**2024 Annual Training Planning meeting notes**

*Consolidated in reverse chronological order*

**Planning Subcommittee** – continuous notes

March 21, 2024

**Roll Call**

Region 1 –  Sara Johnson

Region 2 –

Region 3 –

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt

Region 6 – Natalie Cota

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 –

Region 9 – Chris Lynch

Region 10 –  Jim Plosay

D.C. – Olivia Achuko

EPA –

Committee Members:

NSC – Donovan

Education- Sara Johnson

Technical –

Environmental Justice – Lisa Ashenbrenner-Hunt

Promotional – Crystal Warren

Website – Nancy Larson

**Discussion topics**

* Crystal thanked committee
* Natalie from OK said they are interested in hosting in 2025 and Llyod will send a meeting invite
* Crystal reviewed the comments that were repeated, narrow room layout and need for more or longer breaks. Group discussed.
* Maybe have 2 hour breaks at lunch if speaker
* Get eyes on the room in advance to troubleshoot any layout changenges
* Natalie Cota mentions - Speakers from different state speak about their programs – allow for time to share these details.
* Jennifer W from Iowa share her staff came back energized and excited.
* Session that were popular – AI, GOAT,
* Find mechanism to submit questions electronically, discord or slido maybe a software.
* Committee had discussions about how to support conference in years where there is no grant funding.
	+ Having it through the grant instead of a contractor instead of an SBEAP, costs higher and contractors do not know us.
	+ Virtual is an option, but not much different from Subcommittee.
* Thank you notes are going out to all external speakers
* State gift exchange – be aware of sharing liquids that maybe difficult to fly with
* Donovan will send an e-mail to Main about 2025 hosts

**Planning Subcommittee**

**March 7, 2024**

**Roll Call**

Region1 – Sara Johnson

Region 2 –

Region 3 – Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

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

Region 6 –

Region 7 – Nancy Larson, Abi Crouse, Jennifer Wittenberg

Region 8 – Jim Plosay

Region 9 – Chris Lynch

Region 10 –

D.C. -

EPA – Mari Grover

Committee Members:

 NSC – Donovan Grimwood

 Education-

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal Warren

 Website – Nancy L

**Discussion topics**

* **Food budget:** can only afford one food break a day.
* **Awards:** are arriving tomorrow, others have been shipped and should arrive Monday. Winners will take photo/video to share.

**Agenda**

* Monday night networking venue has changed to Public House
* Crystal emailed the hotel event coordinator about the meeting in the rotunda. Awaiting response.
* Donovan volunteered to be the person to meet in the lobby and welcome newcomers. Nancy will be a backup.
* No distillery tour, but will utilize their event space
* Unable to get TVA speaker, so need to find something to fill that space. Crystal suggested subcommittee presentations, Donovan reporting out on NSC and current goals. Decided there was time to do both.
* Thurs A.M. Promo session—Dan will share customer service survey his team did w/ Survey Monkey
* Between ‘Ask the GOAT’ and lunch, there is a 30-min gap where Donovan will talk about metrics
* Brownfields tour site selected, will tie in w/ EPA session on Tuesday. May not be in an EJ area, but still a great location.

**Planning Subcommittee**

**Feb. 22, 2024**

**Roll Call**

Region1 – Sara Johnson

Region 2 –

Region 3 – Michelle Jacobs, Lee Ann Briggs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6 –

Region 7 – Nancy Larson, Leena Divakar

Region 8 – Belinda Breidenbach, Jim Plosay

Region 9 – Chris Lynch

Region 10 –

D.C. - Olivia Achuko

EPA – Rhonda Wright

Committee Members:

 NSC – Donovan

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal Warren

 Website – Nancy L

**Discussion topics**

**Registration** is now live, please register ASAP – 50 pre-registered now

**Scholarships** – 15 scholarship awarded, two people have now dropped out – met with all scholarship.

**Hotel** block/website link updated to include March 10. Crystal talked to the hotel about sustainability/composting

**Bio’s -** due by March 4 to Abi

**Name tags -** TN will print

**Training evaluation via Qualtrics**

**Hard copies of the agenda –** TN will print

**Monday welcome dinner –** Crystal will add address and put pre-gathering detail on the agenda. One person will be in charge of greeting people to walk over together.

**E-mail one week** prior to promote all resources, things to do

**Virtual speakers** – Janet McCabe, OECA (TN is facilitating)

**Post training –** link presentation files to agenda

**Agenda**

* Crystal plans to send final speaker confirmations and request bio’s
* Some EPA speakers are dependent on government funding
* Some virtual speakers now allowed – need to determine format
* Crystal will send the agenda out for people to see.
* Distillery – 0.2 miles – so easy walk – Crystal will add the address to agenda
* Grants – struggling to get speakers, should be keep it, don’t focus on training but more on searching and then add discussion topic. Kansas will assist with grants.gov search task.
* Brownfield’s tour – via Trolly and will take about 1 hour

**Planning Subcommittee**

**January 25, 2024**

**Roll Call**

Region1 –

Region 2 –

Region 3 – Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6 –

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 – Chris Lynch

Region 10 –

D.C. - Olivia Achuko

EPA – Rhonda Wright

Committee Members:

 NSC – Donovan

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal Warren

 Website – Nancy L

**Discussion topics**

**Registration** is now live, please register ASAP

**Scholarships** – 15 scholarship awarded, scholarship awardees met for informational meeting Feb. 5.

**Hotel** block/website link updated to include March 10. Crystal talked to the hotel about sustainability/composting

**Agenda**

* Need to confirm more internal SBEAP speakers for compliance initiative and self-disclosure policy session- Donovan will participate, may need more people
* Hillary Ward from EPA will take over Rhonda’s spot in the ‘In the Roundhouse’ session as she will miss the first day
* Technical session – George Cushnie secured. Mark is working with him on the details. Nancy will reach out to George to provide an overview of what his session should include.
* EJ TAB group, Jennifer, willing to present., but not sure it is a fit. Lisa will consider and report back in next meeting.
* Crystal will send the agenda out for people to see.

**Planning Subcommittee**

**January 11, 2024**

**Roll Call**

Region1 –

Region 2 –

Region 3 – Lee Ann Briggs, Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 – Chris Lynch

Region 10 –

Committee Members:

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal Warren

 Website – Nancy L

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

**Discussion topics**

**Registration** – still working to get up and running; ran into obstacles but plan to send an update to Main tomorrow. Cost will be $100.

**Hotel** – Can we arrange for the hotel block to expand to include Sunday night? Crystal will reach out accordingly.

**RASBL –** Rhonda mentioned this group would like to attend virtually, but Crystal explained that a virtual option is not currently planned.

**Agenda** – Crystal went through agenda and reviewed pending verses confirmed sessions

Next meeting – We will start meeting every two weeks. An updated invite will be sent.

**Planning Subcommittee**

**Dec. 14, 2023**

**Roll Call**

Region1 –

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs, Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 –

Region 10 – Jim Plosay

Committee Members:

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal Warren

 Website – Nancy L

EPA –Mari Grover, Rhonda Wright

**Discussion topics**

**Contracts signed** – hotel and subaward

**Registration** – working to get up and running by early Jan.; anticipate cost about $60

**Payments** – TN can accept and will connect to registration

* Belinda requests planned registration costs should be sent in an e-mail before Jan.
* Jim Plosay requests agenda be posted as soon as possible

**Scholarship** - The scholarship application is ready and will be posted today and promoted tomorrow. Due to two people not using their scholarship last year, we have $5100.

**Agenda** – draft agenda will be posted today

**Agenda topics discussion** –

* TN says we have plenty of topics, so topics inserted and times can be adjusted.
* Crystal discussed start time – sunrise not until about 8am so agenda reflects early start and potential early end to allow people to get outside.
* Discussion about agenda technical topics –
	+ Compliance: Fed. verses state regulatory relief policies – may need subcommittee to discuss – Crystal and Donovan will f/u and take on this topic – submitted by Website, but no action needed by Website Subcommittee need at this time.
	+ EJ flyer topic needs to be early in day
	+ Ask the Goat - discussion

**Next meeting – Jan. 11, 2024**

**Planning Subcommittee**

**Nov. 9, 2023**

**Roll Call**

Region1 –

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6

Region 7 – Abi Crouse, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 –

Region 10 – Jim Plosay

Committee Members:

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal Warren

 Website – Nancy L

EPA –Mari Grover, Rhonda Wright

1. Update on Chattanooga venues
	1. Sent signed contract to Marriott. Hope to send Save the Dates by early next week!
		1. Share relevant external partners with us!
	2. Sent KSU contract to our Office of General Counsel for review.
	3. Working internally to determine how to proceed with registration and fee acceptance.
2. Dates confirmed
	1. March 12-14, 2024 with March 11 reserved for an NSC meeting
	2. Scholarships will be available
	3. Watch the Annual Training page for more details including registration and scholarship applications

1. Topic Ideas
	1. Review Survey Monkey results – Donovan shared results
	2. Discussion on compliance and enforcement
		1. <https://www.epa.gov/enforcement/national-enforcement-and-compliance-initiatives> and Small Business Compliance Policy <https://www.epa.gov/compliance/small-business-compliance>
		2. Could be homework for SBEAPs to bring their state policy
		3. Paula’s discussion about compliance assistance during enforcement
		4. How does the enforcement initative related to EJ fit in or have an impact
	3. AERR
	4. TSCA
	5. Subcommittee showcase – good for interaction, but could be shorter in 2024
	6. The R4 TC TAC in located in NC - find the map of the 16 centers at <https://www.epa.gov/environmentaljustice/environmental-justice-thriving-communities-technical-assistance-centers>
	7. Strengthening SBO/SBEAP
	8. Metric workgroup – should present on outputs and outcome as well as the Kentucky study
	9. Distillery tour and presentation – state gift exchange
	10. Scavenger hunt?
	11. Presentation formats

1. Theme Ideas
	1. Trains – SBEAP: On Right Track

1. Social Event Ideas
	1. Monday night gathering, but have someone be the facilitator and lead for this.

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**Planning Subcommittee**

**Oct. 21, 2023**

**Roll Call**

Region1 –

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs, Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 –

