

Minutes
Board of Directors
Association of Small Business Development Centers (ASBDC)
March 1, 2010
L'Enfant Plaza Hotel
Washington, DC

Board Members Participating: Jerry Cartwright (chair); Mary Lynn Wilkerson (Vice Chair); Al Salgado (Secretary); Mike Young (Treasurer); Allan Adams, Marc King, Mike Myhre; Brett Rogers; Jim King and Tee Rowe

Absent: Georgianna Parkin

Others Participating:

Kim Kindechi	Kristina Oliver
Karen Shauri	Sherm Wilkinson
Kim Kollig	Jim Heckmann
Mary Stanford	Gayle Kugler
Mark Petrilli	Janet Roderick
Jody Keenan	Kristin Johnson
Henry Turner	Beth Melnik
Carol Lopucki	Tom Morley
Doug Gurley	Bon Wikenheiser
Liz Klimback	Janice Washington

Call to Order: The meeting was called to order by Chairman Jerry Cartwright at 8:35 am on March 1, 2010. Chairman Cartwright welcomed everyone and recognized the many guests present.

Approval of Minutes:

Motion: Motion made by Mary Lynn Wilkerson to approve the minutes from the last Board of Directors meeting:

Seconded: by Brett Rogers

Passed: by voice vote

Treasurer's Report: The Treasurer Mike Young presented the 2009 financial report by power point presentation. Mike also presented the 2009 interim financial report as of January 2010 and stated that both reports will be posted on the ASBDC web site for the benefit of members. Mike also discussed the ASBDC's 2010 operations/ conference budget and stated that it was basically a flat budget and much like last years. Mike reminded the Board and Chair to appoint or confirm members on the Investment Committee. **(ACTION ITEM)**

President's Report: Tee Rowe reviewed on-going efforts to align MOU's with various federal agencies to include USDA, DOL, DOD, Commerce, DOE and EXIM Bank. Tee gave a brief legislative summary of congressional actions, bills and funding. Tee also pointed out that the "dues" question is part of the

strategic direction of the Association and requires further discussions with the membership and perhaps good timing to do so at the membership meeting the next day.

Financial Report: Steve Collins presented the Associations 2009 Audit Report. No action required and report to be posted on the ASBDC web-site for members.

Tee reviewed correspondence from JZA Affinity, Inc. regarding the IRS retirement plan restatement adoption required by employers no later than March 31, 2010. The opinion letter recommended adoption by the ASBDC Board of Directors along with a resolution to adopt and change of plan administrator.

Motion to resolve the adoption changes to the “NAEF defined Contribution Master Plan & Trust and Restatement” made by Mike Young as follows:

Let it be RESOLVED, that the form of the amended NAEF defined Contribution Master Plan & Trust and underlying Standardized 401(K) Profit Sharing Adoption Agreement effective January 1, 2010, presented at this meeting, is hereby approved and adopted and that the President/CEO, currently, Charles Edward Rowe III, is hereby authorized and directed to sign, seal, and attest any other documents necessary to place said Adoption Agreement in full operation and effect, and to take all steps necessary to implement the aforesaid action;

BE IT FURHTER RESOLVED, that the Employer is hereby designated as the Plan Administrator for the Plan and that the person holding the position of President/CEO, currently Charles Edward Rowe III, shall act on behalf of the Plan Administrator with all duties and responsibilities as may be required under the terms of the NAEF Defined Contribution Master & Trust and the Standardized Adoption Agreement thereunder, effective January1, 2010.

SECONDED by Jim King and passed by voice vote.

Motion made by Marc King to authorize Tee Rowe to transfer up to \$400k from appropriate cash accounts to investment accounts minimizing FDIC risk and enhance the Associations investment portfolio.

Seconded by Jim King and passed by voice vote.

SBA Report: Antonio Doss, Ann Bradbury and Scott Henry

Topics:

- Staff changes and retirements
- FOA-Energy Regional Innovation Centers
- DETA
- SBA participation with ASBDC Fall Conference
- Supplemental Funds
- Census impact on SBDCs
- Program announcement
- SBA regulation
- SBA National Impact Study

No action required by the Board of Directors and all items were informational and already working topics with ASBDC committees.

Committee, Interest Sections and Task Force Reports by:

Mark Petrilli – Operations Committee

Beth Milnik- National Impact Survey
Jim King- Legislative Committee
Tee Rowe- "T" Counselor Certification with Andrew Sherman
Marc King- Response to Membership Survey
Liz Klimback- Annual ASBDC Conference
Al Salgado-International Interest Section
Deborah Schueneman-Legislative Committee
Jody Keenan-Veterans Task Force
Kristin Johnson-California SBDC report

Motion to adjourn was made by Brett Rogers at 4:30 pm; Seconded by Jim King and passed by voice vote.