

Minutes
Spring Business Meeting

Association of Small Business Development Centers (ASBDC)
Alexandria, Virginia
March 6, 2007

Call to Order: The spring business meeting was called to order by Chairman Mark Petrilli at 8:45 a.m. on Tuesday, March 6, 2007, in Alexandria, Virginia.

Approval of Minutes: Brett Rogers moved that the minutes of the fall business meeting that was held on September 12, 2006, be approved. Jim Hogge seconded the motion and the motion passed by voice vote.

Financial Report: Treasurer Henry Turner reviewed the Association's financial statements and reported that the Association's financial position is sound. Treasurer Turner also reviewed the Association's audit report for Calendar Year 2006. The auditor (Mr. Steven Collins, account executive and partner in the Virginia CPA firm of Murray & Cavanaugh, PC), gave the Association an unqualified audit opinion, which is the highest audit opinion possible.

Chairman's Remarks:

1. Review of Top Priorities: Chairman Petrilli reviewed the Association's top three priorities, established by the Board of Directors, as follows:
 - o Acquire diversified and expanded resources
 - o Grow a unified network committed to high performance
 - o Develop network awareness through a common message

Chairman Petrilli reviewed the Association's initiatives to achieve the Association's goals, including meeting with the White House Office of Management and Budget (OMB); outreach to Members of Congress; the development by the Membership Engagement Committee of a list of membership benefits; the *Member Connection* newsletter and the new *Network Connection* newsletter; the development of the resources of SBDCNet and the J.J. Hill Library; and the continual enhancement of the annual ASBDC professional development conference.

2. Accreditation Process: Chairman Petrilli updated the membership on the work of the Accreditation Committee. He stated that the Committee developed revised Accreditation Standards, which would be reviewed later in the meeting. He also discussed the Committee's efforts to increase outreach and support for member networks.
3. Committees, Taskforces, Working Group and Interest Sections: Chairman Petrilli updated the membership on the activities of the Association's committees, taskforces, working group and interest sections, including efforts to share best practices and develop

new tools. He noted the Operations Committee's work on a much improved SBA Program Announcement for 2007.

4. Materials for Hill Visits: Chairman Petrilli reviewed materials for use during visits with Members of Congress. He noted that the materials included six issue papers, approved by the Board for the sole purpose of illustrating the kinds of management and technical assistance that SBDCs currently provide and could provide to a greater extent if a funding increase were passed by Congress.

President's Report:

1. Financial Update: Don Wilson updated the membership on the financial condition of the Association. He stated that the Association's auditor, hired by the Board of Directors, again this year gave the Association an unqualified audit opinion, which is the highest audit opinion possible.
2. Annual Conference: Don Wilson updated the membership on preparations for the 2007 ASBDC annual professional development conference. He stated that the Association would again this year seek corporate sponsorships for conference events, to supplement the Association's resources and provide in-kind assistance to the network. He noted that the Association's income is derived primarily from the annual conference.
3. Federal SBDC Funding and Reauthorization Legislation: Don Wilson updated the membership on Federal funding and reauthorization legislation. He stated that Association leaders have twice met with personnel of the White House Office of Management and Budget (OMB) who oversee budgeting for SBA programs, to discuss the need for new Federal resources. He thanked Cheryl Mills, former SBA Associate Deputy Administrator of Entrepreneurial Development, for facilitating the meetings at OMB. He stated that both the House and Senate Small Business Committees are supporting significant increases in Federal SBDC funding for FY 2008. He stated that Congress will again this year consider SBA reauthorization legislation.

Committee, Taskforce, Working Group and Interest Section Updates:

Legislative and Stakeholder Engagement Committee: Committee Chairman Max Summers updated the membership on the work of the Legislative and Stakeholder Engagement Committee. He stated that the Committee is working to strengthen the stakeholder outreach capacity of the nationwide network.

Agriculture and Rural Development Subcommittee of the Legislative and Stakeholder Engagement Committee: Subcommittee Chairman Mike Myhre discussed the Subcommittee's work on the 2007 Farm Bill. He stated that the Association wants to ensure that SBDCs are eligible to apply for rural development grant funding that may be authorized by the Farm Bill. He urged members to respond to the Association's survey concerning the nationwide network's activities and successes in rural development.

Veterans Entrepreneurship Interest Section: Interest Section Chairman Jim Hogge updated the membership on the work of the Veterans Entrepreneurship Interest Section. He distributed a brief survey to assess the status of state approvals for SBDCs to offer entrepreneurship training to veterans under the G.I. Education Bill.

Conference Organization Subcommittee of the Professional Development and Education Committee: Subcommittee and Committee Chair Liz Klimback updated the membership on preparations for the ASBDC Annual Professional Development Conference in Denver. She discussed the response to the Call for Papers, and potential seminar offerings. She distributed information about the selection of State Stars, and she stated that the Subcommittee needs volunteers to help prepare for the Conference.

E-Tools/Technology Utilization Interest Section: Interest Section Chairman Greg Panichello updated the membership on the work of the E-Tools/Technology Utilization Interest Section. He stated that the Interest Section is gathering information to share with the network about e-tools and technology that can help network members serve small businesses and aspiring entrepreneurs.

