2016 SBO/SBEAP NSC Education Subcommittee

June 21, 2016
10:00 a.m. Central
11:00 a.m. Eastern

Join this meeting virtually:

https://ksu.zoom.us/j/3166600104
or by phone:
1 415 762 9988
Meeting ID: 316 660 0104

Agenda

Education subcommittee purpose – *Information sharing and training resource, especially for new 507 program staff.*

2015 and early 2016 Accomplishments/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
- ✓ April 2016: Website and listserv overview –

Roll Call : R1 Sara Johnson, R2, R3, R4, R5 Lisa Ashbrenner Hunt, Channon Cohen-Denson, R6 Jon Roberts, Melissa Alber-Mckibben, EPA Paula Hoag

New Members: Melissa from Oklahoma

Today's focus: update group on status of work performed on projects selected in last call; group discussion

- SBREFA –Nancy Crickman provided summary of archived recording; was the webinar enough or do we need additional detail, maybe ask Joan to present? What is our role? David gave an SBA perspective and Joan could give the EPA perspective. SBEAPs could help EPA find small businesses to be on the panels. Paula will communicate this request to Joan – 30 minutes in next 6 months
- How to read the FR and CFR – joint project with Technical – Lisa will follow-up; Technical Subcommittee will host this session and determine the date soon, early fall, Lisa will let us know
- Social media – joint project with Promotion – Nancy Larson will follow-up; presenter identified but trying to find a date, more soon.
- Update the Newcomers training to include website – Nancy, Annette, Tony, Sara and maybe Erin will work on this topic. No new report at this time

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
- Update the newcomer training – Nancy Larson, Annette, Tony, Sara and maybe Erin will work on this topic.
- 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?
- Social media – how to – The promotion subcommittee would like to work with the education subcommittee to provide social media training. So far, Nancy Crickman, Erin and Nancy Larson will work on this topic.
- How to read the FR and (CFR) regulations – what sections do we need to focus on – joint effort with technical subcommittee – Lisa will work with Mark on this project.
    - Renee, Tony shared at speed dating
    - Ruler writer too
- Further discussion on CAAA of 1990 and 507 programs
- CAP
- SBREFA – Joan may provide a webinar; Nancy Crickman will review archived recording and then decide if enough information was provided at the annual training for SBEAPs to be able to share the information.
- Sustainable Business Networks – how can we work with this group?
- OAQPS – Tony will explore.

Open agenda

Next meeting?   Several e-mail will be shared, but no need for a July meeting

- **July 26, 2016   - Channon and Nancy will meet to plan**
- **August 23, 2016 – Full committee meeting, Nancy will send a meeting notice**

2016 SBO/SBEAP NSC Education Subcommittee

Aug. 23, 2016
1:00 p.m. Central
2:00 p.m. Eastern

Join this meeting virtually:
https://ksu.zoom.us/j/929157190
or by phone:
1 415 762 9988
Meeting ID: 929 157 190

Agenda

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

Roll Call :

Lisa Ashenbrenner Hunt
Jeremy Hancher
Nancy Crickman
Sara Johnson
Lloyd Kirk
Melissa Adler-McKibben
Nancy Larson
Channon Cohen-Denson

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
- ✓ 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; want to provide more training opportunities based on feedback

Today's focus: update group on status of work performed on projects selected in last call; group discussion

- • SBREFA –Paula will communicate this request to Joan – 30 minutes in next 6 months

- Update the Newcomers training to include website – Channon, Nancy, Annette, Tony, Sara and maybe Erin will work on this topic, meeting at 30 minutes past hour. Goal to update and post new training by Dec.
- Do we want to identify next priority topic area?
    - Possible training and outreach on 6W

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
- 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 may provide a webinar; Nancy Crickman will review archived recording and then decide if enough information was provided at the annual training for SBEAPs to be able to share the information.
- Sustainable Business Networks – how can we work with this group?
- OAQPS – Tony will explore.

Open agenda

Some follow-up topics may emerge after survey results from Social Media training are gathered; interest in Social Media 202; further work will be performed by Promotion Committee

Lloyd will provide information to Nancy to see if potential for economic development topic

Next meeting?
- **Oct. 25, 2016: Full committee meeting, Nancy will send a meeting notice**

2016 SBO/SBEAP NSC Education Subcommittee

Oct. 25, 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, Tony, Channon, Nancy

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
- ✓ 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

Today's focus: update group on status of work performed on projects selected in last call; group discussion

- SBREFA –Joan will provide webinar Dec. 12 at 2pm ET – Nancy will send log-in information to "main." Need short description from Paula summarizing the webinar. Channon will review Nancy C e-mail and ask Paula for specifics – need a discussion that the SBREFA is a panel, need to understand Joan's role and how our small business may participate. How should the process be utilized? Leave time for questions.
- Update the Newcomers training to include website – Channon, Nancy, Annette, Tony, Sara and Erin are working on, first draft completed and reviewed by NSC and Subcommittee chairs. Goal to update and post new training by Dec. – Still needs to add some statistics, will get back out to group of six to review by Nov. 1 and plan recorded webinar. After updated presentation is sent out, Channon will send out a Doodle to schedule newcomer training review.
- Do we want to identify next priority topic area?

o

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?

Open agenda

- How to get people engaged – have them talk differences in their programs.

Next meeting?

- Dec. 12, 2016 1pm central after SBREFA presentation – Nancy will send save the date

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
- ✓ 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 alighn another training – Nancy will send a meeting notice