



America's SBDC Board of Directors  
Board Call  
Monday, October 5, 2015

**Call to Order:**

Chairman Mark Petrilli called the meeting to order at 3:00 pm Eastern Standard Time (EST) on October 5, 2015.

**Board Members Present:**

|                              |                           |
|------------------------------|---------------------------|
| Tee Rowe, CEO                | Michele Abraham, Member   |
| Mark Petrilli, Chairman      | Mike Myhre, Member        |
| Christian Conroy, Vice-Chair | Kristina Oliver, Member   |
| Greg Panichello, Treasurer   | Georgianna Parkin, Member |
| Mary Peters, Secretary       | Katie Sewell, Member      |
|                              | Janice Washington, Member |

Non-board members on Board Meeting call: Ed Huttenhower/RI, Winnie Dowling/NV, John Osoinach/Virgin Islands, Dan Ripke/CA-Northeastern, Mike Young/TX-Gulf Coast, Beth Melnick/GA, Mark Langford/TX-North

**Chairman's Report:** Brief comments were offered, including preparation for our in-person, extended board meeting in Arlington in mid-November, draft materials, and liaison communications. Michele Abraham was engaged in a current South Carolina flooding crisis. America's SBDC Board Members have been invited by APTAC to attend their Tuesday evening (November 10) Stakeholder Reception in the Rayburn building.

**Approval of the September Board Minutes:** The minutes of the September 7, 2015 Board Meeting were presented by Mary Peters and reviewed by the Board prior to the meeting. A motion to approve the minutes as presented was made by Christian Conroy and seconded by Georgianna Parkin. The motion was unopposed and unanimously approved by the members present.

In addition, the minutes of the September 8, 2015 Board Officer Election Meeting were presented by Tee Rowe and reviewed by the Board prior to the meeting. A minor clarification was made. A motion to approve the minutes as presented was made by Christian Conroy and seconded by Kristina Oliver. The motion was unopposed and unanimously approved by the members present.

**President's Report/Legislative Update:** The conference hotel bill is almost finalized and will be less than originally projected due to food cost savings. Mike Myhre has agreed to become involved in the Legislative Committee, and Christian Conroy will champion the board strategic priorities with Mark Petrilli. Congress is now operating under a Continuing Resolution through December 11, 2015. Funding levels will be apportioned at last year's levels. Tee provided insight on finalization of the 12 appropriation bills. He met with Chairman Crenshaw's staff regarding the desired \$117 million dollar House mark, with a meeting on the Senate side pending. He provided speculation on the disposition of various legislative items.

**Financial Report:** Financials as of 10/2/15 were made available for review before the meeting. Christian pointed out a projected deficit of \$180K associated with the anticipated cash flow shortfall, which is lower than the projected \$230K. The final reconciliation of the hotel bill is anticipated soon. Janice Washington offered some additional insight. Greg Panichello provided a forecast of his efforts and on the strategic

initiatives funded by reserves. Projected expenses associated with the National Impact and Performance Data Collection and Reporting were discussed.

### **Old Business:**

- Strategic Priorities – Kristina Oliver suggested that Directors have access to the comments from the Fall Conference meeting, which will be made available.
- Liaison Group Issues Feedback – Draft assignments were distributed prior to the meeting. Increasing support and enhanced communication levels between the board and the assigned State Directors is desired, not the primary means of conveying information or requesting information from their groups. A regularly scheduled Executive Communication email piece authored by America's SBDC is desired, along with the broadly-distributed America's SBDC newsletter. Legislative talking points are desired by the Heartland Group via Kristina Oliver by the Fall, particularly from new State Directors. John Osoinach/Virgin Islands underscored the importance of such guidance, in addition to asking about the date of the 2016 Spring Meeting (which is yet to be determined, but likely will occur the week of March 14th). Tee Rowe shared that Lisa Shimkat/IA, who has developed a new Linked In group for State Directors. Kristina Oliver also expressed concern on behalf of her liaison group regarding website messaging (including the "Find Your SBDC" function and scrolling data) and appropriate links available to provide to stakeholders.
- Bylaws Review – Mike Young will present recommended changes at the first day of the November meeting in Arlington (Wednesday, November 11, 2015). The most current draft will be distributed to the board members prior to the meeting.
- November Meeting – In addition to the Bylaws draft, a draft of the 2016 budget will also be reviewed. Strategic Priorities will also be addressed, along with a review of Standing Committees. The onboarding process piloted by the SE States may be incorporated into the State Director Leadership Development Committee, which also may be combined with the Professional Development and New State Director committee efforts. Mike Myhre suggested a standing committee to spearhead a Research and Data Committee to coordinate research efforts and seek the establishment of a clearinghouse in the interests of members, which appears to be in alignment with the current strategic priorities.
- Accreditation – The committee would like to meeting in January 2016, and applying the new standards for upcoming reviews. The topic of new committee member onboarding has been invigorated via Barbara Necarsulmer/Delaware and other means of continuous improvement.
- International Trade Survey results – Nothing new has been published, but Tee will follow up.
- Executive-level SBDC communication – Christian Conroy suggested a template for State Directors to use for follow-up with Administrator Contreras-Sweet for her engagement at the 2015 Fall Conference.
- Sandy Grant Follow-up Letter – For follow-up by Tee Rowe and Jim King.
- A summary of activity by contractor Anthony Bedell was requested for review at the upcoming November meeting.

### **New Business:**

- Future Board calls may be modified to 3<sup>rd</sup> Mondays (from 1<sup>st</sup> Mondays) to align more effectively with the availability of financial data.

A motion to adjourn was requested by Mark Petrilli. A motion was made by Kristina Oliver and seconded by Janice Washington. The motion was unopposed and unanimously approved. The meeting adjourned at 3:30 pm EST.

Forecast of Upcoming Meetings:

|                      |   |
|----------------------|---|
| November 10-13, 2015 | Board Meeting (Arlington)               |
| December 5, 2015     | Board Call @ 3 pm EST                   |
| January 4-8, 2016    | Board Meeting and Accreditation Meeting |
| February 1, 2016     | Board Call @ 3 pm EST                   |
| *March 7, 2016       | Board Call and/or Spring Meeting        |
| April 4, 2016        | Board Call @ 3 pm EST                   |
| May 2, 2016          | Board Call @ 3 pm EST                   |
| June xx-xx, 2016     | Board Meeting and Accreditation Meeting |
| July 11, 2016        | Board Call @ 3 pm EST                   |
| August 1, 2016       | Board Call @ 3 pm EST                   |
| September 18, 2016   | Board Meeting at Fall Conference        |