

Minutes
Board of Directors Meeting
Association of Small Business Development Centers (ASBDC)
November 27, 2007
By Conference Call

Board Members Participating: Jody Keenan (Chair); Don Wilson (President); Georgianna Parkin (Vice Chair); Jerry Cartwright (Secretary); Mike Myhre (Treasurer); Al Salgado; Bill Carter; Becky Naugle; Mary Lynn Wilkerson; Rich Werner.

Others Participating: Liz Klimback; Gayle Kugler; Carol Lopucki; Mark Petrilli; Mike Young; Clinton Tymes; Lyle Wright; Dan O'Grady.

Call to Order: The meeting was called to order by Chair Keenan at 3:00 p.m. (Eastern Standard Time) on Tuesday, November 27, 2007.

Approval of Minutes: The Board reviewed the draft minutes of the Board meeting that was held on October 25-26, in Alexandria, Virginia. Georgianna Parkin moved that the minutes be approved. Mary Lynn Wilkerson seconded the motion and the motion passed by voice vote.

Financial Report: Don Wilson stated that the October financial statements were sent to Treasurer Mike Myhre late because Operations Vice President Donna Ettenson had been ill, and as a result the Treasurer had not been able to review the statements before the Board meeting. Don Wilson reviewed the October financial statements and reported that the financial condition of the Association is sound. Treasurer Mike Myhre stated that he would be traveling to the Association's offices the following week to work on the Association's proposed budget for 2008.

Chair's Report:

Congressional Hearing on SBA-USDA Coordination - Chair Keenan thanked Mike Myhre for testifying on behalf of the Association at a hearing by the House Small Business Subcommittee on Rural and Urban Entrepreneurship, concerning coordination between SBDCs and the U.S. Department of Agriculture in rural development efforts.

Retirement of John Massaua -- Chair Keenan stated that Maine SBDC/SBTDC State Director and former ASBDC Board Chairman John Massaua had announced that he is retiring as State Director at the end of the year. Chair Keenan thanked John Massaua for his service to the nationwide SBDC network and the Association as the State Director in Maine, as Chairman of the ASBDC Board, and as Chairman of the ASBDC Operations Committee.

Cooperation Between SBDCs and SCORE Chapters -- Chair Keenan stated that, as a follow-up to Illinois SBDC State Director Mark Petrilli's remarks at a nationwide SCORE conference, the ASBDC and SCORE will be writing a joint letter to SCORE chapters and SBDCs to further encourage them to work together.

Improvements to SBA Financial Reviews -- Chair Keenan stated that the ASBDC will send a letter to a number of SBDC networks about piloting a questionnaire and self-assessment tool designed to improve and streamline SBA financial reviews. It is expected that the new SBA financial review process will go into effect for the nationwide SBDC network in 2008. SBA

sought the participation of the ASBDC, and several ASBDC members worked with the SBA, to improve its financial review process. The SBDC networks that will receive the pilot questionnaire and self-assessment tool are the Alabama; Alaska; American Samoa; U.C. Merced; Northeastern California; Illinois; Louisiana; Minnesota; Mississippi; North Texas; and University of Houston SBDC networks.

Entrepreneurial Assessment Tool -- Chair Keenan stated that the Association is discussing the potential use of an entrepreneurial assessment tool, which will be discussed during the Board of Directors meeting in January. The Board will consider the assessment tool, and also discuss the potential of generating income from the use of the tool for the Association and member networks. The firm that is developing the tool has asked SBDC networks to take part in an SBDC beta test to be completed by December 14. Chair Keenan stated that Marc King is one of the members of the firm that is developing the tool, and that his work on the assessment tool is not a part of his work with the North Carolina SBTDC.

President's Report:

Renewal of Contract for Conference Planning -- Don Wilson stated that the Association has renewed its contract with Karen Shannon of M-PALM, to help the Association plan for its Annual Conference. M-PALM has worked with the Association for several years on the ASBDC Annual Conference.

ASBDC Call for Presentations -- Don Wilson stated that in December the Association will send out the Call for Presentations for the ASBDC Annual Conference in Chicago. He urged state directors to encourage their network members to submit proposals, noting that some of the best conference seminars are those presented by members of the nationwide SBDC network.

Conference of Mexican SBDCs -- Don Wilson stated that the association of SBDCs of Mexico will hold a major conference from April 28-30, 2008, in Veracruz, Mexico. He stated that a focus of the conference will be cross-border trade. He stated that the Association will be informing network members, especially SBDC counselors and trainers in the international trade area, about the conference in Mexico.

