Minutes
Board of Directors Meeting

Association of Small Business Development Centers (ASBDC)
July 24, 2007
By Conference Call

Board Members Participating: Mark Petrilli (Chairman); Don Wilson (President); Jody Keenan (Vice Chair); Georgianna Parkin (Secretary); Henry Turner (Treasurer); Al Salgado; Bill Carter; Jerry Cartwright; Becky Naugle; Barbara Necarsulmer.

Others Participating: Michele Abraham, Ginne Rae Gilmore, Jim King, Carol Lopucki, Debbie Trujillo, Clinton Tymes, Mike Young and Dan O'Grady.

Call to Order: The meeting was called to order by Chairman Petrilli at 2:00 p.m. (Eastern Daylight Savings Time) on Tuesday, July 24, 2007.

Approval of Minutes: The Board reviewed the draft minutes of the Board meeting that was held on June 27-28, in Chicago. Henry Turner moved that the minutes be approved. Jerry Cartwright seconded the motion and the motion passed by voice vote.

Financial Report: Treasurer Henry Turner and Don Wilson reviewed the May and June financial reports and stated that the financial condition of the Association is sound.

Chairman's Report: Chairman Petrilli stated that the Association is scheduling meetings with supporters in Congress, to discuss concerns about new competitive grant programs in SBA Entrepreneurial Development Programs re-authorization legislation.

Chairman Petrilli reviewed areas in which the Association has seen progress during the year. He stated that the Association has moved forward in the area of counselor certification. He noted improvements in the Association's communications, including the creation of web pages for ASBDC committees, taskforces and interest sections, and the work of the ASBDC Network Engagement Committee. He noted the Association's increasingly good relations with SBA, including the joint ASBDC/SBA conference calls for new state directors; the productive meetings with SBA on the Program Announcement; SBDC participation in the SBA Technology Summit; and SBA's inclusion of the ASBDC members in the SBA Examination Working Group's deliberations.

Committee and Taskforce Appointments:

Investment Committee: It was stated that Janice Washington was invited to join the ASBDC Investment Committee, and she is considering the invitation.

Business Counselor Certification Taskforce: It was stated that Kate Hoelscher was asked to lead a new taskforce on business counselor certification, to make recommendations to the Board by September regarding general business counselor certification. It was stated that Ms. Hoelscher has agreed to serve in that capacity.

Motion: Jody Keenan moved that the Board appoint Kate Hoelscher as Chair of the new Business Counselor Certification Taskforce. The motion was seconded by Becky Naugle and passed by voice vote.

Technology Counselor Certification Taskforce: Chairman Petrilli thanked Carol Lopucki for her work reviewing the history and current status of Technology Counselor Certification. It was stated that Lew Attardo and Meriby Sweet were asked to co-chair the Technology Counselor Certification Taskforce. It was stated that Mr. Attardo has agreed to serve, but Ms. Sweet had not yet been contacted.

> **Motion:** Al Salgado moved that the Board appoint Lew Attardo and Meriby Sweet (contingent on Ms. Sweet's acceptance) as Co-Chairs of the Technology Counselor Certification Taskforce. The motion was seconded by Becky Naugle and passed by voice vote.

President's Report:

FranklinCovey: Don Wilson stated that the ASBDC and FranklinCovey are close to concluding an agreement for the SBDC network to provide FranklinCovey training to small businesses, at a cost that will make the training very accessible to small businesses. He stated that the Association wants to train 100 SBDC trainers at the ASBDC Conference in Denver, to deliver FranklinCovey training to small businesses.

Inmatrix: Don Wilson stated that the Association has received positive feedback from the network about the information it distributed regarding the Inmatrix business decision making software.

Staffing: Don Wilson stated that the Association is working to fill open staff positions, but low unemployment in the area has made it difficult to find qualified applicants. He stated that the Association may need to use the services of a staffing agency to help fill the vacancies.

SBA: Don Wilson stated that Anoop Prakash is taking an active interest in the SBDC network. He stated that Mr. Prakash is working to get the SBA to take a clear position on the Chrisman survey. In addition, SBA is conducting week-long training sessions for all of their field staff, and SBA has invited ASBDC to the training sessions to speak about the SBDC network.

SBA Advisory Board Visit to Ohio SBDC: The Board discussed a visit by members of the SBA's SBDC Advisory Board to the Ohio SBDC. It was stated that the visit was very successful and productive. Al Salgado suggested that the Board write a letter of thanks to Ohio SBDC State Director Michele Abraham for hosting the Advisory Board.

ASBDC Annual Conference: Don Wilson updated the Board on preparations for the ASBDC Annual Conference in Denver. He stated that the Conference in Denver will provide the strongest educational program the Association has ever had. He stated that Denver is proving to be a popular conference site. The Association is still working to obtain sponsorships for the Conference, but the Conference exhibit hall will be sold out.

