**National SBEAP Annual Training Planning Subcommitee**

**Consolidated subcommittee notes, Planning for 2022 Virtual Conference**

The Annual Training Planning Subcommittee’s mission is to plan the annual training for SBEAPS and SBOs. This training is intended to educate the SBEAPs and SBOs on technical topics, regulations, technology, marketing and other areas. The subcommittee meets regularly in the months leading up to the event and is made up of various SBEAP staff from around the country and on each of the other subcommittees.

**Date: February 9, 2022**

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| --- | --- |
| **Roll call:**  **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: Sara Johnson | National Steering Committee - Donovan Grimwood |
| R2: Ed Bakos |  |
| R 3: Lee Ann Briggs | Education- |
| R4: Donovan Grimwood, Crystal Warren | Promotion- Allison Crowther |
| R5: Lisa Ashenbrenner Hunt | Technical - Donovan Grimwood |
| R6: | Awards – Renee Bashel |
| R7: Nancy Larson, Allison Crowther, Jennifer Wittenburg | Website – Nancy Larson |
| R8: | EPA – Rhonda Wright, Elnora Thompson |
| R9: Chris Lynch (subcommittee chair), Eric Florio, Nancy Crickman, Liz Futch, Jennifer Lipkin |  |
| R10: Jim Plosay |  |

**Proposed Annual Training 2022**

**Celebrating 30 Years of SBEAP Impact & Success!**

**Title Selected: Assistance Persistence: SBEAP Annual Training 2022**

Format:

* Virtual
* Four ½ days
* 1:00 – 4:00pm EST each day

Dates:

* Spring 2022 – Thursdays in May
  + May 5
  + May 12
  + May 19
  + May 26

**2022 SBEAP Annual Training: Daily Themes & Topics**

**Day 1:** **OPERATIONS – Digging into the nuts and bolts of our operations**

**Training Opening** **Session (1 hour)**

* Welcome, logistics, setting the charge for the training (**15 minutes**)
  + Jennifer, Donovan
* Warm-up Activities (**15 minutes**)
  + Activity such as Kahoots (**10 minutes**)- Lee Ann (possibly incorporate key elements of SBEAP for newcomers)
  + Warm Up Exercise (**5 minutes**) - Crystal
* Keynote (**30 minutes**) – possible speakers-
  + Michael Regan – Nancy/Chris will reach out to Tony
  + Janet McCabe – work with Jennifer Collins to determine her availablity
  + Denise Benjamin-Sirmons – Elnora will inquire about her availability
* *Evolution of the program speaker suggestions – move this to another day?*
  + *National CAP rep (Dale Kaplan, Alan Sparkman), Gary Jones (Printing United Alliance)*

**Evolution of a SBEAP Program Panel (1 hour)**

This panel will look at how SBEAP programs have evolved over the 30 years looking at a range of program sizes and ages to gain insight into what is working and how we have adjusted service delivery to meet client needs based on factors such as funding, staff, and the pandemic.

Facilitator: Dan Sowry?

Potential speakers:

* Sara Johnson, NH
* Eleanor Divver, Utah
* Belinda Fowler, NE
* Jenifer Dixon, MI

Questions for panelists:

1. How did/do you start, grow, and maintain your program and stay focused on your SBEAP role within your agency/organization?
2. What are your ongoing challenges and how do you adjust to the “fires” such as staff constraints, funding woes, pandemic disruption?
3. What is working, what makes you successful and what tools including technology and social media do you use/recommend?

**Program Protocols and SOPs Panel (30 minutes)**

This panel will explore how and why some programs have developed specific protocols and SOPs that guide program and client management.  What is working and not working and what can we learn from each other.

Facilitator:

Potential Speakers:

* Jennifer Collins, IN
* PA SBEAP – Jeremy Hancher or Lee Ann Briggs
* Kansas SBEAP
* Renee Bashel, WI

Questions for panelists:

1. What protocols does your program use and how and why were they developed?
2. What are the challenges to keeping them updated and in use?
3. What is the overall value to your program?  Lessons learned?