SBA Press Conference on Disaster Recovery -- Don Wilson stated that Board Chair Jody Keenan and he were invited to a press conference that will be held by the SBA on December 4, concerning changes that the Administration is making in its disaster response and recovery programs.

Appointment of Committee, Taskforce and Interest Section Chairs: The Board discussed the appointment of potential chairs for ASBDC committees, taskforces and interest sections. Chair Keenan stated that she will confirm the willingness of potential appointees to serve as chairs in 2008, and she will then ask the Board to approve their appointments. She stated that she would like to hold a conference call with Board members and new committee and taskforce chairs, and a conference call with Board members and new interest section chairs, in December. Chair Keenan stated that appointments to Board committees will be discussed during the Board meeting in December.

It was suggested that representatives of vendors should not serve as members of the EDMIS Committee, as that might present a conflict to interests. It was suggested that Rod Hollenstine of the Illinois SBDC be considered to co-chair the Conference Organization Committee.

Accreditation Committee Appointments: Accreditation Committee Chairman Mike Young asked the Board to approve the reappointment of the following Accreditation Committee members to three-year appointments beginning January 1, 2008: Mary Lynn Wilkerson, Henry Turner, Mark Petrilli, and Barbara Necarsulmer. The motion was seconded by Bill Carter and approved by voice vote.

Legislative Update and Outlook: Don Wilson stated that the current Continuing Appropriations Resolution (CR), which is keeping non-defense agencies of the Federal Government funded temporarily, expires on December 14. He stated that there was still no agreement between Congress and the President to complete the FY 2008 appropriations bills. He stated that the Association would send a sample appropriations letter to SBDC state directors with appropriators in their states, concerning the FY 2008 SBDC appropriation. He also stated that the Chairman of the Senate Small Business Committee was expected to try to get the Senate's SBA Entrepreneurial Development Reauthorization bill to the Senate floor in December. However, he stated that it was unclear if Congress would complete the SBA reauthorization bills before the end of the year.

Board Liaison Reports:

New England Regional Training Conference -- Georgianna Parkin stated that the New England SBDCs had recently held a regional core competency training conference. She stated that the conference was well attended, including approximately twelve participants from the new Connecticut SBDC network.

ASBDC Disaster Assistance and Recovery Interest Section -- Jerry Cartwright stated that more than 10 SBDC networks are working to put together disaster planning materials, guidelines and best practices for SBDCs across the country to use in disaster situations. Don Wilson suggested that the Interest Section consider presenting a disaster assistance and recovery training program at the ASBDC Annual Conference in Chicago. Chair Keenan suggested that materials developed by the Interest Section be posted on the ASBDC website. Jerry Cartwright stated that he will send a disk to the ASBDC as soon as it is available, with information that can be posted on the Association's website.

New Business:

SBIR Matching Grant Program Awarded to Michigan SBTDC -- Carol Lopucki stated that the Michigan SBTDC was awarded the management of the SBIR matching grant program in Michigan. She stated that the Missouri SBDC has the same role in its state. She stated that the nationwide SBDC network, and especially SBDC networks that focus on technology development, should consider this possibility.

Voting Privileges for the Associate/Assistant State Director Member of the Board -- Jerry Cartwright asked that the Board keep on its agenda the consideration of voting privileges for the associate/assistant state director member of the Board. Chair Keenan noted that Rich Werner is preparing a paper on that subject for the Board's consideration at its January meeting.

Status of SBA Goaling -- Mary Lynn Wilkerson inquired about the status of SBA goaling for 2008. Chair Keenan stated that the Association expected to discuss the subject with the SBA in the near future.

Next Meetings of the Board:

- The Board will next meet by conference call on Tuesday, December 18, at 3:00 p.m. (Eastern Standard Time).

Regular meetings of the Board are held by conference call on the fourth Tuesday of each month, at 3:00 p.m. (Eastern Standard Time), with the following exceptions:

- The Board will meet in San Antonio from Wednesday evening to Friday, January 9-11.
- The Board will meet on in the Washington, DC area on Sunday, March 2, preceding the Association's annual Spring Meeting.
- The Board will meet in June, possibly in the Washington, DC area.

Adjournment: Jerry Cartwright moved that the meeting adjourn. The motion was seconded by Bill Carter and passed by voice vote. The meeting adjourned at 4:45 p.m. on Tuesday, November 27, 2007.