

**Minutes**  
**Spring Business Meeting**  
Association of Small Business Development Centers (ASBDC)  
Crystal City, Virginia  
March 4, 2008

**Call to Order:** The Spring Business Meeting was called to order by Board Chair Jody Keenan at 8:30 a.m. on Tuesday, March 4, 2008, in Crystal City, Virginia.

**Approval of Minutes:** Jim Hogge moved that the minutes of the Fall Business Meeting that was held on September 16, 2007, in Denver, Colorado, be approved. Scott Daugherty seconded the motion and the motion passed by voice vote.

**Bylaws Amendment:** Chair Keenan reviewed a proposed amendment to the ASBDC Bylaws. The proposed amendment would give voting rights to the representative of the Associate State Directors' Working Group in all matters before the Board. The membership discussed the proposed amendment. It was noted that the proposed amendment would broaden participation in the work of the Board and make the Board more inclusive.

**Motion:** Bill Carter moved that the Association adopt the proposed amendment to the ASBDC Bylaws, giving voting rights to the representative of the Associate State Directors' Working Group in all matters before the Board. The motion was seconded by Mary Lynn Wilkerson. The membership voted by a show of hands. The Chair announced that, 53 votes being cast in favor of the amendment, the amendment was adopted by the required two-thirds majority.

**Legislative Presentation:** Georgianna Parkin (Chair of the ASBDC Legislative Policy Advisory Committee) reviewed a background paper prepared by the Committee, including a summary of a legislative issues survey and a summary of the Association's legislative priorities. She stated that the Committee was tasked by the Board to help develop the Association's legislative strategy. The Committee conducted a survey of the views of the membership, which received an 87% response rate. The survey asked for members' views on the FY 2009 appropriation level, state/regional needs and priorities, and the amount of core (population-based) funding that the Association should seek to protect against new, competitive grant programs. Based on the results of the survey, the Board determined that the Association should seek an authorization of \$145 million and an appropriation of \$110 million for FY 2009.

**Legislative Update:** Don Wilson reviewed the House and Senate SBA Reauthorization bills, and the new competitive grant programs contained in each bill. He stated that SBA had not yet decided whether to fund the newly-enacted SBDC Energy grant program with funding appropriated by Congress for the SBDCs. However, he stated that it appeared that SBA planned to use approximately two million dollars in SBDC appropriations to fund the newly-enacted SBDC Veterans grant program.

**Presentation on Making Hill Visits:** Wally Kearns and Jim King made a presentation to the membership on how to make Congressional visits, including potential questions and suggested answers.

**Legislative and Stakeholder Engagement Mentoring Program:** Deborah Schueneman and Jim Ackley (Co-Chairs of the ASBDC Legislative and Stakeholder Engagement Committee), and Wally Kearns made a presentation about a mentoring program being developed by the Legislative and Stakeholder Engagement Committee. They stated that the purpose of the mentoring program is to build the stakeholder outreach capacity of the network. They noted that 83% of the state directors who responded to a survey on legislative issues stated that they would like to participate in a mentoring program. They distributed cards, asking members to indicate whether they would like to participate as mentors, mentees, or both, and the aspects of stakeholder outreach in which they were most interested.

**Congressional Staff Panel:** Don Wilson introduced a panel of Congressional staff members, representing the Chairs and Ranking Members of the House and Senate Small Business Committees. The Congressional staff members discussed with the ASBDC membership the SBA reauthorization bills in Congress, Federal funding for the nationwide SBDC network, and the potential impact of new grant programs on core SBDC funding. It was suggested that the Association consider writing language to amend Section 21 of the Small Business Act to restrict SBA's latitude in using SBDC appropriations to fund new grant programs. It was also suggested that SBA disaster supplemental appropriations requests should include funding for disaster recovery activities of SBDCs.

