

2018 NSC Education Subcommittee

Jan. 23, 2018
1:00 p.m. Central
2:00 p.m. Eastern

Join this meeting virtually:
<https://ksu.zoom.us/j/7855323361>
or by phone: 1 408 638 0968
Meeting ID: 785 532 3361

Notes

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 :

E Florio and Jennifer Feyerherm, Region?

Region 1: Chris Walusiak, Sara Johnson

Region 2: Edward Bakos

Region 3: Susan Tripp, Carrie Wintersteen

Region 4: John Yntema, Donovan Grimwood, Jayme Csonka, Lynn Searce

Region 5: Jennifer Collins, Lisa Ashenbrenner Hunt, Mark Stoddard, Mike Nelson, Renee Bashel, Angela Taylor, Aneka Swanson, Hani Sharaya, James Dodson, Michelle Haberstroh, Nicholas Carr, Tammy Haug, Edward Clements

Region 6: Lloyd Kirk, Rosanne Sanchez, Steve Dubyk

Region 7: Kevin Moluf, Barb Goode, Nancy Larson, Lynelle Ladd, Arthur Fink, Jennifer Wittenburg

Region 8: Elizabeth Sapio, Kaitlin Urson, John Podolinsky,

Region 9: Jenna Latt, La Ronda Bowen, Maricopa County Air Quality, C Lynch

Region 10: Patrick Hoermann

Dec. meeting minutes-

Training Webinar: “How to conduct a site visit.” Speakers: Sara Johnson, New Hampshire Department of Environmental Services, Jenna Latt, California Air Resources Board, and Mark Stoddard, Indiana Department of Environmental Management. Moderator: Lynelle Ladd, Kansas State University Pollution Prevention Institute.

https://mediasite.k-state.edu/mediasite/Play/Javascript/Players/SmartPlayer/images/button_info.png

*This was a recorded training and will be posted on the Education Subcommittee website in the coming weeks.

Nov. meeting minutes-

- Lynelle Ladd of Kansas SBEAP has offered to chair or co-chair with Nancy.

Newcomer training

- *action item complete*

Pending activity –

- Annual Training
 - BOLO for Survey Monkey on training dates and training topics
- Peer mentoring
 - Jeremy Hancher is coordinating. Nancy will follow-up with him prior to annual training regarding mentor assignments at Annual Training –
 - *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 puts together for mentees)*
- Annual data collection and outreach to get data input consistently – action pending discussion with Promotional Subcommittee – status update
 - Nancy Larson of Kansas and Jennifer Collins of Indiana are working on this. Collecting last few reports before aggregation starts.
- SBREFA part 2 rescheduled and postponed twice by EPA. In March Lisa Ashenbrenner-Hunt offered to follow up and reschedule. May be on the National Conference agenda?
 - *Lisa is still working on it. Added to list of potential annual Training topics.*
- Education Topics for Annual Training – planning committee developing list of topics for committee review – look for upcoming email.

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
- SBREFA Part 2 – Joan Rogers and Lisa Ashenbrenner-Hunt working on – Potential continuation at National Conference.
- 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.
- 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? **What educational resources are available through 507 programs in each state?**
- Further discussion on CAAA of 1990 and 507 programs
- CAP
- Sustainable Business Networks – how can we work with this group?
- OAQPS – Tony Pendola 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? Potential for 507 program involvement or action?

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
- ✓ 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
- ✓ Jan. 2018: How to conduct a site visit

Next meeting?

- *March 27, 2018: 2 pm Eastern and 1 pm Central*

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
Sara Johnson	sara.johnson@des.nh.gov
Tony Pendola	tony.pendola@ncdenr.gov

2018 NSC Education Subcommittee

March 27, 2018
1:00 p.m. Central
2:00 p.m. Eastern

Join this meeting virtually:
<https://ksu.zoom.us/j/730774733>
or by phone: 1 408 638 0968
Meeting ID: 730 774 733

Agenda

Education subcommittee purpose – *Initiated in 2015, this group's primary focus is as an internal information sharing and training resource, especially for new SBEAP/SBO program staff. The focus of the group planning will be to provide up-to-date, comprehensive information that is relevant to new SBEAP/SBO program staff.*