**Day 1 wrap-up** **(15 minutes)**

* + Group Discussion
  + Informal networking

Day 2: **OPPORTUNITIES** – **Emerging Issues and Hot Topics – May 12, 10am – 1pm PT (1-4 ET)**

* **EPA keynote(s**)? Agency updates and directions (Paula Hoag, Rhonda Wright)
  + **Rhonda** will look for someone from the air office, OAQPS, OAR that would be willing to speak
* Emerging environmental priorities such EJ, climate change, PFAS, etc EJ committee would like 1.5 hours and have some speakers, Lisa will be a panelist, Lynelle Ladd is doing a lot of research on EJ
  + Would like to introduce the workgroup and have a panel discussion
  + What can we do as an SBEAP to assist people with environmental justice?
    - Are there programs that we can implement?
    - Funding?
  + EJ Committee update and speaker – EJ work group panel
  + PFAS – Jennifer Dixon as a guest speaker? Eric will reach out to Jennifer Dixon (check to see what she wants to do – multiple panel opportunities), there may be a specialist to speak about PFAS that we can identify, Nancy Larson suggests a speaker from KS, Arthur – inventory of PFAS containing waste in the parks system
    - How does it apply to small businesses?
    - Can we get a small business speaker?
    - EPA Counsel on PFAS
      * Radhika Fox, Principal Deputy Assistant Administrator in the Office of Water, and Deb Szaro, Acting Regional Administrator in Region 1 (guest speakers?)
      * Rhonda Wright – she may be able to get someone who worked on the action plan as a speaker. – she does not think she can provide much support, they are not doing much on PFAS
      * Try to get someone who would provide a good regulatory perspective and how it affects small businesses.
* EPA national compliance and enforcement goals and initiatives – what do we need to know about and do outreach and education on for the small business community to get them ready? (Nancy Larson – David Cosak: Region 7 enforcement and compliance division head). Nancy provided the link. Nancy Larson will reach out to David – she needs the exact time and topic
  + What would we like him to speak about?
  + 20 minutes w/10 for questions
* Proposed rules and developments (ex: 6H, oil and gas). Possibly tied with a deeper conversation about SBEAP roles in proposed rule development – when we see opportunities, what do we do about them? How do we engage as SBEAPs? How do we get small businesses engaged?
  + Talk about the 6H comment on the recent proposed rule change
  + How else can we get involved in the rule developments?
    - Speak with Rhonda Wright about the technical rule changes – Rhonda will be glad to provide support when this topic is further developed
    - In addition to commenting on the rule changes, do we send out emails to affected businesses?
      * Send an email out to the Main listserv for ideas about successful outreach
    - How are small businesses alerted to rule changes?
    - If SBEAPs don’t inform them, how do they find out about the rule changes?
* Hot topics post-COVID – think about how to cover these other topics in a quick way such as hemp: This may be a good session for the SBDC
  + Eric can create slides for each hot topic to post during the breaks
  + Medical waste – we have seen an uptick in the number of medical waste calls
  + Disinfection – facilities are more conscious about keeping their facilities clean and have many questions on how to appeal to the customers and abide by CDC guidelines.
  + There seem to be more startups than there have been in previous years due to people taking action during the pandemic and wanting to start their own businesses
    - People are leaving their jobs to start their own business
  + Potential climate change businesses?
    - Water preservation?
* Others?

**Day 3 – Reflections: Results and Accomplishments – May 19th**

* **What have we learned over the last 30 years?**
  + - Liz looked into different formats and liked Jamboard
      * Alison from KS is really good at Jamboard and Jennifer Collins is also a great resource on tools
      * Jamboard pdf can be created and shared, but no automatic summary
      * Poll Everywhere? KS has used this, need a subscription, Nancy Larson liked it and gave real time data, gives conclusions and trends
        + Nancy Larson will research this and get back to Liz
    - Look at award nominees that did not win awards – Renee will look into old nominations and will connect with Ed – past achievements and new ones
    - Let the light shine on the awards – consider sandwiching them in-between
  + Ideas: Interactive answering of this question.
  + Use an app that allows people to type in answers on their phones and it appears on the screen? Jennifer maybe knows this?
  + Have targeted questions such as what have you learned about air assistance for small business?, what have you felt is your best service for small business?, etc.
  + Then we can compile it into a document as a BMP and Lessons Learned. 30 minutes - Education or NSC Committee
  + Other focus questions or ideas to facilitate discussion during this portion of the day:
    - We have to be resilient both economically, socially and environmentally – meaning we must be prepared for unforeseen events (pandemics, economic events such as what happened in 2008ish
    - Climate Change has become front and center
    - We don’t know everything. Learning about EJ, Pandemics, Assisting businesses in uncertain and trying times, etc
    - We are harnessing the power of virtual connections and using them to our great advantage (webinars, online meetings, virtual training)
* The SBEAP role in helping businesses survive the pandemic & economic development –
  + Guest Speaker?
  + Or multiple speakers?
  + Panelist discussion with the wisest of the bunch (been here the longest?) –
    - Consider asking Dale Kaplan
  + 45 min ? Technical committee?
* Overall and individual program accomplishments –
  + Ideas:
    - coordinate this to be sent in prior. Have each program list 2-3 each with a paragraph stating accomplishments –
    - Round robin speaking in turn or have one person present all of them. – 45 min - Promotion Committee?
* Annual awards presentations for 2022 – 45 min - Awards Committee, Renee – add another 15 minutes for past accomplishments

