

# Minutes

## Association of Small Business Development Centers

### Board of Directors

Date: July 29, 2003  
Place: Conference Call

Board Members Present	Clinton Tymes	Diane Wolverton
	Erica Kauten	Grady Pennington
	Don Wilson	Doug Gurley
	Liz Klimback	Don Kelpinski
	Jim Hogge	

Others Present:	Albert Laabs	Sally Mulder (MI)
	Mark Patrelli	
	Becky Naugle	

The meeting began at 1:04 EDT July 29, 2003.

**Approval of the Minutes:** Liz moved that the minutes from the June 25-26 meeting and conference call be approved. Doug seconded the motion. Doug Gurley moved for approval of the minutes with the changes suggested by Diane Wolverton. The motion passed unanimously.

#### **Chairman's Report:**

1. Counselor Certification. The Association needs to survey directors and counselors to see if we need a certification program. The Association has funding from Kauffman to hire a contractor to develop a survey which would determine if our members would like to proceed. The plan is to have the contractor come to the national conference and survey the counselors, which reduces the cost of this effort. The information will be used to determine the direction of counselor certification. Don Kelpinski expressed concern that some states have their own certification program; how does this impact them? States that have existing certification programs are being involved in the committee.
2. Election Committee: Nine individuals have been nominated and have agreed to run.
3. Action Plans for the Staff:
  - a. Communications have improved and need to continue.
  - b. Teleconference prior to the annual meeting – Strategic planning Aug 13<sup>th</sup> 1:00 EDT. Clinton Tymes will develop an agenda and Erica Kauten will moderate.
  - c. Website: improvements should be available next week
  - d. Fact sheets for conference call info will be developed by Jim Hogge and Don Wilson.
  - e. List of accomplishments – Doug Gurley will develop.
4. Membership Needs Assessment – Don Kelpinski volunteered to will help survey the membership.

#### **President's Report:**

1. Legislative Update: House has recessed. Senate is still in session. There are concerns about the ability of the House and Senate Republicans and Democrats to work together. House committee is asking the DD to meet procurement goals. Procurement and Manufacturing are the House priorities. The Senate does not have clear priorities. House has authorized the SBDC at \$135 million and \$145 million for two years.

2. Fall Conference: Registration for Fall Conference is encouraging at this time. Conference committee has done an excellent job. Housing: 3,611 room nights. New contract with Hilton for another 80 rooms. Exhibitors are down slightly. Sponsor support is very good. The President of Intuit will be the keynote speaker. To date, there are 300 paid registrations.
3. SBA Relations. Clinton Tymes met with the Administrator with positive results. Don Wilson met with Bridget Bean, the action AA for OSBDCs, for two hours. She is very intent on succeeding with the SBDC program and very willing to work with ASBDC. Pat Barber is retiring, and Joan Bready has not left the office. Kaaren Johnson Street has resigned, and Michael Barrera is the acting Administrator for ED.
4. U.S. Postal Seminars are trainings to inform small businesses about the USPS services and their partners. Attendance was okay but not great. The response from attendees was very positive. Pilot in Tennessee. The seminars cover direct marketing and material development.
5. American Public Power will develop and print "Energy Efficiency Pays" for \$0.50 per copy. This publication can be viewed at the ASBDC website.
6. Six hosts have been selected in California – need list. The six have been invited to join ASBDC. There is a House bill requiring that there be only one host. This may require a recompile in California
7. Bylaw changes one vote per state.—Greg Higgins. Don will request a legal opinion on restricting membership.
8. Northern Marianas may have legal right to have an SBDC. ASBDC looking at the impacts and feasibility.

#### **Needs Assessment**

Don Kelpinski reported there are 23 states that have used the survey, with 1,800 responses. Some states want to use for subcenters needs assessment. Committee will develop process for sharing information internally and externally.

#### **Financials**

Treasurer report: Conference revenue is looking good. See financial statements.

#### **Next Meeting Agenda Items**

Agenda for September Membership Meeting

#### **Next Meeting**

Quarterly Board Meeting: September 30, 2003 in San Diego.

#### **Adjournment**

The meeting was adjourned at 2:53 EDT, July 29, 2003.

Respectfully submitted,

Jim Hogge