Roll Call:

Lynelle Ladd
Lloyd Kirk
Nancy Larson
Sara Johnson
Tony Pendola
Jennifer Feyerherm
Lisa Ashenbrenner Hunt

January meeting minutes-

- “How to conduct a site visit” – a recorded training on how different SBEAPs perform site visits. To be posted on the Educational Subcommittee page.
 - Not posted yet. Possibly today. – **Now posted. Title and brief summary will be added.**
 - Comments or questions related to that training. - **Let Lynelle or Nancy know if you have any comments.**
 - Could we do an advance version in the future? – **Recommendation to do a follow-up webinar with a speaker from a company who has benefited from a site visit. Discuss monetary benefit of the SBEAP site visit versus hiring a consultant.**

New Business:

- **Note that EPA's Year in Review report just came out for 2017-2018. Outlines changes and the direction EPA is moving:** https://www.epa.gov/sites/production/files/2018-03/documents/year_in_review_3.5.18.pdf.
- **2018 National Annual Training – Washington, D.C. April 30 to May 3, 2018 – Lynelle will be attending this year!**
 - Conference hotel is the [Crowne Plaza](#) located in Old Town Alexandria, 901 N. Fairfax Street, Alexandria, VA 22314.
 - **There is a NSC Meeting and Newcomer Mentor-Mentee Dinner and Mixer on Monday April 30 from 6:00 – 9:00 pm.** All 507 Program Reps are encouraged to attend. EPA Reps are invited as well.
 - Jeremy Hancher has been heading the mentor/mentee activity, however, he may not be available that Monday night. **Asking for 1 or 2 volunteers from the committee to work with Jeremy on the event. - Contact Jeremy if you are willing to help!**
 - Need to get list of newcomers attending and ask for mentor volunteers/commitments to mentor for at least 6 months – first year of SBEAP. (Possibly Nancy can get that to Jeremy and other volunteers.) – **Nancy estimates 3 newcomers at training, but could be up to 5. Sara won't be at training but volunteered to mentor anyone in Region 1.**

- Outreach to newcomers and recommend watching the 2017 Newcomer Video on the NSBEAP Ed webpage.
- Night of April 30: Very casual activity –
 - introductions of newcomers in attendance and mentors
 - Icebreaker? Or just social tête-à-tête between mentor/mentee?
- **I would like to see some behavior “change” information come from the newcomer/mentor activities.**
 - What was the ultimate time investment for both mentors and mentees – 3 mos., 6 mos. etc?
 - What values are gained?
 - Suggestions for future mentor/mentee couplings? (see below – standard SBEAP curriculum that covers commonalities of all programs and skills needed?)
 - Ideas for ways to track this?
- EPA HQ activities scheduled for Thurs. May 3 – an all day event – please read the security protocols. Plan accordingly.
- **Education Subcommittee Session is currently on the agenda for Tuesday, May 1, 2018 from 3:30 to 4:30 pm**
 - Review of Annual Report Data – Nancy Larson and Jennifer Collins will present on this. – **Moderator not needed.**
- **Other Educational Session related to EPA’s E-Enterprise for the Environment on Wednesday May 2 at 10:00 AM.**
 - **I sent an email out on Monday about this because I am not sure who is organizing this session. No response from planning committee yet. We may need to provide a moderator, or not. I will keep everyone posted. – Tony invited Kelly Poole. Hasn’t received confirmation that she’s attending, so he will follow up. Lloyd will moderate and will connect with Kelly before training to get her bio, etc.**

Future Meetings:

- May 22, 2018 meeting will not be held due to the proximity of meeting to National Training Conference.

July 24, 2018 meeting topics:

- Newcomer training
 - When it comes to newcomer training, what methods do programs commonly use? What are the needs of programs for a universal training program, beyond understanding 507 and SBEAP? Are any available (CARB “inspector training”, etc.)? Has any programs utilized CENSARA, state agency sponsored or similar trainings that are focused on media (air, water, waste, etc)? If so, what are they. Are they available online, for free, can NSBEAP partner or subscribe?
- Expanding the “peer-mentoring” program for 507 programs.
 - Were education needs identified during National Annual Training? – **Take note of ideas that come up.**
- Outreach to programs that are currently not active in NSBEAP. What educational items can we provide that will encourage participation or enrich participation to get them involved?