Day 4: **ASPIRATIONS - The Next 30 Years**

NSC talks about the future, Jennifer and Donovan

Paula Hoag on where the program is going

Funding Opportunities

Leads from Jennifer Collins re energy

EPA P2 grants

EJ grants – include with EJ discussion on Day 2?

Infrastructure money, recovery act, traditional P2 – SRA, USDA – might be old news

Alison will push these out to the main list serve as they become available

* Motivational keynote?
  + Suggestions on who might be a good speaker?
* What are our goals for the next years and beyond?
  + Let’s step back from the daily grind and think strategically and creatively.
    - Growing programs – services, staffing, funding
* How do we *communicate our impact and success* through outreach efforts?
  + Annual report is one way, how else? What can the national network learn from individual states? What’s working well?
* What partnerships do we need to reinforce and build?
  + Trade associations?
  + Small Business champions, like the old national CAP membership
* How do we raise our profile so that our services and accomplishments are more widely known?
  + National and state level
* How do we grow to keep pace with the demand for services? Learning between states:
  + How do you innovate, what are some ideas that programs are pursuing? Best ways to deliver services and content going forward.
    - Is this a candidate session for speed dating? Sharing initiatives and ideas?
  + If funding has been cut due to the Great Recession and/or the COVID-19 Pandemic, how have programs rebuilt funding and staff? Strategies
    - Can programs that have not rebuilt learn lessons from those that successfully have?

**2022 SBEAP Annual Training: Next Steps**

* Send out SAVE THE DATES to the SBEAP community in February 2022

Nancy Larson will do this, Nancy suggests having registration to match attendees with registration. Separate invitations a week apart.

* Set up and announce registration by March 2022
* Ongoing - Planning subcommittee identifies potential keynotes for each day’s theme (EPA updates and initiatives speakers, motivational speaker for Aspirations themed day, other suggestions)
* Ongoing - Planning subcommittee *daily* details: put ideas to daily format (how to build in networking time, Kahoot! fun, etc) and individual session topics/session formats (topics, panels or single speaker, etc)
* Ongoing - Identify knowledgeable speakers and subject matter experts
* Ongoing discussion - Chris will propose to Jennifer Collins and Donovan Grimwood including a training planning subcommittee meeting as part of the agenda *if* the NSC holds an in-person meeting in Reno NV in March 2022. It would be an opportunity for NSC and planning subcommittee members to visit the facilities under consideration for the 2023 annual training. Note: if that idea moves forward, a Zoom attendance option will be available for those planning subcommittee members who cannot attend in person.
* Make sure the RASBLs are included somewhere – Rhonda will make sure they receive the information on the training and know to register

**Date: January 12, 2022**

|  |  |
| --- | --- |
| **Roll call:**  **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: | National Steering Committee – Jennifer Collins, Donovan Grimwood |
| R2: |  |
| R 3: Olivia, Achuko, Lee Ann Briggs | Education- |
| R4: Donovan Grimwood, Crystal Warren | Promotion- Allison Crowther |
| R5: | Technical - Donovan Grimwood |
| R6: | Awards – Renee Bashel |
| R7: Nancy Larson, Jennifer Wittenburg | Website – Nancy Larson |
| R8: | EPA – |
| R9: Chris Lynch (subcommittee chair), Eric Florio, Nancy Crickman, Liz Futch, Jennifer Lipkin |  |
| R10: Jim Plosay |  |