NCSL Conference: Don Wilson stated that the Massachusetts SBDC Network will staff the ASBDC booth, and represent the ASBDC and the nationwide SBDC network, at the Annual Meeting of the National Conference of State Legislatures (NCSL) in Boston in September. He thanked Georgianna Parkin for her work on the NCSL meeting.

Legislative Update:

SBA Reauthorization: Don Wilson stated that Chairman Petrilli, Jim King and he planned to meet with the Chief of Staff of the House Small Business Committee, to discuss the Association's concerns about the creation of multiple competitive grant programs in the re-authorization legislation. Don Wilson stated that SBA is also very concerned about the creation of multiple grant programs, and the agency has stated that it simply cannot manage multiple new grant programs. SBA and ASBDC discussed the possibility of going to Capitol Hill together, but the agency decided that it would be better for the agency to present its concerns itself.

Appropriations: The Board discussed the FY 2008 appropriations bills. Both the House and the Senate appropriations bills provide increased funding for the nationwide SBDC network, but it was stated that the outlook on final passage of appropriations legislation is uncertain.

Farm Bill: The Board discussed the 2007 Farm Bill, which includes funding for rural economic development.

Technology Counselor Certification: The Board discussed issues that the new Technology Counselor Certification Taskforce should consider. Staff will share with the new Technology Counselor Certification Taskforce the background on the Association's activities in this area. In particular, the Board will ask the new Taskforce to consider how the Association can authenticate training in the fifth core competency area, which is not offered by the ASBDC.

Business Counselor Certification Taskforce: The Board discussed issues that the new Business Counselor Certification Taskforce should consider. It was stated that Jim Foley of the Illinois SBDC has agreed to serve on the Taskforce, because he worked on the NASBITE certification.

ASBDC Priorities: Becky Naugle updated the Board on the status of the Board's priority-setting process. She shared with Board members a summary of the process and the Board's responses to questions at a previous Board meeting. She stated that she will send an e-mail to Board members asking for responses to several questions, and action items will be developed from those responses.

Report to the Membership at the Annual Conference: Chairman Petrilli stated that he wants to include reports from committees, taskforces and interest sections in the annual report from the Board to the membership, which will be distributed in Denver. He stated that he will send information to Board members about the format of the reports, so that Board members can ask their assigned committee, taskforce and interest section chairs to complete their reports.

ASBDC Website: Chairman Petrilli asked Board members to encourage their assigned committee, taskforce and interest section chairs to use their ASBDC web pages. Don Wilson asked Board members to urge their assigned state directors to update their center contact information on the ASBDC web site. He stated that this information is important for stakeholders, small business owners and aspiring entrepreneurs, the network and the Association. Board members asked Don Wilson to send them a list of state networks that have not recently updated their center contact information on the ASBDC web site.

SBA Examination Working Group: Al Salgado reported to the Board on a meeting of the SBA Examination Working Group, which was held at SBA to consider changes in the SBDC examination process. The ASBDC was represented by Al Salgado, Pam Benedon, Janice Washington, Mary Lynn

Wilkerson and Mike Young. The SBA was represented by Anoop Prakash, Antonio Doss, Jean Smith, and two consultants. Administrator Preston attended the meeting briefly. The Working Group is considering ways to make the SBA examination process more efficient, and it is looking at key risk factors that could be used to determine the level of an examination. Board members stated that they appreciated that the SBA is seeking the Association's input in this effort.

New Director Conference Calls: Chairman Petrilli asked Board members for suggestions of topics that should be covered during the joint ASBDC-SBA conference calls for new SBDC state directors.

Adjournment: Al Salgado moved that the meeting be adjourned. The motion was seconded by Jerry Cartwright and passed by voice vote. The meeting was adjourned at 4:00 p.m.

Next Meetings of the Board:

- The next meeting of the Board will be held by conference call on Tuesday, August 28, at 2:00 p.m. Eastern Daylight Savings Time.
- Regular meetings of the Board are held by conference call on the fourth Tuesday of each month, at 2:00 p.m. (Eastern Time).

Incomplete Action Items from the Board's Previous Meetings

@ ASBDC staff will send out a state Chrisman release form so we can get state Chrisman data.

@ Bill Carter and Mike Young will draft a document showing the need for additional accreditation funding.

@ Don Wilson will continue working with USASBE leaders, foundations and Bob McKinley on publishing a paper about the qualifications and role of a state/regional SBDC director.

@ ASBDC staff, in cooperation with the International Trade Interest Section, will seek a Memorandum of Understanding with NASBITE that acknowledges the SBDC role in international trade counseling for small business and recognizes the NASBITE certification as the certification standard for SBDC international trade counselors.