**2023 SBEAP Training Planning Committee Meeting**

**Continuous meeting notes in chronological order**

**SBEAP Training Planning Committee Meeting**

**September 14, 2022**

**Meeting Notes**

**Roll Call**

Region1 – Sara Johnson

Region 2

Region 3 – Lee Ann Briggs, Olivia Achuko

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Renee Bashel, Lisa Ashenbrenner Hunt

Region 6

Region 7 – Allison Crowther, Jennifer Wittenberg

Region 8 – Eleanor Divver

Region 9 – Jennifer Lipkin, Eric Florio, Nancy Crickman, Chris Lynch

Region 10 – Belinda Breidenbach

Committee Members:

 Education- Belinda Breidenbach

 Technical – Donovan Grimwood

 Environmental Justice – Lisa Ashenbrenner Hunt

 Promotional – Allison Crowther, Renee Bashel

EPA – Paula Hoag, Rhonda Wright, Elnora Thompson

**Location Update** –Chris and Eric met with hotel representatives at Harveys/Harrahs and Bally’s are recommending Bally’s for the training They have very nice facilities and do not require a commitment for hotel rooms, they will release rooms that are not booked.

There is a shuttle bus option to the hotel from the airport that is reasonable priced

**Conference Fee –** needed to cover costs for food that will served at the hotel.

* Will cover breakfast and lunch on Wednesday and Thursday & food for Tuesday’s opening reception/gift exchange
* Wednesday during lunch will be the Awards presentation – timing should increase attendance and there is the hope that more award winners will attend

**Dates** – Two March 2023 options

* March 21-23, 2023
* March 28-30, 2023

Draft Schedule

**Monday** – Travel day (if needed), possible field trip in the Reno/Tahoe area

**Tuesday**

9am – 11:00am

* Optional Training TBD, possibly P2 or EJ
* Sub-Committee Meetings
* Consider field trip this morning

11:00 am – 1:00 pm – Lunch on your own

1:00pm – 4:00 pm

* Welcome, Training Starts
* Training Sessions

5:00 pm – Welcome Reception & State Gift Exchange

**Wednesday**

8am – Breakfast/Networking

9am – 12:00 pm Training Sessions

12:00 – 1:30 pm Lunch & Awards Ceremony

1:45 pm – 4:00 pm – Training Sessions

**Thursday**

8am – Breakfast/Networking

9:00 am – 12:00pm Training Sessions

12:00 – 1:00 pm Lunch

1:15 pm – 4:00 pm Training Sessions

**Friday**

Optional Travel Day

Consider optional field trip such as Heavenly sustainability presentation or local business

**Open Discussion of Planning Considerations**

* Look into field trip options, particularly local businesses
* Research optional group evening activities – at least for one night
	+ Paddle boat on the lake
	+ Group dinner at local restaurant (individuals pay their own bills)
	+ Group night hike
	+ Casino night
	+ Hotel escape room
* Jennifer Lipkin offered to do training on gas stations
* Sara suggested “Back to the Future” for the theme. She suggested we bring in local businesses, non-profits, etc to learn more about the local area
* Paula suggested presenting on training small businesses in tribal areas
* Consider something related to the forest fires
* Consider a presentation on environmental issues with Lake Tahoe
* Paula recommended that we start ASAP to request any EPA speakers, particularly those higher up

**Next Steps**

* BEP to send survey to SBEAP Main re date and expected attendance
	+ Give people the heads up & get them excited
	+ Add questions about potential field trips/optional activities
		- Include specific ideas of field trips
		- Include specific ideas for evening activities
* All planning committee members to poll their groups and send ideas for sessions and topics to Chris Lynch at clynch@unr.edu so we can compile them prior to tge next meeting
* Speakers
	+ Think about who we want for keynotes
	+ Speakers from EPA we want to ask/include
	+ What other speakers/presenters do we want to include
* Next meeting we will review topics & ideas and develop a training theme

**SBEAP Training Planning Committee Meeting**

**October 12, 2022**

**Meeting Notes**

**Roll Call**

Region1 –

Region 2

Region 3 – Lee Ann Briggs, Olivia Achuko

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Emilie Eskridge

Region 6

Region 7 – Nancy Larson, Allison Crowther, Jennifer Wittenberg

Region 8 – Eleanor Divver, Kaitlin Urso

Region 9 – Jennifer Lipkin, Eric Florio, Nancy Crickman

Region 10 – Belinda Breidenbach, Jim Plosay

Committee Members:

 Education- Belinda Breidenbach

 Technical – Donovan Grimwood

 Environmental Justice –

 Promotional – Allison Crowther

 Website – Nancy Larson

EPA –Elnora Thompson

**Logistical Update**

Results of survey showed a slight preference for the week of March 20th, with the Monday as a travel day, the training starting after lunch on Tuesday, March 21st continuing through Thursday, March 23rd with possible optional activities March 24th. NVBEP will move forward with securing the hotel for those dates.

**Discussion of Session Topics**

The following topics were discussed:

***Topics:***

**OPERATIONAL**

* Panel of veteran SBEAP programs discussing successes, failures, strategy (similar to what we did with the last training)
	+ Specific industry that they focused on for the quarters or year. Possible specific questions that they have received.
	+ Various services that SBEAPs provide. Especially if there are any unique topics.
	+ What changes are SBEAPs keeping from COVID because they have been successful?
	+ What are the biggest challenges and how did the program tackle them?
* SBEAP Funding/Financial Panel
	+ Discuss what portion of Title V funds go to SBEAP staff
	+ Additional funding sources
	+ Are states offering grants for small businesses through SBEAP, if so what is the funding source?
		- Greenbank? – Nebraska used to have a program.
	+ How many SBEAP staff per state? (Use a poll/Jamboard for this data and the salary question and possibly organize the results by region. Combine some of the regions to keep it more anonymous. Some of this information is already available)
	+ What salaries are SBEAP staff receiving?
* Growth path for SBEAPs – Staff & Program Development
	+ Retaining and hiring people
		- What kind of experience is required for a SBEAP position? Is it a technical background?
	+ New hires
		- How are they onboarded?
		- What are the training plans?
		- What types of assignments do they have?
	+ How did some SBEAPs grow?
	+ How to support SBEAPs

**LOCAL ISSUES & BEYOND**

* Local Issues
	+ Wildfires/smoke/particulate matter pollution speaker from Washoe County and/or US EPA
	+ Possibly contacting a Chief of a hotshot crew or Truckee Meadows FD?
	+ Tell people about wildfire smoke and how it can affect them
	+ What are some of the issues that NV businesses must deal with
* Native American outreach and education and assistance
	+ Belinda with EPA as a guest speaker?
	+ Focuses on air quality and may be able to speak about ties with small businesses and how we can assist them
	+ EJ committee topic?
		- Select EJ community outreach as subtopics
	+ Potentially other speakers depending on how many we would like
	+ There is a Native America tribal air program – Donovan has dealt with the contact
	+ EJ is a national issue talk about it in terms of select communities (Native Americans)

**TECHNICAL**

* Methodology for answering questions in an industry sector that is new to you
	+ There is wide support for this topic
	+ Basic scientific approach
		- Ask questions about what is the process throughput
			* What are they making and how much
			* Inputs and outputs to the process
		- Quantifying the air emissions
			* AP42 emission factor? Does one exist?
	+ Make a road map of questions to ask the business
	+ What do they do with the info once they have it
	+ What are the next steps on guiding them on the compliance pathway?
	+ What are similar states doing with business that don’t have an AP42?
	+ If there is a facility you don’t know there may be another state that has experience with them
		- Contact the manufacturer
		- Ask for equipment spec sheets and SDS
		- Businesses often don’t know their NAICS
	+ What specific industry sectors may be good to focus on (is this a good technical topic?)
	+ Also a good topic to address a business/industry we have never encountered
	+ How can we work with any business that doesn’t have any factors (ex: Colorado and cannabis concentrate)
	+ Have a panel with some of the case studies
* How to determine if a new rule affects small businesses in your area
	+ Strategies and tools that we can use
	+ People do find out about the new rules from the SBEAP emails (good topic for technical?)
	+ Newsletter from Rhonda is also a good source
		- When Rhonda sends out the letters people may have difficulty figuring out if the rule applies to facilities in their state
	+ Salesgenie? Good at generating full lists of industries within the state.
		- People can share which tools they use to identify businesses within their state
* Gas station inspections
	+ May be a good regional topic instead of discussing at the National Training
	+ Allison can speak about UST standpoint
	+ Air quality regs impact the chain convenience stores. They have their own env staff.
	+ Tennessee has an entire division for UST inspections.