**Discussion:**

**Proposed Annual Training 2022**

**Celebrating 30 Years of SBEAP Impact & Success!**

Format:

* Virtual
* Four ½ days
* 1:00 – 4:00pm EST each day

Dates:

* Spring 2022 – Thursdays in May
  + May 5
  + May 12
  + May 19
  + May 26

Catchy title reflecting *Thursdays in May* (ideas from Dan Sowry & team in Ohio):

* SBEAP and You, Annual Training 2022
* The 4x4 (four by four) Annual Training and more
* 2022: Where will you take your program to?
* 2022: Next levels to take your program to
* Assistance Persistence: SBEAP Annual Training 2022

**2022 SBEAP Annual Training: Daily Themes & Topics**

Day 1: **OPERATIONS – Digging into the nuts and bolts of our operations**

* Conference Keynote (or keynotes) (**45 minutes)**
  + Welcome, logistics, setting the charge for the training
    - Jennifer, Donovan
  + Warm-up Activity – Kahoots? Lee Ann & Belinda?
    - Incorporate key elements of SBEAP for newcomers?
  + Suggestions for the keynote:
    - Michael Regan, Janet McCabe, Denise Benjamin-Sirmons
  + Evolution of the program speaker suggestions:
    - National CAP rep (Dale Kaplan, Alan Sparkman), Gary Jones (Printing United Alliance)

* Find speakers, participants, facilitators for panels
  + **Evolution of a SBEAP Program Panel (30 minutes)**
    - Small shop vs. large shop, lessons learned and examples from each
    - The age perspective, newer staff and seasoned staff share perspectives
    - How do you do your job, what works and doesn’t work
    - Hiring challenges?  What makes a successful SBEAPer?
    - Speakers suggestions:
      * Kansas has all ages of personnel
      * Check with Educational subcommittee
      * Sarah Johnson from NH is a one-person shop
      * Eleanor Divver from Utah is new to SBEAP
  + **Pandemic Panel (30 minutes)**
    - What adjustments have been made, what is working that you will keep?
    - How have technology and social media played a role?
    - Ongoing challenges?  Unexpected outcomes?
    - Speakers suggestions:
      * check with promotion subcommittee, they did a pandemic presentation recently
  + **Program Protocols and SOPs Panel (30 minutes)**
    - How are they developed?
    - Good examples to share
    - Tools for program and client management
    - Lessons learned
    - Speaker Suggestions:
      * Kansas and New Hampshire have SOPs
      * Others?
* Day 1 wrap-up **(30 minutes)**
  + Group Discussion
  + Informal neetworking
* *Keynote to kick off the month of training*
* *How have you adjusted the delivery of your services to meet client needs during the pandemic? What will you keep doing that worked well? What questions do you get now that you never got before? How did you deliver*
* *How has social media played a role during the pandemic and what will programs continue? What worked well?*
* *Small shop vs. big shop – what are the advantages and challenges of each? Lessons from good examples in each category*
* *Evolution of a program, the age perspective – newer staff and seasoned staff share perspectives and wisdom. How do you do your job, what works/doesn’t work, what do you focus on, why?*
* *Program SOPs: how do you write them? Good examples*