Featured Topic List (Ongoing) – **Think about which of these we want to address and which ones to remove from the list. Will discuss in July.**

Potential topic ideas

- Dealing with difficult people/customers – expanded topic of “behavior change.”
- SBREFA Part 2 – Is this progress? **Where are we on this?** (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. **Where are we on this?**

- How are programs funded?
- Business identification tools – Reference USA and others
- Ozone maintenance/non-attainment areas – what educational approaches can be used with small businesses? What educational resources are available through 507 programs in each state?
- Further discussion on CAAA of 1990 and 507 programs
- CAP
- Sustainable Business Networks – how can we work with this group?
- OAQPS – Tony Pendola will explore.
- Possible training and outreach on 6W? Is technical subcommittee going to pick up?
- **Lloyd inquired if other states are buying drones for monitoring. There has been some talk in other states, mainly for landfill monitoring. Unlikely they would be used by SBEAPs. If there's interest, could be a Technical Subcommittee topic.**

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
- ✓ 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
- ✓ Nov. 2017:
- ✓ Jan. 2018: Recorded “How to conduct a site visit”

Next meeting?

- *July 24, 2018: 2 pm Eastern and 1 pm Central*

Current Subcommittee Members

Name

Angela Lopez
Anita Singh
Bryan Smith
Jayme Csonka
Jennifer Trent
Jeremy Hancher
Lisa Ashenbrenner-Hunt
Lloyd Kirk
Lynelle Ladd
Melissa Alder McKibben
Nancy Crickman

E- Mail

angelalopez@cabq.gov
singha3@michigan.gov
smith.bryan@deq.state.or.us
jayme.csonka@ky.gov
jennifer.trent@uni.edu
hancherj@wharton.upenn.edu
lisa.ashenbrennerhunt@wisconsin.gov
lloyd.kirk@deq.ok.gov
lladd@ksu.edu
madler@deq.ok.gov
crickman@wharton.upenn.edu

Nancy Larson
Paula Hoag
Roc Swick
Sara Johnson
Tony Pendola

nlarson@ksu.edu
hoag.paula@epa.gov
roc.swick@illinois.gov
sara.johnson@des.nh.gov
tony.pendola@ncdenr.gov

2018 NSC Education Subcommittee

July 24, 2018
1:00 p.m. Central
2:00 p.m. Eastern

Join this meeting virtually:
<https://ksu.zoom.us/j/437221499>
or by phone: 1 669 900 6833
Meeting ID: 437 221 499

Agenda

Education subcommittee purpose – *Initiated in 2015, this group’s primary focus is as an internal information sharing and training resource, especially for new SBEAP/SBO program staff. The focus of the group planning will be to provide up-to-date, comprehensive information that is relevant to new SBEAP/SBO program staff.*

Roll Call:

May meeting was the National Training

New Business:

1. Website Subcommittee topics to share- Nancy Larson

- Poll everywhere training requests/rank: Are you interested in any of the following trainings (21 participants at the NSBEAP training)
 - How to calculate and report outcome data – Folded with “how to survey clients.”
 - How to survey clients for behavior change (both compliance and P2) – Kansas, Iowa, New Hampshire, Wisconsin
 - How can we implement this as a training? Would someone from the three states be willing to present on this? Or other states not in attendance today. (October 2017 tools for behavior change).
 - Site visits, trainings, implementing recommendations
 - Outcomes – important may be important for grant funding
 - Grant writing tips
 - Copyright training for posts and presentations
- Annual report 2016 and moving forward to 2018
 - In 2012, EPA stopped formally publishing; NSBEAP took up the task and published 2015 data in 2016.
 - Data collection: Calendar year, collect data between January and March. We need a subcommittee from the Education Subcommittee, to work on this in March or April 2019 for the 2018 data.
 - Need three volunteers! Nancy, Dan, (maybe Jennifer)
 - Meetings maybe in November/December, first quarter, emails.

