

Minutes
Board of Directors Meeting
Association of Small Business Development Centers (ASBDC)
August 23, 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.

Others Participating: Jim Ackley; Bill Carter; Jane Howard; Mike Myhre; Jon Ryan; Karen Shauri-Harsch; 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 Tuesday, August 23, 2005.

Approval of Minutes of July 28: Secretary Roy Miller presented the minutes of the meeting of the Board of Directors on July 28, 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 statements. He reported that the Association's financial position is sound.

EDMIS 2: Mike Myhre, chair of the ASBDC EDMIS Committee, updated the Board on the status of the SBA's planned implementation of EDMIS 2. He stated that progress was being made in the implementation of EDMIS 2. Testing of EDMIS 2, with the two most common electronic data management systems in use among the SBDCs, had been completed. Testing of EDMIS 2 was now being conducted with the various other systems used by SBDC networks.

Leadership Development Committee: Mike Myhre updated the Board on preparations for the new director training session that will be held during the ASBDC Silver Anniversary Conference in Baltimore. He stated that the Committee is compiling a CD-ROM of material that will be distributed to those participating in the new director training.

Chairman's Remarks: 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 --

1. **Goaling:** The SBA has still has not established the goaling standards for the coming year, even though most SBDCs have already had to negotiate their goals for the coming year with their SBA District Offices. The SBA Office of SBDCs has recommended to the SBA Goaling Committee that the goaling standards for the coming year not be increased, or be increased at most by three percent, since there has not been an increase in Federal resources available to the SBDC network. In addition, Chairman Daugherty and Don Wilson discussed with Mr. Doss the idea of separating Entrepreneurial Development program goals from SBA District Office goals.

2. SBA Interest in More Frequent Reporting: Although current OMB Circulars call for quarterly reporting by SBDCs, the SBA has expressed an interest in more frequent reporting. Chairman Daugherty expressed the view to the SBA that any change in reporting requirements would need to be reflected in OMB Circulars.
3. SBA Participation in the ASBDC Silver Anniversary Conference: The SBA did not accept the Association's proposal of a mutual exchange of booths and registrations between SBA and ASBDC, for SBA's participation in the ASBDC Annual Conference and ASBDC's participation in SBA Expo. ASBDC subsequently made a very generous proposal to SBA for registering SBA personnel.
4. Notice of Award: Chairman Daugherty, Don Wilson and Mr. Doss discussed the need to make the Notice of Award document conform with the Program Announcement.

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

1. Regulatory Assistance Legislation: Don Wilson reported that the SBDC Regulatory Assistance bill (S. 1411), introduced in the Senate by Senators Kerry and Snowe, had 16 cosponsors. He stated that the Association would work to secure additional cosponsors.
2. ASBDC Exhibit at the National Conference of State Legislatures' Annual Meeting: Don Wilson reported that the ASBDC had a trade show booth at the National Conference of State Legislatures' (NCSL) Annual Meeting in Seattle, Washington in August, where ASBDC staff and members of the Washington State SBDC had the opportunity to speak to a number of state legislators from across the country about the SBDC network. Don Wilson thanked Brett Rogers, State Director of the Washington SBDC network, for the assistance that he and his network provided at the ASBDC booth during the NCSL Annual Meeting in Seattle.
3. ASBDC Silver Anniversary Conference: Don Wilson updated the Board on preparations for the ASBDC Silver Anniversary Conference in Baltimore. He stated that the Conference in Baltimore would feature the largest number of exhibit booths in the history of the ASBDC.
4. Home Depot: Don Wilson reported to the Board on the Association's work with Home Depot to provide FastTrac or NxLevel training to Home Depot installers.
5. J. J. Hill Library: Don Wilson reported to the Board on the Association's work with the J. J. Hill Library to make the Library's resources available to SBDC counselors.

Use of Program Income: The Board discussed the use of program income. Georgianna Parkin stated that Chairman Daugherty, Roy Miller and she would draft a resolution on the use of program income, for consideration by the Board and the membership during the meetings in Baltimore in September.

Associate Membership Proposal: Chairman Daugherty and John Massaua stated that they are developing a proposal for an associate membership program, to present to the Board during its meeting in Baltimore.

Technology Interest Group: The Board discussed the work of the Technology Interest Group. Carol Lopucki, chair of the ASBDC Technology Interest Group, will make a two-day presentation on Technology Certification, and Meriby Sweet of the Maine SBDC will make a presentation on “T” certification of counselors, at the ASBDC Silver Anniversary Conference in Baltimore. The Association is seeking an institution of higher learning through which to implement a “T” certification program for SBDC counselors.

Baldrige Training Presentation: Roy Miller stated that the Malcolm Baldrige National Quality Program is making a training presentation at the ASBDC Silver Anniversary Conference in Baltimore.

Termination of SBA Low Doc Loan Program: The Board discussed the SBA’s reported intention to terminate the Low Doc Loan Program as of September 30. It was stated that the Low Doc Loan Program is one of the most effective programs of the SBA. The Board asked Don Wilson to inquire at the SBA whether the Low Doc Loan Program is being terminated and the status of the SBA’s plans regarding the Low Doc Program.

Phone Calls from SBA Regarding Additional Funding: The Board was informed that certain SBDC networks had received phone calls from SBA personnel stating that their networks would be receiving additional funding. The Board asked that the ASBDC office inquire at the SBA as to the nature of the additional funding and the eligibility for such funding.

Executive Session: The Board entered into Executive Session at 2:00 p.m. In Executive Session, Chairman Daugherty called on Mark Petrilli, Chair of the ASBDC Personnel Committee, to provide a report on the Committee’s work with respect to the annual evaluation of the Association’s President, Don Wilson.

Mark Petrilli reviewed the process for the annual evaluation undertaken by the Committee, comprised of Carol Lopucki, John Massaua and himself. The Committee’s overall evaluation recommendation was reviewed. Chairman Daugherty noted that he concurred in the evaluation recommendation. Mark Petrilli then presented the Personnel Committee’s recommendation with respect to compensation for the Association President and for the other staff of the Association. Chairman Daugherty indicated his approval of these recommendations and requested a motion for approval.

Motion – Roy Miller moved that the Board accept the recommendation of the Personnel Committee with respect to compensation of the President and other Association staff. The motion was seconded by John Massaua and passed by voice vote.

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 2:15 p.m. (Eastern Time) on Tuesday, August 23, 2005.

Next Meeting of the Board: The next meeting of the Board will be held on Tuesday, September 6, from 8:30 a.m. to 5:00 p.m., in Baltimore, Maryland, during the ASBDC Silver Anniversary Conference. Regular meetings of the Board are held by conference call on the 4th Tuesday of every month at 1:00 p.m. (Eastern Time).

Submitted by Roy Miller, Secretary, ASBDC