

**Minutes**  
**Board of Directors Meeting**

Association of Small Business Development Centers (ASBDC)

July 28, 2005

By Conference Call

**Board Members Participating:** Scott Daugherty (Chairman); Don Wilson (President); Georgianna Parkin (Vice Chair); Henry Turner (Treasurer); Roy Miller (Secretary); Carol Lopucki; Carmen Marti; John Massaua; Mark Petrilli; Clinton Tymes.

**Others Participating:** Jane Howard; Liz Klimback; Susan Lewis (Northern California SBDC); Herbert Thweatt; Donna Ettenson; Dan O'Grady.

**Call to Order:** The meeting (by conference call) of the Board of Directors was called to order by Chairman Daugherty at 1:00 p.m. (Eastern Time), on Thursday, July 28, 2005.

**Approval of Minutes of June 20 and 21:** Secretary Roy Miller presented the minutes of the meeting of the Board of Directors on June 20 and 21, 2005, and recommended that the minutes be approved. Henry Turner moved that the minutes be approved. Carol Lopucki seconded the motion and the motion passed by voice vote.

**Financial Report:** Treasurer Henry Turner reviewed the Association's financial reports. He reported that the Association's financial position is sound.

**Chairman's Remarks:** Chairman Scott Daugherty made the following remarks—

1. ASBDC Manufacturing Presentation in the U.S. Senate -- Chairman Daugherty informed the Board about the ASBDC Manufacturing Task Force presentation to the U.S. Senate Task Force on Manufacturing and the U.S. Senate Small Business Committee, which featured presentations by SBDC manufacturing clients from Illinois, Ohio and Pennsylvania.
2. Monthly Conference Call with SBA Office of SBDCs -- Chairman Daugherty informed the Board about issues discussed by Don Wilson and himself during their most recent monthly conference call with Antonio Doss (SBA Associate Administrator, Office of SBDCs), including:
  - a. EDMIS-2: Work continues on the planned rollout of EDMIS-2, beginning in FY 2006. Chairman Daugherty and Don Wilson expressed the Association's concerns about the system's capacity to upload the required information and use the data.
  - b. Goaling: Chairman Daugherty stated that the Association will not know the results of the work of the SBA Goaling Committee until October, and many SBDCs will be required to submit their FY 2006 proposals without knowing the goals that SBA will set for them. Don Wilson noted that some SBDCs have been informed that their goals will be increased by the SBA by very significant

amounts. Don Wilson urged members to let the Association know of instances in which goals are increased by unreasonable amounts, so that these instances can be reported to the SBA Office of SBDCs.

- c. SBA Award: Chairman Daugherty stated that the SBA wants to present an award at the ASBDC Annual Conference, and Chairman Daugherty recommended to the SBA that awards be presented to SBDCs that have been fully accredited since 2004. Chairman Daugherty requested that ASBDC send to Antonio Doss a list of those SBDCs.
- d. Los Angeles Regional Bidder's Conference: Chairman Daugherty stated that the SBA appreciated the participation of Carol Lopucki and Dean James Williams (Seidman College of Business, Grand Valley State University) at the Los Angeles regional SBDC bidder's conference. A similar presentation might be made at the San Francisco regional SBDC bidder's conference.
- e. Revised Notice of Award: Chairman Daugherty noted that the SBA was expected to issue the Revised Notice of Award in the very near future. ASBDC is urging the SBA to make the Revised Notice of Award consistent with the Program Announcement.
- f. Unobligated Funds: Chairman Daugherty informed the Board that SBA expects there to be unobligated funding at the end of the year. Don Wilson stated that the SBA wants to avoid a situation in which some SBDCs are required to return any overage to the SBA at the end of the year. To do this, SBA wants to wait until the amount of unobligated funding is known before issuing a request for proposals for unobligated funds. The availability of unobligated funding could make it unnecessary to require SBDCs to return funds at the end of the year. If any unobligated funds are still available after unobligated funding is made available to SBDCs that face the possibility of being required to return funds, SBA would like to use that small amount of funding for a project that would benefit the entire SBDC network. The Board agreed that the SBA's proposal was fair and reasonable.
- g. SBA Participation at the ASBDC Annual Conference: Chairman Daugherty stated that SBA wanted to bring as many as 20 SBA personnel to the ASBDC Annual Conference at a sharply reduced rate or no charge. It was pointed out that Don Wilson had proposed to the SBA that a certain number of SBA personnel be allowed to attend the ASBDC Annual Conference at no charge and that an equal number of SBDC personnel be allowed to attend the SBA Expo conference at no charge. Similarly, ASBDC would provide SBA with a complimentary booth at the ASBDC annual conference and SBA would provide ASBDC with a complimentary booth at SBA Expo.

**Motion**: Mark Petrilli moved that the Board endorse the proposal (that a certain number of SBA personnel be allowed to attend the ASBDC Annual Conference at no charge and that an equal number of SBDC personnel be allowed to attend the SBA Expo conference at no charge), as an equitable way to reflect and strengthen the strong partnership between

the SBA and the ASBDC. The motion was seconded by Carmen Marti and passed by voice vote.

3. OSBDC Conference Calls -- Chairman Daugherty noted that the SBA Office of SBDCs had distributed a schedule of its planned regional conference calls with SBDCs, but it appeared that some ASBDC members had not received the schedule.

