

Minutes
Board of Directors Meeting
Association of Small Business Development Centers (ASBDC)
May 26, 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; Mary Lynn Wilkerson.

Others Participating: Jim Ackley; Jim Heckmann; Sienna Mavima; Greg Panichello; Karen Shauri; Janice Washington; Mike Young; Dan O’Grady.

Call to Order: The meeting was called to order by Chairman Cartwright at 2:30 p.m. (Eastern Time) on Monday, May 18, 2009. Chairman Cartwright reviewed the agenda for the meeting. He thanked Don Wilson, Jody Keenan and Donna Ettenson for representing the ASBDC at SBA National Small Business Week activities.

Approval of Minutes: Board Secretary Debbie Trujillo presented the draft minutes of the Board meetings that were held on April 28 and May 18, 2009. Mary Lynn Wilkerson moved that the minutes of the Board meeting that was held on April 28, 2009 be approved. The motion was seconded by Jim King and passed by voice vote. Chairman Cartwright moved that the minutes of the Board meeting that was held on May 18, 2009 be approved. The motion was seconded by Mary Lynn Wilkerson and passed by voice vote.

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

President’s Report:

Small Business Week: Don Wilson reported to the Board on the ASBDC’s participation in SBA Small Business Week activities. He stated that the ASBDC was represented at the activities by Jody Keenan, Donna Ettenson and himself. He noted that ASBDC was a sponsor of Small Business Week. He stated that SBDCs received more recognition during this year’s Small Business Week activities than in past years. He noted that the winner of the National Small Business Person of the Year award was an SBDC client from Oklahoma, and the second runner-up for the National Small Business Person of the Year award was an SBDC client from Hawaii. In addition, numerous state Small Business Person of the Year award winners were SBDC clients.

Legislative Update:

Congressional Staff Visit to an SBDC: Don Wilson stated that staff members of the Senate Small Business and Appropriations committees would be visiting an SBDC in

Northern Virginia. He thanked Jody Keenan for hosting the visit, which will allow Congressional staff to see an SBDC first-hand.

The President's 2010 Budget Proposal: Don Wilson stated that that he had again spoken to the SBA Chief of Staff and the head of the SBA legislative affairs office about the proposed cut in SBDC funding in the President's FY 2010 Budget Proposal. He stated that he plans to meet with House Appropriations Committee staff to discuss the FY 2010 appropriation. He informed the Board that a senior member of the Senate Small Business Committee is considering a letter to the Senate appropriators in support of increased SBDC funding. He also informed the Board that HR 2352, the House Small Business Committee's bill to reauthorize various SBA programs, including the SBDC network, passed the House by a large margin.

Personnel Committee Update: Georgianna Parkin updated the Board on the status of the search for a new CEO. She stated that the Personnel Committee screened 155 applications using a weighted grid, narrowing the number of candidates to 26, and then to nine for telephone interviews. She stated that five candidates will be interviewed in person by the Personnel Committee in Alexandria, Virginia. The Committee will then identify a number of finalists to invite back on June 30 for interviews with three separate groups: the Board, ASBDC staff, and any state directors wishing to participate in an open forum. Before the interviews with the Board, the finalists' resumes and other relevant information will be made available to the membership.

Chairman Cartwright asked if an e-mail should be sent to the membership, inviting members to the Board's meeting on June 30 and July 1 to meet the candidates. Georgianna Parkin stated that such an e-mail should be sent, and that it could include copies of instruments that were used in the search process. It was agreed that Chairman Cartwright and Personnel Committee Chair Georgianna Parkin would draft an e-mail and ask Don Wilson to send it to the membership.