Day 2: **OPPORTUNITIES** – **Emerging Issues and Hot Topics**

* EPA keynote(s)? Agency updates and directions (Paula Hoag, Rhonda Wright)
* Emerging environmental priorities such EJ, climate change, PFAS, etc
  + What can we do as an SBEAP to assist people with environmental justice?
    - Are there programs that we can implement?
    - Funding?
  + EJ Committee update and speaker – EJ work group panel
  + PFAS – Jennifer Dixon as a guest speaker?
    - How does it apply to small businesses?
    - Can we get a small business speaker?
    - EPA Counsel on PFAS
      * Radhika Fox, Principal Deputy Assistant Administrator in the Office of Water, and Deb Szaro, Acting Regional Administrator in Region 1 (guest speakers?)
      * Rhonda Wright – she may be able to get someone who worked on the action plan as a speaker.
      * Try to get someone who would provide a good regulatory perspective and how it affects small businesses.
* EPA national compliance and enforcement goals and initiatives – what do we need to know about and do outreach and education on for the small business community to get them ready? (Nancy Larson – David Cosak: Region 7 enforcement and compliance division head). Nancy provided the link.
  + What would we like him to speak about?
  + 20 minutes w/10 for questions
* Proposed rules and developments (ex: 6H, oil and gas). Possibly tied with a deeper conversation about SBEAP roles in proposed rule development – when we see opportunities, what do we do about them? How do we engage as SBEAPs? How do we get small businesses engaged?
  + Talk about the 6H comment on the recent proposed rule change
  + How else can we get involved in the rule developments?
    - Speak with Rhonda Wright about the technical rule changes
    - In addition to commenting on the rule changes, do we send out emails to affected businesses?
      * Send an email out to the Main listserv for ideas about successful outreach
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* Hot topics post-COVID such as hemp: This may be a good session for the SBDC
  + Medical waste – we have seen an uptick in the number of medical waste calls
  + Disinfection – facilities are more conscious about keeping their facilities clean and have many questions on how to appeal to the customers and abide by CDC guidelines.
  + There seem to be more startups than there have been in previous years due to people taking action during the pandemic and wanting to start their own businesses
    - People are leaving their jobs to start their own business
  + Potential climate change businesses?
    - Water preservation?
* Others?

**Day 3 – Reflections: Results and Accomplishments**

* **What have we learned over the last 30 years?**
  + Ideas: Interactive answering of this question.
  + Use an app that allows people to type in answers on their phones and it appears on the screen? Jennifer maybe knows this?
  + Have targeted questions such as what have you learned about air assistance for small business?, what have you felt is your best service for small business?, etc.
  + Then we can compile it into a document as a BMP and Lessons Learned. 30 minutes - Education or NSC Committee
  + Other focus questions or ideas to facilitate discussion during this portion of the day:
    - We have to be resilient both economically, socially and environmentally – meaning we must be prepared for unforeseen events (pandemics, economic events such as what happened in 2008ish
    - Climate Change has become front and center
    - We don’t know everything. Learning about EJ, Pandemics, Assisting businesses in uncertain and trying times, etc
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* The SBEAP role in helping businesses survive the pandemic & economic development –
  + Guest Speaker?
  + Or multiple speakers?
  + Panelist discussion with the wisest of the bunch (been here the longest?) –
  + 45 min ? Technical committee?
* Overall and individual program accomplishments –
  + Ideas:
    - coordinate this to be sent in prior. Have each program list 2-3 each with a paragraph stating accomplishments –
    - Round robin speaking in turn or have one person present all of them. – 45 min - Promotion Committee?
* Annual awards presentations for 2022? – 45 min - Awards Committee?

Day 4: **ASPIRATIONS - The Next 30 Years**

* Motivational keynote?
  + Suggestions on who might be a good speaker?
* What are our goals for the next years and beyond?
  + Let’s step back from the daily grind and think strategically and creatively.
    - Growing programs – services, staffing, funding
* How do we *communicate our impact and success* through outreach efforts?
  + Annual report is one way, how else? What can the national network learn from individual states? What’s working well?
* What partnerships do we need to reinforce and build?
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  + If funding has been cut due to the Great Recession and/or the COVID-19 Pandemic, how have programs rebuilt funding and staff? Strategies
    - Can programs that have not rebuilt learn lessons from those that successfully have?

**2022 SBEAP Annual Training: Next Steps**

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  + Nancy Larson will do this
* Set up and announce registration by March 2022
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* Ongoing - Planning subcommittee *daily* details: put ideas to daily format (how to build in networking time, Kahoot! fun, etc) and individual session topics/session formats (topics, panels or single speaker, etc)
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* Ongoing discussion - Chris will propose to Jennifer Collins and Donovan Grimwood including a training planning subcommittee meeting as part of the agenda *if* the NSC holds an in-person meeting in Reno NV in March 2022. It would be an opportunity for NSC and planning subcommittee members to visit the facilities under consideration for the 2023 annual training. Note: if that idea moves forward, a Zoom attendance option will be available for those planning subcommittee members who cannot attend in person.