**NATIONAL PROGRAM ENHANCEMENT**

* Boosting engagement and networking
	+ Region 8 has started hosting a smaller SBEAP meeting once a month
	+ Meet to talk about cross-issues
	+ Do states meet in person or usually over Zoom?
	+ Many of the regions don’t meet at all
	+ Try to encourage regions to meet and talk
	+ Engaging as a region is important
	+ Region 4 has monthly meetings
	+ RASBLs – if we are active as a region it gives them an easy way to plug in
	+ Trying to encourage engagement from the states
		- What are the issues?
		- What are some of the barriers?
		- What can the SBEAP do for you?
	+ If we can get the RASBLs there, ask them what they need from us to help them
		- How can we engage better with them to support each other
* Fighting Burnout
	+ Try to find a guest speaker for this topic
	+ How do we find balance or how to say no or how to prioritize
	+ Tips or tools to keep organized, focus on one thing at a time
	+ Book review or newsletters we read that help
	+ Feedback or Tips from other SBEAPs
	+ Some SBEAPs have had conversations about this in the past
	+ Regional 507 program. Definition of what SBEAP is supposed to do.
		- People take on tasks that are beyond their scope of work
		- Focus on not taking on too many tasks that aren’t related to technical assistance

**Theme Suggestions:**

* Back to the Future – Kaitlin just attended a conference with this theme. Rubik’s cubes, 80s sunglasses, etc.
* Others??

**Next Steps:**

* LOGISTICAL
	+ Confirm hotel arrangements
	+ Send Save the Date notice
* AGENDA
	+ Develop and post draft agenda on SBEAP website
	+ Assign session leaders to find speakers and manage the session
	+ Identify EPA speakers to invite and start process
	+ Work on field trips and non-conference activities (see survey results)
* THEME
	+ Finalize theme

**SBEAP Training Planning Committee Meeting**

**Nov. 9, 2022**

**Meeting Notes**

Agenda for 11/9/22 SBEAP Planning Committee Meeting

* LOGISTICAL
	+ Update on hotel arrangements
	+ Room block concerns
		- Is it needed?
		- Send another survey to confirm hotel room nights before finalizing hotel contract, any other information to collect?
	+ Send Save the Date notice – what is needed?
	+ Post draft agenda on website
* AGENDA
	+ Review notes and session ideas from last meeting
	+ Assign session leaders to find speakers and manage the session
	+ Identify EPA speakers to invite and start process working with Paula
	+ Work on field trips and non-conference activities (see survey results)
* THEME
	+ Finalize theme

Draft agenda to be posted at <https://nationalsbeap.org/news-events/training>

**Roll Call**

Region1 – Sara Johnson

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs,

Region 4 –

Region 5 – Lisa Ashenbrenner Hunt

Region 6

Region 7 – Nancy Larson, Allison Crowther, Jennifer Wittenberg

Region 8 – Eleanor Divver

Region 9 – Chris Lynch, Nancy Crickman

Region 10 –

Committee Members:

 Education-

 Technical –

 Environmental Justice – Lisa

 Promotional – Allison

 Website – Nancy L

EPA – Paula Hoag, Rhonda Wright

LOGISTICAL Update

* Hotel Room block:
	+ We will reserve a smaller number of rooms to make sure we meet the minimum retention requirements for the hotel and do not incur a penalty. The discounted rooms ($10/night less expensive than the current market rate) will be offered on a first-come/first-served basis. Once the room block is set up, attendees will be encouraged to make reservations ASAP as the room block may not accommodate all participants and rates may go up closer to the event.
	+ Nancy Larson plans to send out the scholarship applications during the first week of June and get back to the applicants in the next week.
	+ BEP will send another survey to confirm hotel room nights before finalizing the hotel contract – we will ask that everyone in an organization that plans to attend and stay at the hotel be included
* Send Save the Date notice – when we are ready, Nancy L will send, we will include the information on the hotel room reservations
* Post draft agenda on website – BEP will send the draft to Nancy L to post on the website

AGENDA Discussion

Sara encouraged the planning committee to leave plenty of time for questions and networking and for giving thorough presentations.

