

Minutes

Board of Directors Meeting

Association of Small Business Development Centers (ASBDC)

April 28, 2009

By Conference Call

Board Members Participating: Jerry Cartwright (Chair); Don Wilson; Georgianna Parkin (Vice Chair); Debbie Trujillo (Secretary); Allan Adams; Jody Keenan; Jim King; Marc King; Al Salgado; Mary Lynn Wilkerson.

Others Participating: Bill Carter; Carol Lopucki; Greg Panichello; Lyle Wright; Mike Young; Dan O'Grady.

Call to Order: The meeting was called to order by Chairman Cartwright at 2:30 p.m. (Eastern Standard Time) on Tuesday, April 28, 2009.

Approval of Minutes: Board Secretary Debbie Trujillo presented the draft minutes of the Board meeting that was held on March 2, 2009, in Arlington, Virginia. Jim King requested that the draft minutes be amended to include: (1) a statement that the Board agreed that the funding request for FY 2010 be reduced from \$140 million to \$135 million (the SBDC program's authorized funding level); and, (2) an acknowledgement of former Board Secretary Rich Werner's contributions. Mary Lynn Wilkerson moved that the minutes be approved as amended. The motion was seconded by Jim King and passed by voice vote.

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

President's Report:

Draft Program Announcement: Don Wilson updated the Board on the status of the draft Program Announcement. He stated that the SBA recently shared a revised draft with the Association. A follow-up conference call with members of the ASBDC Operations Committee and the SBA will be held to discuss remaining issues.

Dues: Don Wilson stated that the Association plans to send a follow-up dues billing to the membership, since the original dues billing was based on the previous year's funding level and did not reflect the increased funding provided for FY 2009. ASBDC is waiting for the state-by-state allocation of the increased funding from SBA before sending out the follow-up dues billing. It was suggested that the Association send a reminder to the membership about the expected follow-up dues billing.

Goaling: Don Wilson stated that the SBA Office of SBDCs would like to discuss possible changes in goaling metrics for future years. Chairman Cartwright stated that Mark Petrilli agreed to chair a working group to discuss possible goaling changes with

SBA. Chairman Cartwright stated that he would ask two other state directors to participate in the working group.

Conference Update: Don Wilson stated that the Professional Development and Education Committee on Conference Organization met in Orlando in March, to review more than 300 responses to the Call for Presentations. Don Wilson stated that, as a result of the weak economy, Conference sponsorships would be hard to secure this year. He suggested that the Association might need to consider an increase in the Conference registration fee to cover the costs of the 2009 Fall Conference.

Chairman Cartwright suggested that a small group be organized to discuss sponsorship options. He stated that there are groups in Florida, for example, that sponsor small business events and might be interested in sponsoring the ASBDC Conference.

USDA: Don Wilson stated that he met with officials of the U.S. Department of Agriculture (USDA), to discuss ways in which the USDA and the nationwide SBDC network can work together. He noted that a Government Accountability Office (GAO) report found instances of duplication of effort in USDA and SBA programs, and he stated that USDA might propose a Memorandum of Understanding (MOU) between USDA and ASBDC.

OAS: Don Wilson stated that, at the request of SBA's International Trade Office, he will be meeting with representatives of the Organization of American States (OAS) to discuss the development of SBDCs in Latin American countries.

Personnel Committee Update: Georgianna Parkin updated the Board on the work of the Personnel Committee. She stated that the Committee had first created a job description and published an ad for the CEO position. She stated that the application deadline closed on April 17, and the Committee received 155 applications. She stated that Committee members signed a disclosure form, stating that they had no conflict of interest regarding any applicants. She stated that the Committee paired committee members to review the applications, using a standardized screening sheet with weighted measures. She stated that the 155 applications had been narrowed to 30. She stated that all Committee members then ranked the remaining 30 applications and narrowed the field to nine applications.

Georgianna Parkin stated that the Committee is now scheduling phone interviews, to be concluded by May 15. The remaining nine applicants have been asked for three references each. She stated that the Committee expects to narrow the field to four or six applicants, who will be interviewed by Committee members in early June. The resumes of those applicants will be made available to the membership. Board members, ASBDC staff and interested state directors will then interview the remaining applicants during the Board meeting in the Washington, DC area on June 30 and July 1. The successful applicant will begin working alongside Don Wilson in early August, during an eight-week transition period. Georgianna Parkin stated that all of the remaining applicants have demonstrated passion for the goals of the organization.

