://mediasite.k-state.edu/mediasite/Play/Javascript/Players/SmartPlayer/images/button_info.png

Pending activity –
- Peer mentoring
  - Nancy followed up with Annette Fulgenzi and Jeremy Hancher regarding mentor assignments at Annual Training
    - Outreach to newcomers: Some connections have already been made at the National Training, but other newcomers have not been partnered. Sara volunteered to contact newcomer in Vermont.
    - Jeremy will reach out to Annette on follow-up information. Nancy will send Jeremy the spreadsheet or mentor/mentees.
    - Schedule a mentor/mentees virtual meeting might be a way to move forward.
    - Website and listservs orientations, 20-30 min. training maybe part of the meeting or direct new SBEAPs to the Nov. 8 virtual training.
    - Top referrals come to NSBEAP from Florida.
    - Need to reach out to Texas and encourage involvement. TX SBEAP has several years’ experience and would be good mentor.
    - Top five questions a new SBEAP may have - This could be something the hosts (Jeremy and Annette put together for mentees)

- Annual data collection and outreach to get data input consistently – action pending discussion with Promotional Subcommittee
  - Laura Matthews of Idaho, Nancy Larson of Kansas and Jennifer Collins of Indiana willing to work on this. Renee Bashel of Wisconsin now chairing the awards subcommittee, so too busy.
    - Laura, Nancy, and Jennifer are in a holding pattern waiting. Can Vice Chair and a “measurement committee” or a work group do this work?
    - Template is there, needs reviewed (Jennifer and Laura are willing to review.) Discuss tomorrow more during Promotional Committee.
- As follow-up – Promotion Subcommittee agreed to work group format used in 2015 and secured a R9 contact to help the three returning work group members.

- Webinar on how to do a site-assessment – working on annual data collection first, plan this for January –
  - Sara Johnson will do part of the project. Sara can do multimedia or it could be split up.
  - One or two more please volunteer. An ambient air focus would be good if someone can volunteer for that one.

- SBREFA part 2 rescheduled and postponed twice by EPA. In March Lisa Ashenbrenner-Hunt offered to follow up and reschedule.
  - Lisa is still working on it. Last discussion was December 12. A list of questions was develop for Part 2 and now Lisa has it. May need to start from scratch.

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  - Invite new programs and peer mentors to special Zoom meeting to review questions and resources?
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- Webinar or presentation on how to do an on-site assessment – Kansas will find two states that do site visit. Use annual data collection list to recruit. 2017-2018 year

- SBREFA Part 2 – Joan Rogers and Lisa Ashenbrenner-Hunt working on

- How do the different 507 programs operate and why are they set up differently? Mississippi (MDEQ), SBDC, University, Economic – Excel spreadsheet with different program information; So far, Donovan and Channon may work on this project – need to spend time working on this in 2017 – this can get people engaged.

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✓ May 2017: Newcommer Training live
✓ May 2017: Using the interactive capability of Tableau to share information with Stakeholders - Colorado
✓ Aug 2017: Recorded and posted Newcomer Training update

Next meeting?

- Nov. 28, 2017: 2 pm Eastern and 1 pm Central – possible mentor/mentee virtual meeting
- Jan. 23, 2017: 2 pm Eastern and 1 pm Central – How to do a site assessment: Webinar
### Current Subcommittee Members

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