

Minutes
Board of Directors Meeting
Association of Small Business Development Centers (ASBDC)
April 22, 2008
By Conference Call

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

Others Participating: Scott Daugherty; Jim Heckmann; Christine Krygier; Carol Lopucki; Greg Panichello; Mark Petrilli; Diane Wolverton; Mike Young; Dan O'Grady.

Call to Order: The meeting was called to order by Chair Keenan at 3:00 p.m. (Eastern Daylight Savings Time) on Tuesday, April 22, 2008.

Approval of Minutes: Al Salgado moved that the minutes of the Board meeting held in Crystal City, Virginia, on March 2, 2008, be approved. The motion was seconded by Mike Myhre and passed by voice vote.

Treasurer's Report: Treasurer Mike Myhre reviewed the Association's financial statements for February and reported that the financial position of the Association is sound. Don Wilson stated that he would send the March financial statements to Board members as soon as they were available.

Small Business Week Awards: Chair Keenan updated the Board on Small Business Week activities that were taking place in Washington, DC. She stated that Don Wilson and she attended a reception to honor SBA's Entrepreneurial Development programs. She congratulated the Northwest Texas Small Business Development Center Region Network for winning the SBDC Lead Center of the Year Award, and the Massachusetts SBDC network's Massachusetts Export Center for winning the national SBDC Service Center Excellence and Innovation Award. Don Wilson reported that Chair Keenan, Henry Turner, Donna Etnenson and he attended a luncheon to honor the Small Business Persons of the Year award winners. SBA clients from 14 states were Small Business Persons of the Year in their states. In addition, the winner of the national Small Business Person of the Year award was a client of the Virginia SBDC; the first runner-up was a client of the Indiana SBDC; and one of the second runner-ups was a client of the Illinois SBDC. Numerous SBDC clients and network members won Small Business Champion and other Small Business Week awards.

Technology Counselor Certification: Carol Lopucki presented recommendations to the Board regarding the development of a Technology Counselor Certification program. The recommendations were developed by a group appointed by the Board to consider a Technology Counselor Certification proposal made by Andrew Sherman at the Board meeting of March 2, in Crystal City, Virginia. The group that developed the recommendations included Carol Lopucki,

Scott Daugherty, Meriby Sweet, Lew Attardo, Carmen Marti, Paul Ulanich, Kate Hoelscher, and Becky Naugle (as Board liaison to the group).

The group appointed by the Board recommended that the Board ask Andrew Sherman to submit a re-structured Technology Counselor Certification proposal in which Mr. Sherman would:

1. build the needed case studies, working with liaisons from the group appointed by the Board;
2. develop the case study examination based on five core competencies instead of 13 skill sets (including metrics, guidelines, scoring standards and a full certification process), working with liaisons from the group appointed by the Board;
3. build the advisory group; and,
4. train, coach, serve on, and manage the advisory group's activities.

Becky Naugle stated that the essential components of the group's recommendations are (a) that the ASBDC should maintain ownership of the Technology Counselor Certification program; (b) that the Technology Counselor Certification program's advisory group should include a mixture of non-SBDC educators and SBDC network members, and (c) that the ASBDC should be the certifying body.

Motion: Mary Lynn Wilkerson moved (1) that the Association continue to work with Andrew Sherman to develop a Technology Counselor Certification program that incorporates the recommendations made by the informal group appointed by the Board; (2) that Chair Keenan contact Mr. Sherman to inform him of the recommendations made by the group appointed by the Board and the Board's views of those recommendations; and (3) that Chair Keenan organize a conference call with Mr. Sherman, ASBDC leadership and members of the group appointed by the Board. The motion was seconded by Mike Myhre and passed by voice vote.

Program Announcement and EDMIS:

Program Announcement -- Mark Petrilli, Chairman of the ASBDC Operations Committee, updated the Board on the status of the Program Announcement for 2009. He stated that SBA has shared with ASBDC a draft of the Program Announcement for 2009, and the draft has been shared by ASBDC with all state directors. He stated that the members of the Operations Committee are currently reviewing the draft, in preparation for a meeting with SBA to negotiate the Program Announcement for 2009. He urged all ASBDC members to submit any comments they have on the draft Program Announcement to the Operations Committee by the end of the week.

EDMIS: Greg Panichello, Chairman of the EDMIS Subcommittee, updated the Board on EDMIS issues. He stated that, as a part of the Operations Committee's work on the Program Announcement for 2009, the EDMIS Subcommittee planned to assemble a group of interested SBDC network members to review EDMIS definitions and make recommendations for improvements.

Chair Keenan stated that the draft Program Announcement for 2009 contains a provision on developing counselor certification standards, and she noted that SBA has hired a consultant to research what SBDCs are doing in this area. Chair Keenan stated that she wants to make sure that the SBA's consultant has the opportunity to meet with Kate Hoelscher and other members of the ASBDC Counselor Certification Task Force.

