



**America's SBDC Board of Directors
Conference Call Minutes
October 17, 2016**

Board Members Present:

Mike Myhre, Board Chairman
Charles "Tee" Rowe, President & CEO
Janice Washington, Vice Chair
Greg Panichello, Treasurer

Terry Chambers, Board Secretary

Michele Abraham, Member
Christian Conroy, Member
Bill Cummins, Member
Mark Langford, Member
Georgianna Parkin, Member
Katie Sewell, Member

President Mike Myhre called the meeting to order at 3:04PM EST. All attendees introduced themselves. Mike Myhre discussed using Webex as a new platform for board meetings and meeting protocol.

Non-board members present: Ed Huttenhower, Duane Fladland, Herbert Thweatt, Linda Rossi, John Osoinach, Jill Kline, Mark Petrilli, Keith Brophy, Lisa Shimkat, Neil Lerner and Emily Carter

Mike Myhre summarized the agenda for the day and asked if others had additions. Tee Rowe requested a discussion on Bill Carter's questions concerning requirements for SBA logo and disclaimer language on signage. Greg Panichello requested time to briefly discuss a TradeMap. Christian Conroy requested a discussion of SBA comments at the February 2017 meeting concerning, "data driven decision making". Mike Myhre said he would address this request as part of his update on his and Tee Rowe's bi-weekly meeting with Adriana and Vicky.

Approval of the September Board meeting Minutes: Michele Abraham indicated she has sent the final September 18, 2016 draft board meeting minutes with revisions to the board for review. Mike Myhre asked if there were any changes and none were noted.

Katie Sewell made a motion to accept the minutes as presented and Janice Washington seconded the motion. The board approved unanimously.

Mike Myhre indicated that minutes from the Member meeting would be discussed at the February board meeting.

President's Report: Tee Rowe reported that the Annual Conference was a great financial success. He credited the success to the ASBDC team in getting more sponsors, managing hotel concessions to reduced costs and overall tightly controlling contract costs. He indicated that the treasurer would review the financial details for the board.

Tee Rowe indicated that he had had an initial conversation with Web.com concerning a potential non-exclusive partnership, providing online services to clients and networks. As the discussions are very nascent the potential outcomes are not known. Christian Conroy asked for more details. Tee said they approached him at the conference and indicated they have an on-line starter package in which clients would potentially get discount pricing and it could be used as an income source for sponsorships in some manner, or as a potential resource or alternate income model through which ASBDC could get a small part of fees. Mike Myhre said the Florida network has done an initial survey to clients asking some basic questions about their needs compared to Web.com services. Neil Lerner/WI, stated that the web.com pilot looked as if ASBDC was thinking of offering services in a fashion similar to the AARP.

In Tee Rowe's Legislative update he indicated that the legislators are in campaign mode with little occurring outside of that. The continuing resolution is in place until December 9th with the legislators returning to work November 15th.



There has been no word from the SBA or others on disaster supplemental funds. Tee Rowe updated the board on his and the Mike Myhre's meeting with the SBA - Adrianna Menchaca-Gendron and Vicki Mundt. He asked for more details on any upcoming priorities of the SBA Administrator. The SBA "data driven decision making" initiative was also discussed with the clear indication that this is a nascent initiative and what it would entail was not yet defined other than it would include SCORE and WBE. Tee stated his concern that it would end up being a one size fits all which could be problematic. Mike Myhre indicated that Scott Henry, will be present at SBA/SD calls to discuss progress on EDMIS updates, etc.

Tee Rowe reviewed the Boots to Business and Re-Boot SBA programs. The Office of Veteran's Business Development (OVBD) has been contacting some networks requesting information. South Carolina, Kansas, Mississippi, Arizona and Pennsylvania said the VBOC personnel attended courses they were delivering and/or had been contacted for information. In some cases they appear to be fairly aggressive in the approach to SBDCs as some of them have noted they believe they have the responsibility to coordinate, lead, determine and structure the Boots to Business (B2B) program. SBDC networks are taking various approaches to VBOCs taking on either or both Boot to Business and the Re-Boot programs.

Tee Rowe and the Mike Myhre indicated the primary question is what role OVBD will play in the delivery of one or both courses, considering that many states have and are actively delivering the courses, and how OVBD will impact the SBDC's role as laid out in the Small Business Act and Program Announcement. OVBD's position and what they are trying to accomplish is still not known but people Tee spoke to on the Hill did not understand what this is all about. Janice Washington and Michele Abraham noted concern about the impact on contracts and funding for networks that already had contracts. Primary question is the role of SBDCs and VBOCs in delivering these courses and coordinating referrals to SBDC centers. Tee indicated that we get only \$250,000 as it is. Mike Myhre asked that all questions and comments be sent to him for their next SBA call.

Mike Myhre addressed the changes occurring with the re-assignments of Program Managers to different states and asked if anyone had issues with the changes. None were identified.

Mike Myhre stated that he and Al Salgado have been invited ~~in~~ to attend a White House event with EEO & SBA on October 26th. He noted his invitation was at the request of Adrianna as a State Director and was not representing the national network. The intent of the meeting of 15-20 people including Assoc. of Enterprise Opportunity, micro-lenders and others is to focus on expanding points of access for technical assistance by Latino and African Americans. Mike's understanding is that the proposed outcome of the meeting is a white paper or policy for the next Administration. Mike Myhre asked for questions or concerns. Board members, Michelle Abraham, Christian Conroy and Tee Rowe, as well as network members, Duane Fladland and Neal Lerner brought up a number of concerns about the objectives, intended and unintended outcomes. All agreed that it is important that we are there which gives us the ability to contribute, hear what is discussed and what impact it has on our strategy for these types of programs.