EDMIS: Greg Panichello (Chairman of the EDMIS Committee) reviewed a paper that he prepared on EDMIS and presented to the Board during its meeting in Chicago in 2008. The paper details the strengths and weaknesses of EDMIS, and presents the following recommendations for improving EDMIS:

1. Add the following fields to EDMIS
 - a. Sales Increase
 - b. Jobs Created
 - c. Business Closed
2. EDMIS computation Changes
 - a. Eliminate prior year counseling session before computing an impact on jobs and sales
 - b. Job's retained doesn't accumulate correctly, correct algorithm
 - c. Eliminate client signature date match before records are added to EDMIS
3. Reporting changes:
 - a. Add transaction report capability (888, 641 (Part 1 & 2), 641 (Part 3))

- b. Add client detail reports that get to client ID level for reconciling
 - c. Add reports on jobs retained
 - d. Test and add balancing reports on prep-only sessions
4. System Changes need to be 120 in advance for vendor compliance and system changes should only be made effective after 10/1/XX, specifically after the compiling of 9/30/XX data.
 5. Recommend changing all state/region reporting to federal fiscal year, irrespective of the contract period for each program.
 6. Recommend ASBDC staff have access to all EDMIS data and reporting.
 7. Call a reporting standards conference (impact, time keeping, etc.)

The Board discussed the recommendations. Chair Cartwright suggested that the EDMIS Committee should work as a subcommittee of the Operations Committee, and that Mark Petrilli (Chairman of the Operations Committee) work with Greg Panichello (Chairman of the EDMIS Subcommittee) to present the EDMIS recommendations to Antonio Doss at the SBA.

Debbie Trujillo suggested that the EDMIS recommendations be shared with the ASBDC membership, and that the membership have the opportunity to comment on the recommendations, before the recommendations are presented to Antonio Doss at the SBA.

Motion: Chairman Cartwright moved that: (1) the EDMIS Committee work as a Subcommittee of the Operations Committee; (2) Operations Committee Chairman Petrilli and EDMIS Subcommittee Chairman Panichello share the EDMIS recommendations with the membership for the membership's feedback; (3) Chairmen Petrilli and Panichello consider the membership's feedback on the EDMIS recommendations; and, (4) Chairmen Petrilli and Panichello present the EDMIS recommendations to Antonio Doss at the SBA Office of SBDCs. The motion was seconded by Jim King and passed by voice vote.

Counselor Professional Development Core Competencies: Allan Adams stated that the Counselor Professional Development Core Competencies Task Force (co-chaired by Lyle Wright and Lenae Quillen-Blume) completed its report to the Board. Allan Adams stated that he will send the report to all Board members, and to Mike Young (Chairman of the Accreditation Committee). It was agreed that the Board will discuss the Task Force's report during the next Board meeting.

Legislative Advisory Committee Update: Legislative Advisory Committee Chair Jim King updated the Board on the proposal in President Obama's FY 2010 Budget proposal to Congress to cut SBDC funding to \$97 million (from the appropriated level of \$110 million for FY 2009). Jim King stated that the proposed reduction in the President's budget was not an intentional reduction. He stated that the President's Budget was written before the FY 2009 appropriation was enacted into law and was thus based on the FY 2008 appropriation level of \$97 million. He

stated that the Association should not make an issue of the President's Budget proposal at this time, but rather wait to see what action is taken by the Congressional appropriations committees.

Program Announcement: Don Wilson stated that he met with Antonio Doss to discuss the 2010 Program Announcement. Don Wilson stated that SBA is still trying to address situations in Pennsylvania and Georgia in the Program Announcement. He stated that he suggested to SBA that it address the situations in individual states individually, instead of broadly in the Program Announcement.

Chairman Cartwright asked if the 2010 Program Announcement will be based on the FY 2009 appropriation of \$110 million or on the \$97 million funding level proposed in President Obama's FY 2010 Budget. Don Wilson stated that it appears that the Program Announcement will be based on the \$110 million funding level.

SBA Impact Study of Entrepreneurial Development Programs: Don Wilson stated that the SBA shared with ASBDC a draft of the agency's latest impact study of the SBA Entrepreneurial Development programs. He stated that the draft study reflects the significant economic impact of the nationwide SBDC network. He noted that SBA expects to publish the impact study by the end of June.