Accreditation: Mike Young, Chairman of the ASBDC Accreditation Committee, updated the Board on the work of the Accreditation Committee. He stated that the Accreditation Committee plans to offer accreditation training to network members during the ASBDC Annual Conference in Chicago in September, and the Committee is currently revising the curriculum for that training. He also stated that training meetings for Committee members will be conducted in conjunction with Board meetings, to reduce costs.

Legislative Policy Advisory Committee: Georgianna Parkin updated the Board on the work of the Legislative Policy Advisory Committee. She stated that the Committee had received 31 responses (a response rate of approximately 50%) to the Committee's survey regarding Spring Meeting Congressional visits. She stated that the Committee would share a summary of the survey results with the membership.

President's Report:

Congressional Budget and Appropriations: Don Wilson stated that House and Senate Budget Committee leaders were working to resolve difference between the FY 2009 House and Senate Budget resolutions, so that Congress could complete work on the FY 2009 Budget and begin work on the FY 2009 appropriations bills. He noted that the Senate Budget Resolution, as a result of the leadership of Small Business Committee Chairman Kerry and Ranking Member Snowe, provided for increased SBDC funding. He stated that the appropriations subcommittees had started holding hearings on FY 2009 appropriations, and that both chairmen of the Financial Services appropriations subcommittees were supportive of increased SBDC funding.

ASBDC Annual Conference: Don Wilson stated that the ASBDC Professional Development and Education/Conference Organization Committee had reviewed hundreds of presentations submitted in response to the Conference Call for Presentations, and the Committee selected approximately 90 presentations for the Annual Conference in Chicago in September. He stated that the sponsor and exhibitor prospectus had been sent out, and the Association has found several sponsors for Conference events.

Wall Street Journal Products: Don Wilson stated that Donna Ettenson and he met with representatives of the *Wall Street Journal* to discuss the possibility of offering *Wall Street Journal* products to SBDC counselors and trainers at a significant discount.

SBA Administrator Nominated to be HUD Secretary: Don Wilson noted that President Bush had nominated Administrator Preston to be Secretary of the Department of Housing and Urban Development.

Liaison Reports:

Cooperative Agreements: Georgianna Parkin stated that many SBDC networks had still not received their cooperative agreements from SBA. Chair Keenan and Don Wilson stated that they would raise this issue with the SBA again.

Notices of Awards: Mary Lynn Wilkerson stated that many SBDCs, including her own, had still not received their Notices of Awards. She stated that the lateness of the Notices of Awards presented serious financial problems for many SBDC networks. Chair Keenan and Don Wilson stated that they would raise this issue with the SBA again.

Women's Entrepreneurship Interest Section: Mary Lynn Wilkerson stated that the Chair of the Women's Entrepreneurship Interest Section had indicated that the Board should consider disbanding the Interest Section, due to lack of participation.

Other Business:

Conference of Mexican SBDCs in Mexico: Al Salgado updated the Board on a conference of the Mexican Association of SBDCs, in Mexico in April. SBDC network members in the United States were invited to attend the conference.

Adding Time to the Board Meeting in June: Mary Lynn Wilkerson asked if it would be possible to add time to the Board's meeting in June, because of the high number of issues that the Board needed to consider. Chair Keenan stated that she would survey Board members on this question.

SBA and the Allocation of Resources by SBDC Networks: The Board discussed a recent request from an SBA field office to an SBDC network, regarding the SBDC network's allocation of resources. It was noted that this was the second time in recent months that the SBA has inserted itself into the matter of an SBDC network's allocation of resources.

Delayed SBA Financial Reviews: Mike Myhre stated that the SBA, after delaying a financial review of the Minnesota SBDC for a number of years, had decided to perform a financial review for the year 2006. He stated that it presents difficulties for an SBDC to undergo a financial review going back two years or more. He noted that the SBA could avoid having to review financials going back more than one year if the SBA conducted its reviews in a timely manner.

Executive Session:

Motion: Mary Lynn Wilkerson moved that the Board enter Executive Session for the purpose of discussing personnel matters. The motion was seconded by Al Salgado and passed by voice vote.

The Board entered executive session at 4:30 p.m. (Eastern Daylight Time).

The Board exited executive session at 5:00 p.m. (Eastern Daylight Time).

Adjournment: Mike Myhre moved that the meeting adjourn. The motion was seconded by Mary Lynn Wilkerson and passed by voice vote. The meeting adjourned at 5:00 p.m. (Eastern Daylight Time), on Tuesday, April 22, 2008.

Next Meetings of the Board:

The next meeting of the Board will be by conference call on Tuesday, May 27, 2008, at 3:00 p.m. (Eastern Daylight Time).

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

- June 9-10, 2008 (Monday and Tuesday)
- September 1, 2008 (Monday, in Chicago)
- October 14-15, 2008 (Tuesday and Wednesday)
- January 13-14, 2009 (Tuesday and Wednesday)
- March 1, 2009 (Sunday, preceding the Spring Meeting)
- June 9-10, 2009 (Tuesday and Wednesday)
- September 13, 2009 (Sunday, preceding the Fall Conference in Orlando)
- October 13-14 (Tuesday and Wednesday)