Region 10 – Jim Plosay

Committee Members:

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal

 Website – Nancy L

EPA –Mari Grover

* Update on Chattanooga venues
	+ Sent Office of General Counsel comments back to Marriott for review. Comments were related to no charges on tax nor damages.
	+ Week of March 11, 2023!
* Topic Ideas
	+ Compliance Assistance Centers – EPA (Mark Stoddard)
	+ Metal Plating Survey will impact Water (Mark Stoddard)
	+ AERR – Technical
	+ Climate Change and changes in regulations in relation – Technical
	+ National Park System-Great Smoky Mountains air quality/haze - Technical/Local
	+ Ask the GOAT - general/local
	+ EJ regional/Local – EJ
	+ Website update – Website
	+ Brownfield tour? - Contact Meghan for follow-up/lead
	+ SBEAP Train – Promotional
	+ National Advocacy Committee discussion
	+ Keynote - TDEC Commissioner and R4 Administrator
	+ Paula/Rhonda - General update
	+ TSCA -rules and perc phase-out and others
	+ National Compliance Assistance Centers?Showcase - subcommittee/NSC during snack break
	-or intro to subcommittees at start of sessionShowcase success stories in area
	+ NSC Strategy Session at training on Thursday in the Rotunda area
	+ Ampiphobic coatings? - ask for speakers (Technical)
* Theme Ideas
	+ Trains
* Social Event Ideas
	+ Outdoors! Hiking local trails, walking around downtown
	+ TN Aquarium – *considering sponsors for this – EnergyRight section*
	+ Weaving in a site visit with outdoor event such as a brownfield tour near a hiking site
	+ Have a specific person designated to meet and organize the newcomers session
	+ Suggestion of meeting one day at a park or doing at a SP. Think about logistics with rides and equipment.
	+ ~~SouthernBelle Riverboat – not running in March~~

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**Planning Subcommittee**

**Sept. 14, 2023**

**Roll Call**

Region1 –

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs, Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 –

Region 10 – Jim Plosay

Committee Members:

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal

 Website – Nancy L

EPA –Mari Grover, Rhonda Wright

1. Update on Chattanooga venues
	1. Likely going with Chattanooga Marriott due to venue is most cost effective. OGC has to approve contract
	2. Week of March 11, 2023!
2. Topic Ideas
	1. Compliance Assistance Centers – EPA (Mark Stoddard)
	2. Metal Plating Survey will impact Water (Mark Stoddard)
	3. AERR – Technical
	4. Climate Change and changes in regulations in relation – Technical
	5. National Park System-Great Smoky Mountains air quality/haze - Technical/Local
	6. Ask the GOAT - general/local
	7. EJ regional/Local – EJ
	8. Website update – Website
	9. Brownfield tour? - Contact Meghan for follow-up/lead
	10. SBEAP Train – Promotional
	11. National Advocacy Committee discussion
	12. Keynote - TDEC Commissioner and R4 Administrator
	13. Paula/Rhonda - General update
	14. TSCA -rules and perc phase-out and others
	15. National Compliance Assistance Centers?Showcase - subcommittee/NSC during snack break
	-or intro to subcommittees at start of sessionShowcase success stories in area
	16. NSC Strategy Session at training on Thursday in the Rotunda area
	17. Ampiphobic coatings? - ask for speakers (Technical)
3. Theme Ideas
	1. Trains
4. Social Event Ideas
	1. Outdoors! Hiking local trails, walking around downtown
	2. TN Aquarium – *considering sponsors for this – EnergyRight section*
	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. SouthernBelle Riverboat

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**Planning Subcommittee**

**July 13, 2023**

**Roll Call**

Region1 –

Region 2 – Ed Bakos

Region 3 – Lee Ann Briggs, Michelle Jacobs

Region 4 – Donovan Grimwood, Crystal Warren

Region 5 – Lisa Ashenbrenner-Hunt, Mark Stoddard

Region 6

Region 7 – Nancy Larson, Jennifer Wittenberg

Region 8 – Belinda Breidenbach

Region 9 –

Region 10 – Jim Plosay

Committee Members:

 Education- Belinda Breidenbach

 Technical – Mark Stoddard

 Environmental Justice – Lisa Ashenbrenner-Hunt

 Promotional – Crystal

 Website – Nancy L

EPA –Mari Grover, Rhonda Wright

* Update on Chattanooga venues
	+ 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)
	+ Number of days!
	+ Potential Dates – late March, early April
* Topic Ideas
	+ Compliance Assistance Centers – EPA (Mark Stoddard)
	+ Metal Plating Survey will impact Water (Mark Stoddard)
* Theme Ideas
* Social Event Ideas
	+ Outdoors! Hiking local trails, walking around downtown
	+ TN Aquarium – *considering sponsors for this – EnergyRight section*
	+ Weaving in a site visit with outdoor event such as a brownfield tour near a hiking site
	+ Have a specific person designated to meet and organize the newcomers session
	+ Suggestion of meeting one day at a park or doing at a SP. Think about logistics with rides and equipment.
	+ SouthernBelle Riverboat