**Date: December 8, 2021**

|  |  |
| --- | --- |
| **Roll call:**  **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: Sara Johnson | National Steering Committee – Donovan Grimwood |
| R2: |  |
| R 3: Lee Ann Briggs | Education- Belinda Breidenbach |
| R4: Donovan Grimwood | Promotion- Allison Crowther |
| R5: Lisa Ashenbrenner, Dan Sowry | Technical - Donovan Grimwood |
| R6: Lloyd Kirk | Awards – |
| R7: | Website – Nancy Larson |
| R8: | EPA – |
| R9: Chris Lynch (subcommittee chair), Eric Florio, Nancy Crickman, Liz Futch, Jennifer Lipkin |  |
| R10: Jim Plosay |  |

**Discussion**

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Catchy title reflecting *Thursdays in May* (ideas from Dan Sowry & team in Ohio):

* SBEAP and You, Annual Training 2022
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* 2022: Where will you take your program to?
* 2022: Next levels to take your program to
* Assistance Persistence: SBEAP Annual Training 2022

**2022 SBEAP Annual Training: Daily Themes & Topics**

Day 1: **OPERATIONS – Digging into the nuts and bolts of our operations**

* Keynote to kick off the month of training
* How have you adjusted the delivery of your services to meet client needs during the pandemic? What will you keep doing that worked well? What questions do you get now that you never got before? How did you deliver
* How has social media played a role during the pandemic and what will programs continue? What worked well?
* Small shop vs. big shop – what are the advantages and challenges of each? Lessons from good examples in each category
* Evolution of a program, the age perspective – newer staff and seasoned staff share perspectives and wisdom. How do you do your job, what works/doesn’t work, what do you focus on, why?
* Program SOPs: how do you write them? Good examples

Day 2: **OPPORTUNITIES** – **Emerging Issues and Hot Topics**

* EPA keynote(s)? Agency updates and directions (Paula Hoag, Rhonda Wright)
* Emerging environmental priorities such EJ, climate change, PFOAS, etc
* EPA national compliance and enforcement goals and initiatives – what do we need to know about and do outreach and education on for the small business community to get them ready? (Nancy Larson has US EPA keynote speaker idea for this topic).
* Proposed rules and developments (ex: 6H, oil and gas). Possibly tied with a deeper conversation about SBEAP roles in proposed rule development – when we see opportunities, what do we do about them? How do we engage as SBEAPs? How do we get small businesses engaged?
* Hot topics post-COVID such as hemp
* Others?

Day 3 **REFLECTIONS – Results and Accomplishments**

* What have we learned over the last 30 years?
* The SBEAP role in helping businesses survive the pandemic & economic development
* Overall and individual program accomplishments
* Annual awards presentations for 2022

Day 4: **ASPIRATIONS - The Next 30 Years**

* Motivational keynote?
* What are our goals for the next years and beyond?
* How do we *communicate our impact and success* through outreach efforts?
* What partnerships do we need to reinforce and build?
* How do we raise our profile so that our services and accomplishments are more widely known?
* How do we grow to keep pace with the demand for services? Learning between states:
  + How do you innovate, what are some ideas that programs are pursuing? Best ways to deliver services and content going forward.
  + If funding has been cut due to the Great Recession and/or the COVID-19 Pandemic, how have programs rebuilt funding and staff? Strategies

**2022 SBEAP Annual Training: Next Steps**

* Send out SAVE THE DATES to the SBEAP community in December 2021
* Planning subcommittee identifies potential keynotes for each day’s theme (EPA updates and initiatives speakers, motivational speaker for Aspirations themed day, other suggestions)
* Planning subcommittee *daily* details: put ideas to daily format (how to build in networking time, Kahoot! fun, etc) and individual session topics/session formats (topics, panels or single speaker, etc)
* Share theme outlines with subcommittees in January – give assignments and deadlines asking the subcommittee chairs to come up with session details, speakers, session format (panel/individual speaker)
* Identify knowledgeable speakers and subject matter experts
* Chris will propose to Jennifer Collins and Donovan Grimwood including a training planning subcommittee meeting as part of the agenda *if* the NSC holds an in-person meeting in Reno NV in March 2022. It would be an opportunity for NSC and planning subcommittee members to visit the facilities under consideration for the 2023 annual training. Note: if that idea moves forward, a Zoom attendance option will be available for those planning subcommittee members who cannot attend in person.