Network Engagement Committee: Committee Chair Jacqueline Taylor updated the membership on the work of the Network Engagement Committee. She also provided an update on the SBDC Community website, developed by ASBDC, SBDCNet and Intuit.

Technology/Innovation Taskforce: Taskforce Chair Carol Lopucki updated the membership on the work of the Technology/Innovation Taskforce. She reported to the membership on the results of a survey of SBDC activities in technology/innovation commercialization.

Operations Committee: Committee Chairman John Massaua updated the membership on the work of the Operations Committee. He stated that significant improvements need to be made in the SBA's program definitions, and he stated that the Operations Committee plans to address the need for those improvements during negotiations on the Program Announcement for 2008.

Communications-Marketing Committee: Committee Chairman Christian Conroy updated the membership on the work of the Communications-Marketing Committee. He noted that the Board approved the hiring of a communications assistant, and he reported on the Committee's work to develop communications tools for the network.

Associate/Assistant State Directors Working Group: Working Group Chair Barbara Necarsulmer updated the membership on the work of the Associate/Assistant State Directors Working Group. She reported on the results of a survey of network members, conducted by the Working Group, about the network's training sessions on Quickbooks software. She stated that the network has trained more than 12,000 small business owners and aspiring entrepreneurs on the use of Quickbooks software.

SBA Update: Chairman Petrilli introduced Antonio Doss, Jean Smith and Jean Holcombe of the SBA Office of SBDCs.

Program Announcement: Mr. Doss stated that members of his staff and he would meet the following day with members of the ASBDC Operations Committee and the ASBDC leadership, to discuss the 2007 Program Announcement. He stated that he hoped to complete and publish the Program Announcement within the next few weeks.

Definitions: Mr. Doss stated that progress had been made on program definitions but much remained to be done. He stated that members of his staff and he would meet with members of the ASBDC Operations Committee and the ASBDC leadership to continue working on program definitions.

Technology: Mr. Doss stated that the SBA would like to demonstrate the impact of the SBDC network in assisting small businesses to obtain SBIR awards. He stated that he would soon send a list of SBIR awards to all SBDC state directors, to determine the number of SBIR award winners who were also SBDC clients.

Earmarks for the Compliance Alliance and DeTA: Mr. Doss stated that SBA has been instructed by the White House Office of Management and Budget (OMB) to fund earmarks only if they are written into law. As a result, SBA will not provide funding for the Compliance Alliance earmark, which will make an additional \$1 million available for distribution to the nationwide SBDC network in FY 2007. The Defense Transition Assistance (DeTA) earmark, however, will be funded in FY 2007 because SBA obligated that funding before it received OMB's instructions.

Accreditation: Mr. Doss stated that the Office of SBDCs wants to learn more about the SBDC accreditation process. He stated that a better understanding of the accreditation process will strengthen SBA's SBDC program reviews.

New SBDC State Director Forum: Mr. Doss stated that the Office of SBDCs and the ASBDC were holding joint, monthly conference calls for new SBDC state directors.

On-Line Service Delivery: Mr. Doss stated that the Office of SBDCs wants to work with the ASBDC to bring together a group of SBDC network members to discuss best practices and new ideas for on-line service delivery.

National Technology Leaders Summit: Mr. Doss stated that the SBA plans to hold an event in late May to showcase on-line service delivery by SBA Entrepreneurial Development programs.

Impact Study: Mr. Doss stated that the Office of SBDCs planned to send information to SBDC networks in the near future about the SBA's 2007 Impact Study. He stated that there would be very little duplication between the SBA Impact Study and the Chrisman Survey.

Accreditation: Accreditation Committee Chairman Mike Young updated the membership on the work of the Accreditation Committee.

Procedural Manual: Mike Young stated that a subcommittee of the Accreditation Committee, chaired by Bill Carter, is writing a procedural manual on the accreditation process. The manual will be posted on the ASBDC website when it is completed.

Accreditation Curriculum: Mike Young stated that a subcommittee of the Accreditation Committee, chaired by Max Summers, is developing curricula on accreditation to help network members learn about the accreditation process.

Revised Accreditation Standards: Marc King, Chairman of the Accreditation Committee's subcommittee on revising the Accreditation Standards, reviewed proposed revised Accreditation Standards. He stated that the revised Accreditation Standards are simpler and less prescriptive; focus on promoting consistency and results; and align the Self-Study Guide with the Standards. The revised Standards were approved by the Board of Directors.

Motion: Darryl Mleynek moved that the revised Accreditation Standards be adopted by the membership in their entirety. The motion was seconded by Max Summers and passed by unanimous voice vote.

MOU with the U.S. Forest Service: A signing ceremony was held to renew the Memorandum of Understanding (MOU) between the ASBDC and the U.S. Forest Service, under which the SBDC network provides management and technical assistance and training to U.S. Forest Service contractors.

Adjournment: John Massaua moved that the meeting be adjourned. The motion was seconded by Mike Myhre and passed by voice vote. The meeting was adjourned at 2:30 p.m., on Tuesday, March 6, 2007.