Action Matrix: Al Salgado updated the Board on the Action Matrix. He stated that good progress has been made with key items. Marc King stated that he would review the Strategic Plan to ensure that it is up to date. Chairman Cartwright asked all Board members to review the Action Matrix. Al Salgado asked that the Action Matrix be posted in the members' area of the ASBDC website. It was also requested that the committee member designation on the website be updated.

Legislative Update:

Don Wilson updated the Board on legislation in Congress. He stated that the House Small Business Committee is expected to mark up several Authorization bills in the near future. He stated that the House Appropriations Subcommittee with jurisdiction over the SBDC program had started holding hearings, but it was not known if a hearing would be held on the SBDC program. He stated that there was as yet no timetable for hearings in the Senate Appropriations Subcommittee. He stated that a letter is expected to be sent to Senate appropriators by members of the Senate Small Business Committee, calling for \$135 million in FY 2010 appropriations for SBDC core funding, with additional funding for energy and veterans programs.

Jim King stated that House Small Business Committee Chair Velazquez has requested a letter of support from the Association for two House authorization bills (HR 1845, the Small Business Development Centers Modernization Act of 2009; and HR 1834, the Native American Business Development Enhancement Act of 2009).

Al Salgado asked if the creation of additional grant programs could impact core funding, as the Board discussed last year. He asked if the Association has a strategy to make sure that the network's core funding is not harmed. He noted that funding for both the veterans and energy grant programs was taken out of core funding.

Allan Adams expressed the opinion that the proposed new programs seem redundant to what the SBDC network is already doing.

Jim King expressed the opinion that the proposed new programs are consistent with the Association's overall strategy.

Chairman Cartwright expressed the opinion that the cost of the proposed new programs would be covered by proposed increases in the program's authorized funding level.

Motion: Jim King moved that the Board Chairman send a letter to House Small Business Committee Chair Velazquez, endorsing HR 1845 and HR 1834, and expressing the hope that the Association can work with the House Committee to enhance service to small business.

Mike Young asked if the letter to Chair Velazquez should express concern about the two bills' possible impact on SBDC core funding

Jim King stated that the Board could follow the pattern it did in its letter to Chair Velazquez during the previous Congress.

Don Wilson noted that the House Committee Report on last year's authorizing legislation called for protecting core funding at \$135 million.

Chairman Cartwright asked that Don Wilson circulate a draft letter, based on the Board's letter to Chair Velazquez in the previous Congress, to Jim King, Georgianna Parkin, Mary Lynn Wilkerson and himself.

Second to the Motion and Passage: The motion offered by Jim King was seconded by Allan Adams and passed by voice vote with Al Salgado abstaining.

Fees for Services: The Board continued its discussion from the previous Board meeting, on drafting a policy position on fees for services. Mike Young stated that the issue should be discussed fully during an in-person meeting of the Board. It was agreed that the issue would be discussed during the June Board meeting in the Washington, DC area. Allan Adams stated that he will re-send his memo on fees for services to Board members.

Posting Best Practices: Marc King stated that he will send information to Board members regarding the posting of best practices on the internet. He stated that he would like to discuss the issue during the Board's next regularly scheduled meeting.

Elections Committee: Chairman Cartwright stated that he recommended three members (Debbie Trujillo, Renee Sprow and Lenae Quillen Blume) to serve on the ASBDC Elections Committee, and that Don Wilson concurred in the recommendations.

Motion: Jim King moved that the Board approve the nominations of Debbie Trujillo, Renee Sprow and Lenae Quillen Blume to serve on the Elections Committee. The motion was seconded by Al Salgado and passed by voice vote.

Conference of SBDCs of Mexico: Al Salgado stated that the association of SBDCs of Mexico will hold its 10th annual conference in Merida on June 24-26. He urged ASBDC members to attend the conference. Chairman Cartwright also urged ASBDC members to attend the conference.

Counselor Professional Development Core Competencies Task Force: Lyle Wright, Co-Chair of the Counselor Professional Development Core Competencies Taskforce, updated the Board on the work of the Taskforce. He stated that he expects the Task Force to have a proposal ready for the Board's consideration during its next regularly scheduled meeting.

Adjournment: Al Salgado moved that the meeting adjourn. The motion was seconded by Allan Adams and passed by voice vote. The meeting adjourned at 5:00 p.m. (Eastern Daylight Saving Time) on Tuesday, April 28, 2009.

Next Meetings of the Board:

Meetings of the Board are held by conference call on the fourth Tuesday of each month, at 2:30 p.m. (Eastern Time), with the following exceptions:

- May 18, 2009 (Monday)
- June 30 - July 1, 2009 (Tuesday and Wednesday)
- September 13, 2009 (Sunday, preceding the Fall Conference in Orlando)
- October 13-14, 2009 (Tuesday and Wednesday)