

## **Minutes**

### **Board of Directors Meeting**

Association of Small Business Development Centers (ASBDC)  
December 28, 2004  
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:** Bob Hamlin; Dan O'Grady.

**Call to Order:** The meeting (by conference call) of the Board of Directors was called to order at 1:00 p.m. (Eastern Time) by Chairman Scott Daugherty on Tuesday, December 28, 2004.

**Approval of Minutes of November 23:** John Massaua moved that the minutes of the meeting of the Board of Directors on November 23, 2004, be approved. Mark Petrilli seconded the motion, and the motion passed by voice vote.

**Financial Update:** Don Wilson reported that Treasurer Henry Turner and the ASBDC staff were working on the 2005 budget. The Association is in sound financial condition, largely as a result of the successful Annual Conference in September. The Board discussed the need to consider what resources should be included in the 2005 budget to carry out the Association's Marketing Plan (such as an annual Chrisman survey and an improved website).

**Establishment of Investment Committee:** Don Wilson recommended the establishment of an investment committee to consider investment of the Association's funds in higher yielding but sound investments, and to make recommendations to the Board before the Spring Membership Meeting. Chairman Daugherty recommended that Treasurer Henry Turner chair the new committee, and that Georgianna Parkin and Clinton Tymes serve as members of the committee. Without objection, the Investment Committee was established and Henry Turner (to serve as Chairman), Georgianna Parkin and Clinton Tymes were appointed to the Committee.

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

1. Expectations for the new Congress -- Don Wilson reported that there would be changes in the new Congress in committees and subcommittees with jurisdiction over the SBDC network. He also reported that the expectation is for a lean Federal FY 2006 budget for discretionary, non-defense and non-homeland security programs.
2. SBA working on 2005 Federal funding allocations for states and regions -- Don Wilson reported that SBA was working on the 2005 Federal funding allocations for states and regions.

3. SBDC-MEP state directors panel discussions planned -- Don Wilson reported that SBDC and MEP state directors will participate in panel discussions on SBDC and MEP coordination during the MEP state directors' meeting in Miami, Florida on January 12-13. Craig Bean, Jim Hogge, Don Kelpinski and Don Wilson will participate in the panel discussions, along with Antonio Doss of the SBA-OSBDC.
4. Update on the annual Spring Meeting -- Don Wilson reported that the hotel contract for the Annual Spring Meeting has been signed. The meeting will be held from February 28 to March 3.

**Chairman's Comments:** Chairman Daugherty made the following comments --

1. Change in Chairmanship of ASBDC Veterans Committee -- Chairman Daugherty reported that he had been informed by Wally Kearns that he (Wally Kearns) would regrettably be unable to serve as chairman of the ASBDC Veterans Committee for 2005. Jim Hogge has agreed to serve as chairman of the ASBDC Veterans Committee for 2005.
2. New Chairs of ASBDC Minority Outreach Committee -- Chairman Daugherty reported that Warren Bush and Brenda Hopper will serve as co-chairs of the ASBDC Minority Outreach Committee for 2005.
3. Report by Council on Competitiveness -- Chairman Daugherty urged members to read a report recently released by the Council on Competitiveness on a National Innovation Initiative, which was discussed by Chairman Daugherty in the December 17 issue of the *ASBDC Member Connection* newsletter. The Chairman noted that the report validates the manufacturing initiatives being pursued by the Association and many state and regional SBDC networks.
4. EDMIS Committee Request -- Chairman Daugherty reported that Mike Myhre, Chair of the ASBDC EDMIS Committee, has asked all state and regional networks to inform the EDMIS Committee about the data reporting system they use. Mike Myhre has also asked state and regional networks to check with the ASBDC EDMIS Committee before making changes to their data reporting systems as part of the development of EDMIS 2.

**Report from Subcommittee on Expense Reimbursement:** John Massaua, Chairman of the Subcommittee on Expense Reimbursement, reported the Subcommittee's recommendations to the Board. The Subcommittee's recommendations were as follows.

Costs for participation in board meeting should be shared by the entire membership; therefore all reasonable and customary expenses incurred by a Board member or his/her program should be reimbursable by the Association to include travel, lodging (up to two nights) and meals (or per diem, as appropriate). This would be for the Board's three annual non-Conference meetings. Conference meetings would be reimbursable for one night's lodging and applicable per diem, but no travel.

The Accreditation Committee would remain per current policy and covered under the SBA contract. The Conference Committee would be covered by a waiver of the conference fee for all those who incurred expense for pre-conference travel and/or set-up for the conference. This should be limited to 10 members, but could be expanded to 15 with board approval. All other committees, interest groups and task forces would be reimbursed only for one night's stay and the primary meal. These meetings would require Board approval before scheduling. For the purposes of approving Conference and other committee related business for this policy, board approval means a consensus of the Chair, President and Treasurer.

The estimated new cost of this recommended policy would be approximately \$40,000. Therefore the Sub-committee, in addition to this recommended policy, strongly encourages that committee and task force meetings be held by conference call whenever possible.

John Massaua asked that ASBDC staff consider the budget ramifications of the Subcommittee's recommendations and report to the Board before the Board takes action on the Subcommittee's recommendations.

**SBDC Cooperation with PTACs:** The Board discussed cooperation between SBDCs and PTACs. ASBDC staff will identify SBDCs that have relationships with PTACs.

**Obtaining or Developing a Branded Entrepreneurship Training Program:** The Board discussed options for the Association to obtain or develop a branded entrepreneurship training program. It was stated that the Association would need public or private funding to assist in the purchase of an existing training program. It was also noted that Jim King is developing a branded entrepreneurship training program (called EntreSkills), which the Association should be aware of.

**Manufacturing Task Force Update:** The Board discussed the status of the manufacturing proposal developed by the Manufacturing Task Force, chaired by Greg Higgins. Chairman Daugherty suggested that the Association make a presentation on Capitol Hill during the ASBDC Annual Spring Meeting. Chairman Daugherty also suggested that the Association send a letter to SBA Administrator Barreto, informing him of the Association's manufacturing initiatives and expressing the Association's interest in working with the Administrator on the Manufacturing Task Force mandated by Congress in the 2004 SBA Reauthorization legislation.

**Adjournment:** John Massaua moved that the Board adjourn the meeting. The motion was seconded by Clinton Tymes, and the motion passed by voice vote. The meeting was adjourned at 3:00 p.m. (Eastern Time).

**Next Meeting of the Board:** The next meeting of the Board will be held on January 18 and 19, 2005, in Fort Lauderdale, Florida. 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