2. Topics coming on the heels of the national training:

- How does each state interpret confidentiality? What information is shared with agency enforcement or agency permitting? Please look at the email Sara sent out about 507, and whether we should incorporate that into a 507 educational webinar.
- Do any states have specific written role definitions for SBOs?
 - SBO SOPs. What do they contain? Who has them?
 - Also SOPs or Work Plans could be a separate topic.
 - Work Plans with the air quality agency.
 - Work plans – in Illinois, Wisconsin,
 - Do we need to start maintaining a record of the states that have same person as SBO and SBEAP rep?

- More demographics needed. More specific data collection on each state's program (funding, staffing, etc.)
 - In a master spreadsheet: needs gleaned out. What is not used for the flyer?
 - Obtaining funding information.
 - How does SBEAP confidentiality intersect with EPA and/or State "self-disclosure" laws?
 - Wisconsin- formal audits, notice before audits
 - EPA indicates use of confidential services
 - E-disclosure – information is available.
 - Getting states who do not participate or have roles in NSBEAP involved with our group.
 - Getting other states known to have excellent programs: what can we learn from them? Can we get them to speak about their programs/present to the Education Subcommittee?
 - Ed Subcommittee host an "all-comer" Zoom meeting and invite 6 states that do not participate to present on their program.
 - Does anyone have any contacts with the states that are currently not active?
- 2015, outreach did not result in any increased participation.
 Personal phone call or email to contacts. Ask them to provide information on their program.
 NSC reps and alts have done some outreach.
 Ask Donovan for the spreadsheet "Engagement Committee".
 Value for them, value for us.

OPEN FORUM:

- Expand on "Conducting a site visit" with actual owners/operators who have used SBEAP services presenting on their experience (Sara):
 - Confidentiality issues? Could we get around that if we could get industry speakers?
 - Key concepts: standard questions that each could address, lessons/benefits, recommendations to SBEAP
 - Other (brainstorm)
- Newcomer training
 - Were education needs identified during National Annual Training?
 - When it comes to newcomer training, what methods do programs commonly use? What are the needs of programs for a universal training program, beyond understanding 507 and SBEAP? Are any available (CARB "inspector training", etc.)? Has any programs utilized CENSARA, state agency sponsored or similar trainings that are focused on media (air, water, waste, etc)? If so, what are they. Are they available online, for free, can NSBEAP partner or subscribe?
- Expanding the "peer-mentoring" program for 507 programs.
- Outreach to programs that are currently not active in NSBEAP. What educational items can we provide that will encourage participation or enrich participation to get them involved?

Future Meetings:

Please review the featured topic list below. If any of these hold a particular interest to you and you would like to be central to providing a presentation on the topic or finding a speaker to speak on the topic, please let Lynelle Ladd know.

Featured Topic List (Ongoing)

Potential topic ideas

- Dealing with difficult people/customers – expanded topic of "behavior change."
- SBREFA Part 2 – Is this progress? **Where are we on this?** (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. **Where are we on this?**

- How are programs funded?
- Business identification tools – Reference USA and others
- Ozone maintenance/non-attainment areas – what educational approaches can be used with small businesses? What educational resources are available through 507 programs in each state?
- Further discussion on CAAA of 1990 and 507 programs
- CAP
- Sustainable Business Networks – how can we work with this group?
- OAQPS – Tony Pendola will explore.
- Possible training and outreach on 6W? Is technical subcommittee going to pick up?

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
- ✓ 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
- ✓ Nov. 2017:
- ✓ Jan. 2018: Recorded “How to conduct a site visit”

Next meeting?