**Date: November 10, 2021**

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| --- | --- |
| **Roll call:**  **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: Sara Johnson | National Steering Committee- Donovan |
| R2: |  |
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| R6: | Awards – Renee Bashel |
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| R8: |  |
| R9: Eric Florio, Chris Lynch, Liz Futch, Nancy Crickman |  |
| R10: |  |

**Discussion:**

* In person training will be postponed until 2023 (in NV)
* There will be a virtual conference in 2022
* A few things to consider for the conference:
  + Should have an EJ component
  + Having themes could make the training flow well
  + 30 years of SBEAP in 2022!
  + Consider breaking it up and having the training over the course of several weeks rather than consecutive days
* Chris will follow up with a recap of the the themes discussed – lots of great feedback from everyone, thank you!

**Date: October 13, 2021**

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| --- | --- |
| **Roll call:**  **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: Sara Johnson | National Steering Committee- Donovan |
| R2: |  |
| R 3: Lee Ann Briggs | Education- |
| R4: Donovan Grimwood | Promotion – Allison Crowther |
| R5: Lisa Ashenbrenner Hunt, Dan Sowry | Technical - Donovan Grimwood |
| R6: | Awards – Renee Bashel |
| R7: | Website – Nancy Larson  EPA – |
| R8: |  |
| R9: Eric Florio, Chris Lynch, Liz Futch, Nancy Crickman |  |
| R10: |  |

Chaired by Chris Lynch

**Discussion:**

* After talking with Paula in late September, it has been decided that the annual training in 2022 will be virtual again and we will hold the next in-person training in Lake Tahoe, NV in 2023. There are too many lingering concerns due to COVID, especially as related to restrictions on travel and hotel stays for US EPA staff
* In-person training will be held in NV in 2023
* Next steps – work on the agenda, pick dates for virtual conference in 2022, get subcommittees involved

**Date: September 8, 2021**

Chaired by Chris Lynch

Roll Call: Chris Lynch, Liz Futch, Donovan Grimwood, Jennifer Lipkin, Jennifer Collins, Allison Crowther, Elnora Thompson, Jim Plosay, Nancy Larson, Dan Sowry, Crystal

**Discussion:**

* Chris updated the group on the additional facilities visited since the last call
* Facility feedback has been that spring is a better time for pricing and flexibility to accommodate our needs
* Chris updated the group on catering expenses and discussed meals to be provided now that we will be in person again. Too much time is lost having people leave venues for “lunch on their own” so at least provide lunches. Keep registration fees at $200 or below.
* Speed dating session -regions
* Once we talk to top facilities, send a survey to the SBEAP membership for input on preferences – last week of March 2022 or first week in April 2022?
* Discussed timing. Opening reception on Monday evening and have the conference run from Tuesday through Thursday.
* EPA noted that they are still all working remotely and have strict travel restrictions
* Donovan mentioned that Paula had made a comment about possibly needing to hold off until 2023 for an in-person conference. Chris will contact Paula to follow up.

**Date: August 9, 2021**

Chaired by Jennifer Collins, torch passed to Chris Lynch

Roll Call: Jennifer Collins, Chris Lynch, Eric Florio, Nancy Crickman, Liz Futch, Paula Hoag, Lee Ann Briggs, Donovan Grimwood, Nancy Larson, Allison Crowther, Jennifer Wittenburg, Lloyd Kirk, Lisa Ashenbrenner-Hunt, Tanya Abrahamian

**Discussion:**

* Reviewed feedback from 2021 Annual Training
* Established planning subcommittee meeting schedule: 12:30PT every second Wednesday of the month.
* Discussed past method for developing the agenda for the training including requesting that subcommittees develop topics and speakers
* Chris updated the group on the Tahoe resorts options and public transportation
* Timing – likely March/April 2022 when prices are better and possible overall time frame – send save the date when dates are confirmed
* Getting back to in-person, plan for ample peer networking
* May broadcast some of the conference via Zoom, but only key sessions and not everything
* Cost – likely to be a registration fee to cover meals
* Do opening reception and newcomer welcome (popular part of the program).
* Training committee representation – make sure regional reps and alt reps are on the committee list. Send out a call for planning subcommittee membership in case people need to be on the subcommittee in order to have travel approved to attend the in-person training
* EPA can provide speakers - Paula, Elnora and Rhonda can coordinate within EPA
* Website – include ideas for what to do for coming early/staying after and during down times; encourage people to check out Lake Tahoe!