

Minutes

Board of Directors Meeting

Association of Small Business Development Centers (ASBDC)

June 24, 2008

By Conference Call

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

Others Participating: Carol Lopucki; Mark Petrilli; Henry Turner; 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, June 24, 2008.

Approval of Minutes: Board Secretary Cartwright presented the draft minutes of the Board meeting that was held in Washington, DC, on June 8-10, 2008. Chair Keenan asked that the draft minutes be amended to state that, during the ASBDC Spring Meeting, "other committee meetings" will be held on "Tuesday" afternoon, following the Spring Business Meeting. Bill Carter moved that the minutes of the Board meeting held in Washington, DC, on June 8-10, 2008, as amended, be approved. The motion was seconded by Mary Lynn Wilkerson and passed by voice vote.

Financial Report: Don Wilson reviewed the Association's most recent financial statements and reported that the financial position of the Association is sound.

Remarks by the Chair:

Disaster Assistance and Recovery: Chair Keenan thanked Board Secretary Jerry Cartwright (Chairman of the ASBDC Disaster Assistance and Recovery Interest Section) and Mary Lynn Wilkerson (Board Liaison to the Interest Section) for their outreach to SBDC networks in areas of the nation that have been impacted by recent natural disasters. It was noted that the SBA Office of SBDCs had held conference calls with SBDCs in declared disaster areas.

Meeting with SBA Office of SBDCs: Chair Keenan stated that Don Wilson and she met with Antonio Doss and Jean Smith of the SBA Office of SBDCs. Chair Keenan stated that the SBA Office of SBDCs had sent an e-mail to all state/regional SBDC directors, regarding the verification of EDMIS data. Chair Keenan asked Board members to contact their assigned state/regional SBDC directors to ask them to verify the EDMIS data sent by the SBA Office of SBDCs.

Chair Keenan stated that Don Wilson and she had again discussed with Antonio Doss and Jean Smith the need to coordinate the timing of the ASBDC Economic Impact Survey by

Professor Chrisman and the SBA survey of the economic impact of Entrepreneurial Development programs, so that the two surveys do not overlap and present a burden and cause confusion to clients.

Counselor Certification: Chair Keenan stated that the consultant hired by the SBA to study the issue of counselor certification had submitted her report to the SBA Office of SBDCs. Chair Keenan stated that the Association has asked the SBA to coordinate its activities in this area with the Association.

8(a) Assistance: Chair Keenan stated that the SBA Office of SBDCs had asked that SBDC networks share with them any assessment tools they may have to assist 8(a) clients.

Technology Counselor Certification: Chair Keenan stated that Don Wilson, Scott Daugherty and she met with Andrew Sherman to discuss the implementation of the new ASBDC Technology Counselor Certification program. Chair Keenan stated that she would soon send an e-mail to all state/regional SBDC directors about the new program. Chair Keenan noted that the agreement with Andrew Sherman to implement the new program was informally approved by the Board by poll in May.

Motion: Chair Keenan moved that the Board ratify the results of the poll of Board members in May, and formally approve the ASBDC agreement with Andrew Sherman to implement the new ASBDC Technology Counselor Certification program. The motion was seconded by Jerry Cartwright and passed by voice vote.

President's Report:

SBA Staffing: Don Wilson stated that Anoop Prakash was leaving SBA to go to HUD.

SBDC Success Story Book: Don Wilson stated that the Association had not yet found a sponsor for the SBDC Success Story Book for 2008.

Energy and Veterans SBDC Grant Funding: Don Wilson stated that the SBA expected to soon post the RFP for the new SBDC Veterans Grant program. He stated that the RFP for the new SBDC Energy Grant program is still being developed by SBA.

Legislative Update: Don Wilson stated that the FY 2009 Financial Services Appropriations bill that was reported by the House Subcommittee would provide \$110 million in funding for SBDCs. However, he stated that it was not yet known if a portion of that funding was set aside by the appropriators for new SBDC competitive grant programs. Don Wilson stated that the Senate SBA Reauthorization bill had not yet been considered by the full Senate.

Leadership Transition Plan: The Board discussed a leadership transition plan, in preparation for the retirement of Don Wilson, as follows.

DATE	ACTION
July 15 – August 15, 2008	Needs Assessment and Information Gathering Selection Committee determined
September 1, 2008 September 2, 2008 (Fall Conference)	Presentation of Needs Assessment Findings to Board and Membership
October 14-15, 2008 (Board Meeting)	Board Strategic Planning Board Orientation and Training
November 2008	Draft Strategic Plan Presented to Board and Membership
December 2008	Adopt Strategic Plan
January 2009	Implement Strategic Plan
February 2009	Launch Executive Search
August 2009	New CEO identified and hired
September 2009 Fall Conference	New CEO introduced

Chair Keenan presented a proposal from Marc King and Dan Parks for information gathering, needs assessment, and strategic planning, to be conducted as a part of the transition planning process.

Motion: Rich Werner moved that the Board approve the proposal submitted by Marc King and Dan Parks for information gathering, needs assessment, and strategic planning. It was suggested that Board members consider the proposal more fully before voting. The motion was withdrawn.

A Board member asked that the total cost of the proposal be clarified.

It was agreed that Board members would conduct a straw poll (by e-mail following the Board meeting) on the question of approving the proposal submitted by Marc King and Dan Parks. It was also agreed that the Board would hold a formal vote on a motion to approve the proposal during the Board meeting in July.

Information on Roles and Processes of Boards of Directors: Rich Werner presented information to the Board on the roles and processes of Boards of Directors. Chair Keenan stated that she would share the information with Marc King and Dan Parks.

Liaison Reports:

Disaster Assistance and Recovery: Jerry Cartwright and Mary Lynn Wilkerson informed the Board about efforts to support SBDC networks in states impacted by recent natural disasters. They stated that they have been in touch with the Iowa SBDC, and they have offered assistance to other SBDC networks along the Mississippi River. They stated that training is needed for SBDCs in disaster areas, and they stated that they have spoken to Antonio Doss about the need for such training and the need to fund such training. Chair Keenan stated that Antonio Doss had mentioned that supplemental funding may be available. Jerry Cartwright stated that he would draft an article about the support that is available from the nationwide SBDC network for SBDCs in disaster areas. Mary Lynn Wilkerson stated that she would provide information on disaster recovery and assistance for posting on the ASBDC website.

Legislative Policy Advisory Committee: Georgianna Parkin stated that she would like the Legislative Policy Advisory Committee to begin holding monthly meetings again. She also stated that the Committee might conduct another survey of state matching capacities at various funding levels.

Adjournment: Bill Carter moved that the meeting adjourn. The motion was seconded by Al Salgado and passed by voice vote. The meeting adjourned at 4:30 p.m. (Eastern Daylight Savings Time) on Tuesday, June 24, 2008.

Next Meetings of the Board:

The next meeting of the Board will be held by conference call on Tuesday, July 22, at 3:00 p.m. (Eastern Daylight Savings Time).

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

- 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)