

## 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 provided information sharing and training resource, especially for new 507 program staff.*

### *Roll Call:*

*Sara Johnson, Channon, Lynelle Ladd, Llyod 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 provide information sharing and training resource, especially for new SBEAP/SBO program staff. This group's work is primarily internally focused, 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 Jeremy 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 times 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.

### *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?**
  - 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?
- 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 Webinar #2? Lisa working on**
- 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
- Volkswagen settlement – what are states doing? How are they involved?

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- ✓ Dec. 2016: SBREFA part 1; good response, about 40-43 participated
- ✓ April

### *Next meeting?*

- Sept. 26 at 3pm Eastern, 2pm Central

### **Current Subcommittee Members**

Name	E-Mail
Anita Singh	singha3@michigan.gov
Bryan Smith	smith.bryan@deq.state.or.us
Channon-Cohen	channon.cohen@epa.ohio.gov
Jennifer Trent	jennifer.trent@uni.edu
Jeremy Hancher	hancherj@wharton.upenn.edu

Lisa Ashenbrenner-Hunt	<a href="mailto:lisa.ashenbrennerhunt@wisconsin.gov">lisa.ashenbrennerhunt@wisconsin.gov</a>
Lloyd Kirk	<a href="mailto:lloyd.kirk@deq.ok.gov">lloyd.kirk@deq.ok.gov</a>
Lynelle Laddl	<a href="mailto:lladd@ksu.edu">lladd@ksu.edu</a>
Melissa Alder McKibben	<a href="mailto:madler@deq.ok.gov">madler@deq.ok.gov</a>
Nancy Crickman	<a href="mailto:crickman@wharton.upenn.edu">crickman@wharton.upenn.edu</a>
Nancy Larson	<a href="mailto:nlarson@ksu.edu">nlarson@ksu.edu</a>
Paula Hoag	<a href="mailto:hoag.paula@epa.gov">hoag.paula@epa.gov</a>
<b>Roc Swick</b>	<b><a href="mailto:roc.swick@illinois.gov">roc.swick@illinois.gov</a></b>
Sara Johnson	<a href="mailto:sara.johnson@des.nh.gov">sara.johnson@des.nh.gov</a>
Tony Pendola	<a href="mailto:tony.pendola@ncdenr.gov">tony.pendola@ncdenr.gov</a>

# 2017 NSC Education Subcommittee

Sept. 26, 2017  
1:00 p.m. Central  
2:00 p.m. Eastern

Join this meeting virtually:  
<https://ksu.zoom.us/j/631387434>  
or by phone: 1 408 638 0968  
Meeting ID: 631 387 434

## Agenda

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

**Roll Call :** Sara Johnson, Jeremy Hancher, Lynelle Ladd, Nancy 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](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.*

## Featured Topic List (Ongoing)

### Potential topic ideas

- Is there a “peer-mentoring” program that new 507 programs can access?
  - 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
- 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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- ✓ Dec. 2016: SBREFA part 1; good response, about 40-43 participated
- ✓ May 2017: Newcomer 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 1pm 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

Name	E-Mail
Anita Singh	singha3@michigan.gov
Bryan Smith	smith.bryan@deq.state.or.us
Jennifer Trent	jennifer.trent@uni.edu
Jeremy Hancher	hancherj@wharton.upenn.edu
Lisa Ashenbrenner-Hunt	lisa.ashenbrennerhunt@wisconsin.gov
Lloyd Kirk	lloyd.kirk@deq.ok.gov
Lynelle Ladd	lladd@ksu.edu
Melissa Alder McKibben	madler@deq.ok.gov
Nancy Crickman	crickman@wharton.upenn.edu
Nancy Larson	nlarson@ksu.edu
Paula Hoag	hoag.paula@epa.gov
<b>Roc Swick</b>	<b>roc.swick@illinois.gov</b>
Sara Johnson	sara.johnson@des.nh.gov
Tony Pendola	tony.pendola@ncdenr.gov