**President's Report:** Don Wilson reported on the following—

1. House Small Business Committee Action on SBDC Bills -- Don Wilson reported that the House Small Business Committee held a hearing on four SBDC bills on July 13, followed by a full Committee markup on July 14. Among those testifying at the hearing were Erica Kauten, Christian Conroy, Professor Jim Chrisman, and clients of the New Mexico and New York State SBDCs. The bills are expected to go to the House floor for passage after Congress returns from the August recess. The bills include HR 230, the Small Business Regulatory Assistance Act; HR 527, the Vocational and Technical Entrepreneurship Act; HR 2981, the Native American Small Business Development Act; and HR 3207, the Second-Stage Small Business Development Act. Don Wilson noted that Dan O'Grady and he had been invited by the House Small Business Committee to brief Committee members' staffs before the hearing.
2. SBDC Bills Introduced in the Senate -- Don Wilson reported that a bi-partisan Small Business Regulatory Assistance bill (S. 1411) had been introduced in the Senate by Small Business Committee Chair Snowe and Ranking Member Kerry. Don Wilson stated that Senator Kerry had also introduced the Vocational and Technical Entrepreneurship bill (S. 139) in the Senate.
3. Henry Turner Represents ASBDC at Senate Roundtable -- Don Wilson reported that ASBDC Treasurer Henry Turner represented the ASBDC at a U.S. Senate Committee on Small Business and Entrepreneurship roundtable discussion on regulatory legislation, including the bi-partisan Small Business Regulatory Assistance bill (S. 1411). Dan O'Grady of the ASBDC staff also participated in the roundtable discussion.
4. ASBDC Hosts Event for House Small Business Staff -- Don Wilson reported that ASBDC was hosting a reception for small business staff in the U.S. House, as part of the Association's efforts to inform staff about the SBDC network.
5. ASBDC Silver Anniversary Annual Conference -- Don Wilson reported that preparations for the Association's Silver Anniversary Annual Conference in Baltimore are going well. The Association expected the largest number in its history of booths in the Conference Exhibit Hall, and Conference hotel registrations had already surpassed 800.
6. Clinton Tymes Represents ASBDC at National Black Chamber Conference -- Don Wilson reported that Board Member Clinton Tymes represented the ASBDC at the National Black Chamber of Commerce annual conference in Miami and participated in a formal panel discussion.

7. SBDC Discount for Small Business Association Members -- Don Wilson asked for the Board's approval to discuss with small business associations a proposal to provide discounted SBDC training services to their members. The Board gave its approval.

**Web-Based Technology Ad Hoc Group** -- Chairman Daugherty informed the Board that an ad hoc group had been formed in the Association, chaired by Conley Salyer, to consider ways to help SBDC networks enhance their web-based technology capabilities.

**New International Trade Interest Section Chair** -- Chairman Daugherty informed the Board that Al Salgado agreed to serve as the new Chair of the International Trade Interest Section. John Massaua asked if a list of ASBDC committees and interest sections is available on the ASBDC website.

**Marketing Committee** -- Georgianna Parkin updated the Board on the work of the Marketing Committee. She noted that the Committee has had some difficulty gathering information such as best practices and success stories from the network. Chairman Daugherty noted that the Accreditation Committee is also working to gather this type of information.

**Program Income** -- The Board discussed the issue of allowing program income to be used for match purposes. Georgianna Parkin, Chairman Daugherty, Mark Petrilli and Roy Miller will present the issue at the membership meeting in September.

**Associate Membership Proposal** -- The Board discussed the issue of establishing an associate membership in the Association. Chairman Daugherty and John Massaua will present a proposal at the membership meeting in September.

**Technology Interest Section** -- Technology Interest Section Chair Carol Lopucki, Board Chairman Daugherty and John Massaua reported to the Board on a meeting of the Technology Interest Section concerning accreditation of SBTDCs, training and professional credentialing of technology ("T") counselors. At that meeting, the Technology Interest Section agreed to recommend to the Board the following:

- Current "T" accreditation standards are sufficient for the current round of accreditations.
- Current "T" accreditation standards need to be formatted in keeping with standard SBDC accreditation language. Mark King will work with the Accreditation Committee on this for presentation to the membership at the Spring ASBDC meeting. For the next cycle (2008), "T" accreditation standards should be updated accordingly with input from "T" state membership.
- A "T" state director should be part of the review team for all "T" accreditations or re-accreditations during the current round. Beginning with the 2008 cycle, "T" Center Directors should be able to participate in "T" state accreditation reviews for the "T" portion of the review.
- "T" counselor certification should proceed under the ASBDC banner.

- The University of Michigan should be contracted by the ASBDC as administrator for “T” certification.
- “T” certification should include demonstrated intensive training in the five “T” core competencies, a reviewed portfolio and a reviewed case study. Meriby Sweet will be the test subject for the first “T” counselor certification.
- “T” -focused training for the general SBDC network (not for certification) should be held during the ASBDC Annual Conference in Baltimore. Carol Lopucki agreed to lead two days of workshops similar to those presented in Maine and Oregon. ASBDC should publicize. Meriby Sweet agreed to lead the tech-focus group in Baltimore, recognizing Carol Lopucki’s intensive engagement in training.

**Motion:** John Massaua moved that the Board approve the above recommendations of the Technology Interest Section and authorize the expenditure of not more than \$5,000 to implement the above recommendations of the Technology Interest Section. The motion was seconded by Carol Lopucki and approved by voice vote.

Don Wilson stated that he would inquire about the possibility of using funds from a Kauffman Foundation grant to pay for the cost of developing the “T” counselor certification standards and testing.

**Adjournment:** Mark Petrilli moved that the Board adjourn the meeting. The motion was seconded by Henry Turner and passed by voice vote. The meeting was adjourned at 2:30 p.m. (Eastern Time) on Thursday, July 28, 2005.

**Next Meeting of the Board:** The next meeting of the Board will be held by conference call on Tuesday, August 23, at 1:00 p.m. (Eastern Time). Regular meetings of the Board are held by conference call on the 4<sup>th</sup> Tuesday of every month at 1:00 p.m. (Eastern Time).

Submitted by Roy Miller, Secretary, ASBDC