The committee discussed the draft agenda, below. Topics highlighted in yellow are considered high priority to be included in the final agenda. Lead assignments for the topics were tentatively assigned (in Red to SBEAP sub committees). Chris & Nancy will follow up with the committee chairs and let them know what is needed.

DRAFT AGENDA

SBEAP ANNUAL TRAINING

March 21 – 23, 2023

**Monday, March 20th**

 Travel Day, field trip in Reno/Tahoe area

**Tuesday, March 21st**

9:00 am – 11:00 am

Optional Training, Sub-Committee Meeting, Field trip

11:00 am – 1:00 pm – Lunch on your own

1:00 pm – 4:00 pm

National Welcome & Welcome to Nevada

Training Sessions:

 Local Issues & Beyond

* + - * Local & Regional Issues in Nevada/Region 9 BEP to lead
			* EJ community challenges EJ to lead
				+ Native American Outreach

5:00 pm

 Welcome Reception & State Gift Exchange

**Wednesday, March 22nd**

8:00 am – Breakfast/Networking

9:00 am – 12:00 pm

 Training Sessions

 Operational Issues Education

 SBEAP Program Panel: Success/Challenges/Changes/Services – *move to NSC strategy session to tee up the discussion?*

* + - * Staff & Program Development
			* Funding & Financial Issues

12:00 pm – 1:30 pm

 Lunch & Awards Ceremony

1:45 pm – 4:00 pm

 Training Sessions

 Technical Training Technical to lead working with Rhonda

* + - * Best practices & strategies for assistance to a new industry sector
			* Determining if a new rule affects a business in your area -Education might cover this?

Phase out of HFCs as a topic? Related to climate.

Other technical topics/new rules to discuss? Rhonda and Paula are happy to help find speakers.

**Thursday, March 23rd**

8am – Breakfast/Networking

9:00 am – 12:00pm

 Training Sessions

 National Program Enhancement -

 Boosting engagement & networking - Promotional

 Avoiding Burnout Education/Inspirational Speaker

12:00 – 1:00 pm Lunch

1:15 pm – 4:00 pm

 Training Sessions

 NSC Strategic Planning Session NSC

**Friday, March 24th**

Travel Day, possible Field Trip

**Draft Session Topics:**

Operational

* Staff & Program Development
* Funding & Financial Issues

Local Issues & Beyond

* Local & Regional Issues (wildfire smoke, NV business issues)
* EJ community challenges & opportunities/Native American outreach

Technical

* Best practices & strategies for assistance to a new industry sector
* Determining if a new rule affects small businesses in your area
* Other technical sessions/rule updates?

National Program Enhancement

* Boosting engagement & networking
* Avoiding Burnout

NSC Strategic Planning

* EPA Updates – Paula – 20-30 minutes
* SBEAP Panel – updates/changes/successes/COVID impacts/services
* Strategic Planning

**Next Steps and TO-DO list**

* Chris will follow up with sub-committees
* Sub-committees and others work on building out the sessions assigned
	+ Identify type of session, speakers, panelists, etc.
* Identify national, regional, technical EPA speakers to invite and start process working with Paula
* Work on field trips and non-conference activities (see survey results)
* Finalize theme

Next meeting Dec. 14, 2022 at 12 noon

**SBEAP Training Planning Committee Meeting**

**December 14, 2022**

**Meeting Notes**

**Roll Call**

Region1 – Sara Johnson

Region 2 –

Region 3 – Lee Ann Briggs, Olivia Achuko

Region 4 – Donovan Grimwood

Region 5 – Lisa Ashenbrenner Hunt, Renee Bashel

Region 6

Region 7 – Nancy Larson

Region 8 – Eleanor Divver

Region 9 – Chris Lynch, Nancy Crickman, Kat Olson

Region 10 – Belinda Breidenbach, Jim Plosay

Committee Members:

 Education- Belinda

 Technical – Donovan

 Environmental Justice – Lisa

 Promotional – Nancy L

 Website – Nancy L

EPA – Paula Hoag

LOGISTICAL UPDATE

* + Update on hotel arrangements at Bally: BEP is finalizing the hotel contract with Bally’s which is in Stateline, NV next to South Lake Tahoe, CA. The room block will be conservative, so we do not incur any fees if rooms are not all booked.
	+ Registration Fee: A registration fee will be charged and collected to cover participation in the conference and food costs at the hotel.
	+ The following information will be posted: on the SBEAP Training homepage, expected to be up by the 9th of January:
		- Registration information and link(s). The registration information will include asking people about food allergies
		- Hotel information including link to room block
		- Airport to hotel shuttle information
		- Things to do in Tahoe area (coming soon!)
	+ Scholarship update – applications are due Friday, January 6th and Nancy Larson expects to notify the scholarship award recipients by the second week in January. The scholarships work as reimbursements for expenses and can cover expenses such as travel, lodging and the registration fee.

AGENDA DEVELOPMENT

* + The committee reviewed the draft agenda
		- Sub-committees provided input
	+ Each session has an assigned leader (see below in red) and the leader will work with the subcommittee to provide:
		- Short write-up on the topics or topics that will be covered, and the time required
		- Speakers or panelists that will be invited
	+ Awards update:
		- Nomination open: ***November 14, 2022***
		- Nominations close:  ***January 23, 2023***
		- Awards announced:  During the National SBEAP/SBO Training
	+ EPA speakers - Paula needs to get the process started so send any EPA speaker requests to her ASAP
	+ Nancy Larson will work on a speaker confirmation template – bio request, AV needs, other expectations
	+ Field trips and non-conference activities – this needs to be further developed.

 DRAFT AGENDA with Assignments

**Monday, March 20th**

 Travel Day, field trip in Reno/Tahoe area

**Tuesday, March 21st**

9:00 am – 11:00 am

Optional Training, Sub-Committee Meeting, Field trip

Newcomers Training?

11:00 am – 1:00 pm – Lunch

1:00 pm – 4:00 pm

**National Welcome & Welcome to Nevada**

EPA Speakers:

NV Welcome Speakers:

**Training Sessions**:

Local Issues & Beyond

* + - * Local & Regional Issues in Nevada/Region 9 BEP to lead
			* EJ community challenges Lisa/EJ to lead
				+ Native American Outreach Eleanor D.

5:00 pm

 Welcome Reception & State Gift Exchange – Belinda, Lee Ann, Jennifer Lipkin

**Wednesday, March 22nd**

8:00 am – Breakfast/Networking

9:00 am – 12:00 pm - **Training Sessions**

**Technical Training** Technical Subcommittee to lead working with Rhonda

* + - * Best practices & strategies for assistance to a new industry sector
			* Determining if a new rule affects a business in your area -Education
			* Phase out of HFCs as a topic? Related to climate.
			* Other technical topics/new rules to discuss? Rhonda and Paula are happy to help find speakers.

12:00 pm – 1:30 - **Lunch & Awards Ceremony**

1:45 pm – 4:00 pm - **Training Sessions**

 **Operational Issues** Education/Belinda

* + - * SBEAP Program Panel: Success/Challenges/Changes/Services – *move to NSC strategy session to tee up the discussion?*
			* Staff & Program Development
			* Funding & Financial Issues

**Thursday, March 23rd**

8am – Breakfast/Networking

9:00 am – 12:00pm - **Training Sessions**

National Program Enhancement -

* + - * Boosting engagement & networking – Promotional subcommittee
			* Website Update – Website subcommittee
			* Avoiding Burnout Education/Inspirational Speaker

12:00 – 1:00 pm Lunch (provided)

1:15 pm – 4:00 pm - **Training Sessions**

* + - * EPA Small Business Programs Update Paula Hoag, EPA
			* Rapid Fire: SBEAP Committee 2022 Highlights – committee chairs have 5 minutes each
			* NSC Strategic Planning Session NSC

**Friday, March 24th**

Travel Day, possible Field Trip

THEME: The Back to the Future theme is in development. Sara Johnson is spearheading weaving the theme into the conference agenda.