- *September 25, 2018: 2 pm Eastern and 1 pm Central*

Current Subcommittee Members

Name

Angela Lopez
Anita Singh
Bryan Smith
Jayme Csonka
Jennifer Trent
Jeremy Hancher
Lisa Ashenbrenner-Hunt
Lloyd Kirk
Lynelle Ladd

E- Mail

angelalopez@cabq.gov
singha3@michigan.gov
smith.bryan@deq.state.or.us
jayme.csonka@ky.gov
jennifer.trent@uni.edu
hancherj@wharton.upenn.edu
lisa.ashenbrennerhunt@wisconsin.gov
lloyd.kirk@deq.ok.gov
lladd@ksu.edu

Melissa Alder McKibben

Nancy Crickman

Nancy Larson

Paula Hoag

Roc Swick

Sara Johnson

Tony Pendola

madler@deq.ok.gov

crickman@wharton.upenn.edu

nlarson@ksu.edu

hoag.paula@epa.gov

roc.swick@illinois.gov

sara.johnson@des.nh.gov

tony.pendola@ncdenr.gov

2018 NSC Education Subcommittee

September 25, 2018

1:00 p.m. Central

2:00 p.m. Eastern

Meeting Minutes

Minutes

Education subcommittee purpose – *Initiated in 2015, this group's primary focus is as an internal information sharing and training resource, especially for new SBEAP/SBO program staff. The focus of the group planning will be to provide up-to-date, comprehensive information that is relevant to new SBEAP/SBO program staff.*

Roll Call:

New Business:

1. Review Survey Monkey Poll results. Do SBEAPs have written confidentiality policies?
 - Sharing policies – who does, who doesn't, and why?
 - Share policies internal for other SBEAPS wanting written policy?

SURVEY RESULTS ARE AVAILABLE HERE: <https://www.surveymonkey.com/results/SM-W8MNVKZHL/>

2. November 27 meeting: three states will discuss their SBEAP programs related to confidentiality and other items this will be recorded for our Ed. Subcommittee website for future reference.
 - Jennifer Wittenburg, University of Northern Iowa
 - Belinda Breidenbach, Idaho Small Business Development Center
 - La Ronda Bowen, CARB

OPEN FORUM:

Annual Training – Need a volunteer from the Educational Subcommittee to work on the National Annual Training planning group. Chicago – R5. Mid-May (14-16th)

Discuss topic from NSBEAP_main: do SBEAPs have the authority to enter, the same as inspectors or enforcement staff? Nancy plans to collect the question/answer and record information.

Future Meetings:

Please review the featured topic list below. If any of these hold a particular interest to you and you would like to be central to providing a presentation on the topic or finding a speaker to speak on the topic, please let Lynelle Ladd know.

Featured Topic List (Ongoing)

Potential topic ideas *Updated list of topics*

- Dealing with difficult people/customers – expanded topic of “behavior change.”
- 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. Where are we on this?

- How to survey companies for compliance and P2 Rates.
- How to calculate and report outcomes – behavior change.
- Grant writing tips.
- Copyright training for presentations.
- 21d OSHA Consultation outreach – Potential annual training topic: Educational and Promotional
- **How are programs funded? OTHER SOURCES OF FUNDING! P2 Money for SBEAPS and Region 5 – possible annual training.**
- Business identification tools – Reference USA and others
- Further discussion on CAAA of 1990 and 507 programs -
- CAP
- Sustainable Business Networks – how can we work with this group? (possible promotional)
- OAQPS – Updates and overview

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
- ✓ 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
- ✓ Nov. 2017:
- ✓ Jan. 2018: Recorded “How to conduct a site visit”
- ✓ March 2018: Mentor/Mentee connections
- ✓ May 2018: National Training, D.C.
- ✓ July 2018: National Training follow-up, training needs and state SBO/SBEAP data and participation
- ✓ Sept. 2018:

Next meeting?

November 27, 2018: 2 pm Eastern and 1 pm Central

Current Subcommittee Members – Do we need to add names? I would like to update this with all members.

Name	E- Mail
Angela Lopez	angelalopez@cabq.gov
Anita Singh	singha3@michigan.gov
Bryan Smith	smith.bryan@deq.state.or.us
Jayme Csonka	jayme.csonka@ky.gov
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
Roc Swick	roc.swick@illinois.gov
Sara Johnson	sara.johnson@des.nh.gov
Tony Pendola	tony.pendola@ncdenr.gov