**National SBEAP Website Subcommittee**

**Consolidate Website Subcommittee notes – 2024**

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

**Date:** August 27, 2024

**Roll call:**

Eleanor Thompson - EPA

Donovan Grimwood – TN, R4

Tony Pendola – NC, R4

Jessica Dalton – FL, R4

Dylan Edeker – FL, R4

Abigail Crouse – KS, R7

Nancy Larson – KS, R7

Leena Divakar – KS, R7

**Primary meeting focus**

During this 20-30 minute meeting we will discuss the following:

1. Feedback from the tour hosted prior to the meeting
2. Results of pop-up survey on website
	1. Follow-up to some evaluations planned
	2. Potential featured feedback form in addition to contact us?
3. Annual training – plans tentative in partnership with NPPR
	1. Scholarship budget this year is $2500
4. 2024 trainings hosted or assisted with
	1. Recent – Sustainable conference practices, Social media, SOP, EJ in partnership with SBA group, Tour
	2. Potential –
		1. YouTube – specifics on how to host a channel, upload, label and sort; ***group indicated this is not needed, people can use tutorials***
		2. Offer personalized meeting to RASBLs, ***Donovan and Chris are trying this but it has not gotten traction. Nancy will work through Paula and Keith to see if we can get an audience for intro to 507.***
		3. Featured training for small business? **Group did not have any specific suggestions.**
5. Other
* ***NJL offered to join website subcommittee to Dylan Edeker***
* ***Donovan: Website doing good and great resources and Kansas doing great work.***
* ***Jessica: no further comments***

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**Next meeting Nov. 2024**

**Date:** April 30, 2024

**Roll call:**

Paula Hoag – EPA

Sara Johnson – NH, R1

Jeremy Hancher – PA, R3

Donovan Grimwood – TN, R4

Tony Pendola – NC, R4

Lisa Ashenbrenner Hunt – WI, R5

Dan Sowery - OH, R5

Michelle Gillham, AR, R6

Abigail Crouse – KS, R7

Mary Baker – KS, R7

Nancy Larson – KS, R7

Eleanor Divver – UT, R8

**Primary meeting focus**

During this 30-45 minute meeting we will discuss the following:

1. Scholarships – update – ***13 applied, 3 dropped and 10 were awarded for up to $402***
2. Results of the Website Polling at Annual Training – ***reviewed result which are posted on website. No major issues, most very happy with website content and management***
3. New pop-up survey on website – ***this will be up on site for at least 90 days***
4. Your comments and input
5. Planned and recent trainings
	1. Website tour planned for mid-August
	2. Recent – Sustainable conference practices and Social media
6. Other

**Next meeting will follow the Website Tour training**

Tuesday August 27, 2024