Treasurer's Report: Greg Panichello congratulated the ASBDC on the overall management of the conference costs. He indicated the cash balance was about \$739,000 but that there would be additional payouts coming in for the conference and that some of the items including conference hotel costs would be moving to expenses shortly. Conference costs were at about 84% of projections with income at approximately 106% due to the excellent efforts of Donna bringing in sponsors and the tight management of costs including negotiated reductions due to poor audio/visual performance during the conference. There are only a couple of receivables each for vendors, sponsors and registration. The majority of receivables outstanding are from the SBA. Year-to-date Profit and Loss reflects \$933,000 gain with \$450,000-\$500,000 coming out to cover conference costs. We should end the year with about \$83,000 in cash.



Mike Myhre congratulated the ASBDC team, the conference committee and all the many volunteers on their efforts to make the conference such a success. Mike also asked about when the survey results will be ready and Tee Rowe indicated hopefully before the November board meeting.

Chairman's report: Mike Myhre discussed restructuring the meetings so that the board can concentrate on the strategic priorities instead of taking so much time in reports that can be delivered in advance of each meeting. Greg Panichello noted that financials are typically not ready until at least mid-month making it tight to have the financials done by the third week. Mike Myhre, Bill Cummins, Christian Conroy and Michele Abraham all commented on process and all agreed that if needed financial reports could be one month behind. The group also agreed that meeting minutes must be reviewed by the board before being published. Mike also discussed recording the meeting with consent of board and members. It was agreed that the recording will be deleted after the secretary completes the minutes.

Mike Myhre also reviewed the fact that there are a lot of "standing committees" and that he was interested in looking at revising the current committees to focus on strategic plan focused committees with board members leading those committees. Discussion followed concerning current committees including their purpose and that many of the current committees already have board representation the use of ad hoc committees for specific purposes. Michelle and Mike noted that a more in-depth discussion was needed at the November board meeting. Mike will send out a survey to the state directors for their input on ranking the strategies for the goals, actions to be accomplished and request volunteers to be involved. Michelle asked if standing committees would be addressed in the survey and Mike said he would talk to the committees and suggest business as usual until after the next board meeting and decisions had been made. Christian Conroy brought up whether the by-laws may have requirements for committees; Mike indicated he thought that only the accreditation committee was required but would look into it. Tee Rowe indicate that he thought the ASD working group was also required in the by-laws. All agreed to discuss the topic in more detail in November.

New/Old Business:

Disaster impact and response after the latest round of storms affecting the Southwest and East coast states were discussed. Mike indicated only 3-4 counties in Florida were impacted and that additional assistance was likely needed. Michelle said that parts of South Carolina were hit hard but it is too early to determine if additional assistance will be needed. Mike noted that Scott Daugherty also said he is seeing significant damage, but they still are accessing the needs. He also mentioned that Adrianna said they had or would get supplemental funding to assist. It was also noted that Georgia was impacted, but it doesn't look like it is too bad there. Tee Rowe stated that other funding sources including HUD dollars might be obtained if the need can be shown.

2017 Leadership Survey - Mike said he had gotten several questions/suggestions and asked if the board wanted to see it before it went out. Greg Panichello, Bill Cummins said yes with Katie Sewell adding that we should add questions on specialty programs such as international trade and other programs being offered around the country. Mike will get it out to the board for review.

Strategic alliances and potential MOUs – DEC, MEP, NIST, the Federal Reserve and others were mentioned as possibilities. Tee Rowe and Mike Myhre brought up the request by the Federal Reserve to help with their national survey. Bill Cummins said that he thought we needed a strategic process to review and agree on MOUs and that we needed objective(s) associated with each MOU that addressed value and benefit to both organizations as well as a process for determining if the objective were being met. Michelle suggested that the board only address MOUs with national organizations which Mike Myhre agreed was appropriate. Tee indicated that the MEP is willing to discuss collaboration. Christian Conroy suggested that this is a good opportunity to gather network information on national Federal Reserve participation/collaboration. Mike Myhre and other board members suggested a more in-depth



discussion was warranted in November as he thought MOUs could have value to the ASBDC and the membership.

SBA signage and use of disclaimer language - Tee Rowe brought up a conversation he had had with Bill Carter concerning requirements on external signs. Tee stated that he believed it was a requirement for printed materials only, but the Administrator noted in her meeting with the board that she felt the SBA was not getting sufficient recognition. Tee suggested that the Operations Committee discuss this in detail with Vicki Mundt. More discussion ensued and the board agreed that use of SBA logo and language needs to be addressed with the SBA.

Greg Panichello introduced the topic of TradeMap, an international research database and asked that it be included in the November meeting. He stated that it may have an income generation opportunity, that ~~he had~~ 1-12 states are interested and that Washington State was taking the lead for now.

Christian Conroy brought up the SBA discussion of having **more data driven objectives**. Greg said that he had talked with Scott and Vicki about this initiative and that they had said it was a 2-3 year process, as they had a lot of fundamental questions that still needed to be addressed. Mike Myhre said that he asked Scott if he would pass along any questions he had for the network and urged the network to bring up any questions they have. He also said that the effort is in very early stages and we will need to engage with the SBA to get more clarity. It will be discussed further in November.

2017 board meeting dates were discussed with Mike Myhre asked that Board members confirm to him if the dates were good for them.

Michele Abraham moved that the meeting be adjourned and Janice Washington seconded the motion.

Mike Myhre called the board meeting to a close at 4:42p.m. EST.