UPCOMING MEETINGS – Starting in January 2023, meetings will be held twice/month on Wednesday at 1:00pm ET, according to the following schedule:

Wednesday, January 11th

Wednesday, January 25th

Wednesday, February 8th

Wednesday, February 22nd

Wednesday, March 8th

**SBEAP Training Planning Committee Meeting**

**January 11, 2023**

**Meeting Notes**

**Roll Call**

Region1 – Sara Johnson

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs,

Region 4 – Donovan Grimwood

Region 5 – Renee Bashel, Mark Stoddard

Region 6

Region 7 – Nancy Larson, Abigail Crouse, Allison Crowther

Region 8 –

Region 9 – Chris Lynch, Nancy Crickman, Kat Olson

Region 10 – Belinda Breidenbach, Jim Plosay

Committee Members:

 Education- Belinda

 Technical – Donovan

 Environmental Justice –

 Promotional – Nancy L

 Website – Nancy L

EPA – Paula Hoag, Mari Grover, Elnora Thompson

Meeting TO-DO Items:

1. Registration & payment expected to go live on Tuesday (Nancy L and BEP to coordinate & test)
2. 19 scholarship applications, Nancy L to update applicants on the award timeline
3. Sustainability practices at hotel – Nancy L and BEP to work on
4. Speaker information template – Nancy L
5. RSBL coordination – explore whether RSBLs could hold their regular meeting at the conference – Paula to talk with Rhonda, outreach needed, joint meeting if they attend
6. EJ session – Lisa & EJ Committee to let planning committee know specifics on EJ session(s) at conference – time needs, speakers, etc.
7. Technical sessions – Mark Stoddard and Technical Committee to talk with Rhonda and work on technical sessions – topics, speaker, time needs.  Currently 9-12 on Wednesday.  Is more time needed?
8. EPA Speakers – Paula working on securing speakers
9. Promotional Committee to finalize session format and speakers
10. Education Committee meeting January 24th to discuss crossover session(s) with Technical/Jenifer Dixon to attend including *Best Practices & Strategies for Providing Assistance to a New Industry Sector*
11. Belinda, LeeAnn & Jennifer L to work on Tuesday’s welcome session and Welcome Reception/Gift Exchange
12. Donovan to plan Strategic Planning Session – how much time is needed?
13. Renee to work on Awards Ceremony planning – what is needed?
14. How are we doing with integrating the theme?

**SBEAP Training Planning Committee Meeting**

**January 25, 2023**

**Meeting Notes**

**Roll Call**

Region1 –

Region 2 –

Region 3 –

Region 4 –

Region 5 –

Region 6

Region 7 –

Region 8 –

Region 9 – Chris Lynch,Kat Olson

Region 10 –

Committee Members:

 Education-

 Technical –

 Environmental Justice

 Promotional – Nancy L

 Website – Nancy L

EPA –

**SBEAP Training Planning Committee Meeting**

**February 8, 2023**

**Meeting Notes**

**Roll Call**

Region1 –

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs, Olivia Achuko

Region 4 – Donovan Grimwood

Region 5 – Renee Bashel, Lisa Ashenbrenner-Hunt, Mark Stoddard, Dan Sowry

Region 6

Region 7 – Nancy Larson, Abby Crouse, Jennifer Wittenberg

Region 8 – Eleanor Divver

Region 9 – Chris Lynch, Nancy Crickman, Kat Olson

Region 10 – Sydney Boogard, Jim Plosay

Committee Members:

 Education-

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Nancy L

 Website – Nancy L

EPA – Paula Hoag, Mari Grover, Elnora Thompson, Rhonda Wright

The deadline for registration and payment is March 1, 2023 to allow time to finalize the hotel and catering arrangements.

Nancy Larson will follow up with the scholarship recipients to make sure they plan to attend. If they are not attending, the funds will be redistributed.

The committee reviewed the draft agenda.

Paula and Rhonda are working on finding EPA speakers. Martha Guzman, R9 Administrator will likely attend. Paula is still working on trying to find a speaker from EPA on EJ. Rhonda has found a speaker for the RTR session.

Some additional topics that were suggested:

* Speaker from EPA on compliance/enforcement priorities, OECA update
* HFCs (Nancy Larson suggested two speakers from a recent webinar)
* Climate change

Lee Ann will prepare details on what is needed for the gift exchange.