**SBA Update:** Chair Keenan welcomed Antonio Doss, Jean Smith and Jean Holcombe of the SBA Office of SBDCs.

Program Announcement for 2009: SBA staff stated that SBA expected to send the draft 2009 Program Announcement to the ASBDC in the near future, so that the Program Announcement could be sent to SBDC networks by the end of March. They stated that most of the changes in the new Program Announcement would be technical changes, designed to make the document simpler and clearer. They stated that the Program Announcement will include a statement of the SBA's interest in moving towards a counselor certification system. They stated that the Program Announcement for 2009 and goals for SBDCs will be based on a Federal funding level of \$87.12 million for the nationwide SBDC network, because that is the funding level in the President's FY 2009 Budget Proposal. [*Editorial note: Later in 2009, SBA decided to base the 2009 Program Announcement and goals on FY 2008 Federal funding levels.*]

Regulations: SBA staff stated that the SBA is working on new SBDC regulations, which the agency hopes to complete this year. They stated that the agency will share a draft of the regulations with the ASBDC before they are made public.

EDMIS and Definitions: SBA staff stated that, in order to address questions concerning EDMIS, the SBA had agreed with the ASBDC to create a document that defines the

terms that are used in EDMIS and explains how statistics are compiled and reported by EDMIS.

Financial Exam Process: SBA staff stated that the SBA piloted its new, risk-based financial exam process in 11 states during December and January. They stated that they expected the SBA to send the new risk assessment questionnaire to approximately half of the SBDC networks in the near future.

First Annual Report on Entrepreneurial Development Programs: SBA staff stated that SBA expected to publish the first annual report on the agency's entrepreneurial development programs around the end of March. Don Wilson asked if the ASBDC would be given the opportunity to fact-check the Report before it was published. SBA staff stated that they did not expect that opportunity would be made available.

Final 2008 Award Letters: SBA staff stated that SBA had not yet sent out the final 2008 Award Letters because final decisions regarding the allocation of the FY 2008 appropriation had not been made by SBA. An ASBDC member asked if SBDC networks would be able to carry over unspent Federal funds to the following year, given the SBA's delay in issuing 2008 Award Letters. SBA staff stated that they expected that SBDC networks would be able to carry over unspent Federal funds.

Monthly State Director Conference Calls: SBA staff stated that the SBA Office of SBDCs' conference calls with state directors would be re-started in the near future.

**Treasurer's Report:** Treasurer Mike Myhre stated that members had in their packets a report that he wrote to inform the membership about the details of the Association's finances. He noted that the report includes historical data and addresses issues for the Association's consideration (such as the Association's dependence on income from the Annual Fall Conference, the role of dues as a component of a larger revenue strategy, and the need for increased accreditation funding). The membership discussed the report. Members thanked Treasurer Myhre for an excellent report. Treasurer Myhre concluded by stating that the financial position of the Association is sound.

**Ratification of the Representative of the Associate State Directors Working Group as a Voting Member of the Board:** The membership discussed the ratification of Rich Werner to serve as a voting member of the ASBDC Board of Directors, representing the Associate State Directors Working Group, as provided by the Bylaws amendment adopted by the membership earlier in the day.

**Motion:** Jerry Cartwright moved that Rich Werner be ratified by the membership to serve as the Representative of the Associate State Directors Working Group's voting member of the ASBDC Board of Directors. The motion was seconded by Al Salgado and passed by voice vote.

**Status of the Resolution Concerning the Conduct of State/Regional SBDC Directors:** Chair Keenan stated that the Board of Directors had tasked a group of Board members to review and

report back to the Board on a resolution concerning the conduct of state/regional SBDC directors. The resolution was sent to the Board of Directors for its consideration by a vote of the Membership during the Fall Business Meeting in Denver, Colorado, on September 16, 2007. Chair Keenan stated that the Board of Directors would address the resolution during its June meeting.

**Adjournment:** Jerry Cartwright moved that the meeting be adjourned. The motion was seconded by Kristin Johnson and passed by voice vote. The meeting adjourned at 1:00 p.m.