

Minutes
Board of Directors Meeting

Association of Small Business Development Centers (ASBDC)
February 20, 2007
By Conference Call

Board Members Participating: Mark Petrilli (Chairman); Don Wilson (President); Jody Keenan (Vice Chair); Henry Turner (Treasurer); Al Salgado; Bill Carter; Mike Myhre; Barbara Necarsulmer.

Others Participating: Jerry Cartwright; Greg Higgins; Jim King; John Lenti; Richard Mullins; Dan Ripke; Janet Roderick; Mike Young; Dan O'Grady.

Call to Order: The meeting was called to order by Chairman Petrilli at 2:00 p.m. (Eastern Standard Time) on Tuesday, February 20, 2007.

Approval of Minutes: The Board reviewed the minutes of the Board meeting held on January 10 and 11, 2007. Bill Carter moved that the minutes be approved. Henry Turner seconded the motion and the motion passed by voice vote.

Financial Report: Treasurer Henry Turner and Don Wilson reviewed the un-reconciled financial statements for January and reported that the financial condition of the Association is sound.

Chairman's Remarks:

Issue Papers – The Board discussed six issue papers written by a group of state directors including Jim King, Bob Bernier, Scott Daugherty, Greg Higgins, Sam Males, Jerry Cartwright, Janet Roderick, John Lenti, Grady Pennington and Mary Collins. The issue papers address the topics of capital access; disaster recovery assistance and services; innovation and competitiveness services to manufacturers; older entrepreneur assistance; small business sustainability; and veterans' assistance. Board members commended the writers of the issue papers for their efforts. Jim King stated that the papers were written to help make the case for additional funding for the SBDC network. The writers of the issue papers asked the Board for its official endorsement of the papers.

Motion: Mike Myhre moved that the Board (1) officially endorse six issue papers written by an informal group of state directors (including Jim King, Greg Higgins, Jerry Cartwright, Janet Roderick, John Lenti and Mary Collins), and (2) that the group of state directors that wrote the papers work with the Board and ASBDC staff to determine how to further develop the issue papers.

President's Report:

Presentation by Chief Economist of SBA Office of Advocacy – Don Wilson stated that Chad Moutray, the Chief Economist of the SBA Office of Advocacy, is interested in making a presentation to the Association during the Spring Meeting, concerning the findings of recent small business economic research. Board members stated that they would be interested in having Mr. Moutray address the Spring Meeting. Henry Turner suggested that Mr. Moutray be invited to make a presentation to SBDC counselors and trainers during the Fall Conference in Denver.

Fall Conference Update – Don Wilson stated that the Conference Planning Subcommittee would meet in Denver from February 21-23. He stated that there has been a record response to the Conference Call for Papers.

Legislative Update:

Meeting with House Small Business Committee Minority Staff -- Don Wilson stated that he met with the staff of House Small Business Committee Ranking Member Chabot. He stated that minority staff expects to work in a bi-partisan spirit with the majority staff. Don Wilson also stated that the House Small Business Committee may move SBA reauthorization legislation in a series of separate bills. The House Committee may hold a hearing on entrepreneurial development in March.

Senate Letter to the Appropriators – The Board discussed a proposal for a bi-partisan letter from members of the Senate to the Senate appropriators in support of increased funding for the SBDC network in FY 2008. The Board agreed to support such a letter.

Farm Bill – The Board agreed that Mike Myhre should fill in temporarily for Jon Ryan as chairman of the Agriculture and Rural Development Legislative Subcommittee, until Jon Ryan's return.

Program Announcement: Chairman Petrilli reported to the Board on negotiations with SBA concerning the draft Program Announcement. He stated that ASBDC Operations Committee Chairman John Massaua, Mike Young, Don Wilson and he met on February 12 with staff of the SBA Office of SBDCs, including Antonio Doss, Jean Smith and Jean Holcombe, to negotiate the Program Announcement. Chairman Petrilli stated that the ASBDC agreed with SBA to set the deadline for program proposals in July for fiscal-year SBDCs, and in August for calendar-year SBDCs. He stated that the ASBDC and SBA are still negotiating definitions. He stated that SBA wants to track SBDC clients that have five or more cumulative hours of counseling over their lifetimes, and the SBA will use the term "extended engagement" client to describe such clients (in order to differentiate them from "long-term" clients as defined in the Chrisman Report). Chairman Petrilli stated that Antonio Doss hoped to share a new draft of the Program Announcement with ASBDC soon. Chairman Petrilli thanked the members of the ASBDC Operations Committee for their work on the Program Announcement.