Donovan is working on the strategic planning session format. Possibly will use jam board or another web-based tool to collect ideas.

July 13, 2023

1. Update on Chattanooga venues
	1. Likely going with Chattanooga Marriott due to venue is most cost effective. Working with team to determine which plan to select (based on food and AV options)
	2. Number of days!
	3. Potential Dates – late March, early April
2. Topic Ideas
3. Theme Ideas
4. Social Event Ideas
	1. Outdoors! Hiking local trails, walking around downtown
	2. TN Aquarium – *considering sponsors for this*
	3. Weaving in a site visit with outdoor event such as a brownfield tour near a hiking site
	4. Have a specific person designated to meet and organize the newcomers session
	5. Suggestion of meeting one day at a park or doing at a SP. Think about logistics with rides and equipment.

June 8, 2023

1. Update on Chattanooga venues
2. Review 2023 Annual Training Evaluation Summary
3. Topic Ideas
4. Theme Ideas
	1. “[Where Do We Go From Here?](https://genius.com/Chicago-where-do-we-go-from-here-lyrics)” – Chicago
		1. Acknowledge the past, present, and where do we want to go in the future?
5. Social Event Ideas
	1. Outdoors! Hiking local trails, walking around downtown
	2. TN Aquarium
	3. Weaving in a site visit with outdoor event such as a brownfield tour near a hiking site
	4. Have a specific person designated to meet and organize the newcomers session
	5. Suggestion of meeting one day at a park or doing at a SP. Think about logistics with rides and equipment.

May 11, 2023

1. Review 2023 Annual Training Evaluation Summary
	1. More breaks and movement
2. Review Location Summary
	1. Exclude week of April 8
	2. Let’s see the availability
3. Topic Ideas
4. Theme Ideas
	1. Chattanooga Choo Choo pun
	2. “[Where Do We Go From Here?](https://genius.com/Chicago-where-do-we-go-from-here-lyrics)” – Chicago
		1. Acknowledge the past, present, and where do we want to go in the future?
5. Social Event Ideas
	1. Outdoors! Hiking local trails, walking around downtown
	2. TN Aquarium
	3. Weaving in a site visit with outdoor event such as a brownfield tour near a hiking site
	4. Have a specific person designated to meet and organize the newcomers session
	5. Suggestion of meeting one day at a park or doing at a SP. Think about logistics with rides and equipment.
	6. TN River Trail
	7. TN Riverboat

Topic Suggestions

* Session: Conflict between development growth in states vs limited regulatory staff, especially permitting
* Session: EPA Enforcement – how does it work? What is the process?
* Session: Ask the G.O.A.T
* CRMA? Chattanooga Regional Manufacturers Association
* EJ and metrics
* EJ group from a local group. How can we share messages?
* Are there indigenous community opportunities?
* Speaker from NPS to talk about air quality in NP (or state park equivalents)
* Speaker: Department of Energy – Oak Ridge National Laboratory
* Speaker: history of air quality in Chatt (lunchtime speaker like Lake Tahoe)
* Speaker: Jeremy Hooper (TDEC DSWM) on PFAS monitoring
* Speaker: Michelle Oakes (TDEC APC) on low-cost air sensors
* Speaker: Michelle or Jimmy (TDEC APC Director or Deputy Director)
* Speaker: National Weather Service – discussing climate change as it relates to regulations
	+ Maybe someone from AirNow. Combo of quite a few federal agencies.
	+ OU has good contacts, if needed.
	+ APC
* Speaker: Region IV Administrator
* Speaker: TDEC Commish or Deputy Commish
	+ Tips for interacting with state regulatory agency when case is in enforcement.

TO DO:

Reach out to different subcommittees to see what they think is important/want to discuss

Is there a conference center adjacent to the Choo Choo? Dining options adjacent.

Theme can be train/Chattanooga Choo Choo. Opening Day: “All Aboard the SBEAP Train” Final Day: Caboose. Little Engine that Could 🡪 SBEAPs are small but mighty

Want to make sure we have time for newcomers, Board, and networking.

Allocate time for subcommittees or NSC Board meetings.