Frequency of Accreditation Reviews: Allan Adams asked if the Board planned to revisit the question of reducing the frequency of accreditation reviews for networks that have not experienced major changes. Mike Young (Chairman of the Accreditation Committee) stated that he would be willing to add that question to the agenda of the Accreditation Committee's meeting in Orlando in September, and that he would begin the discussion of the issue by the Accreditation Committee immediately.

The question arose as to whether a change in the frequency of accreditation reviews would require a change in law or Federal regulations. Mike Young stated that the frequency of accreditation reviews is not addressed in Federal regulations. Don Wilson will ascertain whether Federal law addresses this issue.

Chair Cartwright asked Mike Young to report back to the Board with recommendations following the Accreditation Committee's consideration of the question in Orlando in September.

Adjournment: Allan Adams moved that the meeting adjourn. The motion was seconded by Jerry Cartwright and passed by voice vote. The meeting adjourned at 4:15 p.m. (Eastern Daylight Saving Time) on Tuesday, May 26, 2009.

Follow-Up Items:

From the April 28 Meeting:

Don Wilson: ASBDC is waiting for SBA to share its state-by-state funding breakout for this year. ASBDC billed members for dues based on the previous year's appropriation of \$97 million. As a result, a supplemental billing will be required to account for the FY 2009

funding level of \$110 million. Don Wilson will send out a notice to let members know that a supplemental billing is forthcoming. [Status: Don has sent out a notice that a supplemental billing will be required.]

Chairman Cartwright: Chairman Cartwright is working to schedule a meeting with Antonio Doss regarding goaling. Chairman Cartwright will ask Marc King to chair the group that will discuss goaling with Antonio Doss, and Mike Young and Christian Conroy will be invited to join the group.

Chairman Cartwright: Chairman Cartwright will meet with Don Wilson, Donna Ettenson and Treasurer Mike Myhre, to discuss the possibility of adjusting the conference registration fee in light of possible reductions in sponsorship levels.

Don Wilson: Don Wilson will share the Conference prospectus with Board members, so that Board members can help identify potential Conference sponsors. [Status: The prospectus has been shared with the Board.]

Board: Al Salgado suggested that ASBDC may want to find a way to work with the Organization of American States (OAS). [Status: Don Wilson asked all SBDCs to let the Association know about any relationships or exchanges between their SBDC networks and SBDCs in member countries of the OAS.]

Al Salgado and ASBDC Staff: Al Salgado will send to ASBDC staff any updates to the Strategic Plan Action Matrix, so that the updates and any Committee updates can be posted on the ASBDC website.

Allan Adams: Allan Adams will send to all Board members a paper on the subject of fees for service. The Board agreed to discuss the topic during a face-to-face meeting of the Board. [Status: Allan Adams has sent the paper to Board members, and additional information from Mike Young has also been sent to the Board.]

From the May 26 Meeting:

Mike Young: Mike Young (Chairman of the Accreditation Committee) will report to the Board with recommendations on the question of reducing the frequency of accreditation reviews for programs that have not experienced major changes, following the Accreditation Committee's consideration of the question in Orlando in September.

Mark Petrilli and Greg Panichello: Mark Petrilli and Greg Panichello (Chairs of the Operations Committee and EDMIS Subcommittee, respectively) will (1) share the EDMIS Subcommittee's recommendations with the membership for the membership's feedback; (2) consider the membership's feedback on the EDMIS recommendations; and, (3) present the EDMIS recommendations to Antonio Doss at the SBA Office of SBDCs.

Allan Adams: Allan Adams will send the report by the Counselor Professional Development Core Competencies Taskforce to all Board members and to Mike Young (Chairman of the Accreditation Committee).

ITEMS TO BE ADDED TO NEXT AGENDA:

- Posting of best practices on ASBDC Website
- Electronic Chrisman Study
- Procedural / Policy Issue Discussion-Fees for Services
- Counselor Professional Development Core Competencies Taskforce report

Next Meetings of the Board:

Regular 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:

- June 30 - July 1, 2009 (Tuesday and Wednesday), in Washington, DC.
- September 13, 2009 (Sunday, preceding the Fall Conference in Orlando)
- October 13-14, 2009 (Tuesday and Wednesday)