The Board discussed a recent conference call among SBA district personnel and SBDC personnel, in which the SBA described its intention to define a "long-term" client as one that has an initial, face-to-face meeting with an SBDC counselor of at least one hour, excluding preparation time. It was noted that such a definition would significantly reduce the number of clients counted as long-term clients. It was stated that the position of the ASBDC has consistently been that preparation time must be included in the definition of a counseling session.

Virginia SBDC Contract with the Veterans Administration: Jody Keenan spoke about the Virginia SBDC's contract with the Veterans Administration. She stated that the contract is to teach Veterans Administration personnel who work in the Center for Veterans Enterprise and in the Office for Socially Disadvantaged Business Utilization (OSDBU) about the services of the SBDC network and other management and technical assistance providers, so that VA personnel can make informed referrals.

Committee, Taskforce and Interest Section Reports for the Spring Meeting: Chairman Petrilli asked Board members to ask their assigned committees, taskforces and interest sections to prepare brief summaries of their activities, for consideration during the Spring Business Meeting.

- Ⓐ Board members will contact their assigned committee, taskforce and interest section chairs to ask them to prepare brief summaries of their activities for consideration during the Spring Business Meeting.

Appointment of Non-Board Member to the Personnel Committee: Chairman Petrilli stated that Jerry Cartwright has agreed to serve as the non-Board member of the ASBDC Personnel Committee.

Adjournment: Henry Turner moved that the meeting be adjourned. The motion was seconded by Al Salgado and passed by voice vote. The meeting was adjourned at 4:00 p.m.

Next Meetings of the Board:

- The Board will next meet on Saturday, March 3, in Alexandria, Virginia.
- Regular meetings of the Board are held by conference call on the fourth Tuesday of each month, at 2:00 p.m. (Eastern Time).
- The Board will meet in Chicago in June. A date for the Chicago meeting has not been established.

New Action Items

- Ⓐ Board members will contact their assigned committee, taskforce and interest section chairs to ask each chair to prepare a report for consideration during the Spring Business Meeting.

Completed Action Items from the Boards Previous Meetings

- ✓ Board members will conduct a straw poll of the membership to determine the feasibility of a letter, signed by as many Senators and Representatives as possible, to the members of the appropriations subcommittees that fund the SBDC network.
- ✓ Board members will let their assigned state directors know that they will be receiving an ASBDC survey about technology commercialization.

Incomplete Action Items from the Board's Previous Meetings

- Ⓐ Bill Carter and Mike Young will draft a document showing the need for additional accreditation funding.
- Ⓐ Board members Al Salgado, Bill Carter and Mike Myhre will propose a long-term plan for the Association's web resources; and the Board will create a technical group of SBDC network members to consider the look and feel of the Association's web resources; and,

- ① Don Wilson will create the means for committees, taskforces and interest sections to populate their web pages on the Association's web site.
- ① Staff will place a "membership benefits" link in the appropriate place on the Association's web site, leading to the membership benefits information developed by the Network Engagement Committee.
- ① Board members will ask their assigned state directors if their networks are holding events in conjunction with Entrepreneurship Week 2007.
- ① Don Wilson will prepare information for OMB concerning non-Federal funding for the SBDC network, and SBA data on SBDC client satisfaction, for OMB by February 7.
- ① Board members will send to Don Wilson reports and studies on their state/regional SBDC networks to the Board, for the purpose of sharing those reports with OMB, by January 19.
- ① Donna Ettenson will look into software that can automatically update state/regional SBDC maps on the ASBDC web site whenever center information is updated, by February 15.
- ① ASBDC staff will consider purchasing a copy of the decision-tree software used by Carol Lopucki to organize the Association's work, by February 15.
- ① Don Wilson will continue working with USASBE leaders, foundations and Bob McKinley on publishing a paper about the qualifications and role of a state/regional SBDC director.
- ① ASBDC staff, in cooperation with the International Trade Interest Section, will seek a Memorandum of Understanding with NASBITE that acknowledges the SBDC role in international trade counseling for small business and recognizes the NASBITE certification as the certification standard for SBDC international trade counselors.