

National SBEAP Website Subcommittee

Consolidate Website Subcommittee notes – 2023

Subcommittee Mission: *To serve, support, and strengthen the Small Business Environmental Assistance Programs through virtual resources and collaboration.*

Date: Jan. 10, 2023

Special meeting to discuss scholarships before Jan. NSC meeting

Roll call:

Eleanor Thompson - EPA
Jeremy Hancher – PA, R3
Sara Johnson – NH, R1
Donovan Grimwood – TN, R4
Eleanor Divver – UT, R8
Lisa Ashenbrenner Hunt – WI, R5
Abigail Crouse – KS, R7
Allison Crowther – KS, R7
Nancy Larson – KS, R7
Paula Hoag
Michelle Gillham
Lloyd Kirk
Nattinee Nipataruedi
Tony Pendola

Primary meeting focus

Scholarship applications

- \$8000 available
- Due date Friday Jan. 6
- 19 received by Jan. 6
- One received 19 and was rejected
- Two are speakers from LA P2, but are not yet listed on the agenda. *Nancy has sent Chris Lynch and e-mail inquiring on their status*
- MN request a meeting to explain their application – *they just need one scholarship, but listed three possible people who may use it.*
- Recommend – *Committee recommends ask Chris if he has \$ in subaward to fund speakers and waiting until after planning meeting to determine # of scholarships. No concerns about funding multiple applicants per state.*

Next meeting to discuss Annual Training session

Tuesday Feb. 7 at 10am MT, 11am Central, 12noon Eastern

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Date: Feb. 7, 2023

Roll call:

Eleanor Thompson - EPA
Jeremy Hancher – PA, R3
Sara Johnson – NH, R1
Donovan Grimwood – TN, R4
Eleanor Divver – UT, R8
Lisa Ashenbrenner Hunt – WI, R5
Abigail Crouse – KS, R7
Allison Crowther – KS, R7
Nancy Larson – KS, R7
Paula Hoag - EPA
Michelle Gillham
Lloyd Kirk – OK, R6
Nattinee Nipataruedi
Tony Pendola – NC, R4

Update from January meeting

Thank you for your input related to scholarships! Meeting and e-mail input.

- Delayed decisions by one week, waiting on input from Nevada, then moved forward to providing 17 State SBEAP applicants with an award range (\$445-470) that only allows for funding for one of the two speakers if one is confirmed on the agenda.
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Primary meeting focus

Annual Training session – format and content, currently titled “Resources everyone should know about”

- Format – polls, get a sense of what people are using, is it meeting their needs?
- Content – open up the website, go over a few of the new things we have, navigation, basic set up, reminder to new SBEAPs that we have the video training, quick links – horizontal drop downs, committees, sustainability
- Eleanor Divver – newcomer benefits
- Allison - Feature what we are looking for – calendars, sustainability studies,
- Ability to translate
- Back to the future theme – use theme as jump point for where are you going in the future?
 - Connect the experienced resources (back in time) – what is still working that we can use today to the future – new SBEAPs
 - Hard copy publications, like calendars vs electronic
 - Using more technology

- Listserv resources
- Are you using AI?
 - Open AI – chat GPT

Other updates

Annual Training website

Speaker tips

Sustainability guide for conference

2024 subaward for TN Annual Training

Annual report

August Website Tour – 34 attended. This training is posted on the YouTube channel and featured on the subcommittee page.

National SBEAP Website Subcommittee

Consolidate Website Subcommittee notes – 2023

Subcommittee Mission: *To serve, support, and strengthen the Small Business Environmental Assistance Programs through virtual resources and collaboration.*

Date: Oct. 26, 2023

Roll call:

R1 - Sara Johnson – NH

R4 – Tony Pendola – NC, Donovan Grimwood – TN

R5 - Lisa Ashenbrenner Hunt – WI

R6 - Anne Keller – NM

R7 - Nancy Larson, Allison Crowther, Abigail Crouse, Mary Yesko – KS

R8 - Elanor Divver – UT

R10 - Nattinee Nipataruedi – AK

EPA - Chester Eiland, Mari Grover, Paula Hoag, Elnora Thompson

Review of last meeting(s): August Website tour and Feb. Annual Training planning

Review and discussion topics

- Review Poll from August Website tour

- Friday feature on updating state contacts and ask SBEAP consolidated document and updated consolidated Q&A document
 - Call out for state's events to add to calendar
- Usual updates, plus EJ flyer
 - EJ flyer is being created in collaboration with KSU, EPA, and the EJ subcommittee – EPA has come back with revisions multiple times.
- Subawards – more work than anticipated
 - Nevada – still pending funds and final report
 - Tenn – drafted, waiting on Crystal to finalize so KSU can process
- Annual Training topic – compliance, but also Website feedback forum
 - Annual training will be in March week of the 11th
 - Build out a session with 3-4 compliance related sections
 - EPA policy on compliance (fee waivers) – regulatory relief
 - Promotional subcommittee for spreading awareness of small business compliance resources
 - Sara Johnson's program has a regulatory relief policy that grants a lot of grace and an extended timeline when working with small business technical assistance
 - Anne Keller, New Mexico is working on a policy similar and is interested in what other states are doing to help small businesses while not standing in the way of compliance. Would appreciate it as a session / training.
 - Paula Hoag – poll at annual training about what we would want to see in the next 5-year grant cycle (collecting in March may be too late as they will be finalizing documents)
 - Could do a webinar prior to annual training (January) where we use an active poll.
 - Could do a 10–15-minute segment during an NSC call
- Google analytics (Working with new platform)
 - Consistent analytics in terms of users and where they were directed from
 - New platform is more user friendly
 - If there are any specific analytics people are interested in, reach out to Abi and she will get the report for next meeting.
 - Paula – is the translator function being used – Abi will research analytics capabilities in tracking that functions usage
 - Donovan Grimwood – you might be able to track the amount of clicks on a link (the link being the translator function)
- Outlook
 - Scholarship feedback – Nancy will send out the form mid-November for committee review, will post it January 1.
- Planned Trainings –
 - Nov. 8, Colorado SBO study
 - Nov. 28, participating in grant-writing training via Education Subcommittee, multi-session effort to help other states be more confident and active with grant writing.

- January TBA – Sustainable conference planning
 - March TBA – Website Annual Training topic
- Open agenda
 - Lisa Ashenbrenner Hunt - SBEAP contacts, could we have an internal master list?
 - Could take SBEAP Main (where you can see the name and state from the email) and make it available to the Main listserv and not post to the website
 - Tony Pendola – Learning management system (LMS), hosting 6H tool
 - What would hosting it look like? Just storing it? Operational needs? Would need further discussion
- Next meeting? As needed.