

Minutes

Board of Directors Meeting

Association of Small Business Development Centers (ASBDC)
November 10 and 11, 2006
Alexandria, Virginia

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

Others Participating: Mike Young; Donna Ettenson; Dan O'Grady.

Call to Order: The meeting was called to order by Chairman Petrilli at 8:40 a.m. on Friday, November 10, 2006, in Alexandria, Virginia.

Approval of Minutes: The Board reviewed the draft minutes of the Board's meeting by conference call on October 30, 2006. Henry Turner moved that the minutes of the meeting of October 30 be approved. Bill Carter seconded the motion and the motion passed by voice vote.

Treasurer's Report: Treasurer Henry Turner reviewed the Association's reconciled financial statements for October and reported that the Association's financial position is sound. Al Salgado asked that the minutes of the meeting reflect the Board's congratulations to Association staff for the success of the 2007 ASBDC Conference. Don Wilson stated that congratulations should go to Liz Klimback, Chair of the Professional Development and Education Committee, and the many members of the Committee who volunteered countless hours to make the 2007 ASBDC Conference a success.

SBA Update: The Board welcomed Antonio Doss, Jean Smith, and Mark Quinn of the SBA. The Board discussed the following issues with its visitors from SBA:

- 1) First Joint "New SBDC State Directors Forum" -- Antonio Doss stated that the ASBDC and the SBA held the first, joint "New SBDC State Directors Forum" on Thursday, November 2. The Forum was seen as very productive by the SBA, the Association and participating new SBDC state directors. The joint Forum will continue to be held on the first Thursday of each month, at 2:00 p.m. (Eastern Time).
- 2) New Connecticut SBDC Host -- Antonio Doss informed the Board that the new host of the Connecticut SBDC will be Central Connecticut State University, which is a part of the Connecticut State University system.
- 3) Goaling -- Antonio Doss stated that he would like some fiscal-year SBDCs to re-consider the capital infusion numbers in their 2007 proposals, to make sure they submitted their best number. SBA wants capital infusion proposals for 2007 that (a) include all types of capital formation; and (b) are based on verifiable client data. SBA's Office of SBDCs is concerned about the capital infusion figures that were included in 2007 proposals

submitted by fiscal-year programs because the total amount proposed (\$2.1 billion) is approximately \$1 billion below the total average (\$3.1 billion) capital infusion figure reported since the year 2000.

Board members noted that SBA did not define “capital infusion” or the methodology for calculating capital infusion before asking SBDCs to submit their 2007 proposals, which may have led to some confusion and inconsistency in 2007 capital infusion proposals. For example, some SBDCs may have included only loans from financial institutions (but not credit card debt or equity) in their capital infusion proposals. Also, some SBDCs may have based their capital infusion proposals on Federal funding alone, even though they report capital infusion resulting from all sources of funding. In addition, it was noted that capital infusion figures that are aggregated from client reports are normally lower than capital infusion figures derived from economic impact studies, because not all clients report capital infusion information back to the SBDC. Therefore, capital infusion figures that are limited to verifiable client data will not provide a complete picture of capital infusion resulting from SBDC services to small business clients.

Mark Quinn stated that, in his view, the SBA should not try to establish a benchmark figure for capital infusion this year, because 2007 will be the first year in which SBDCs have been goaled on the basis of capital infusion, and a consistent definition and methodology has not been developed. He suggested that the SBA establish a benchmark figure for capital infusion at the conclusion of 2007, after a definition and a methodology have been established.

It was agreed that some fiscal-year SBDCs will be asked to reconsider capital infusion numbers in their 2007 proposals, to make sure they submitted their best number, but a benchmark figure for capital infusion will not be established until a definition and a methodology have been established. It was also agreed that the SBA Office of SBDCs and the Association will work together to ask SBDCs and their District Directors to reconsider capital infusion proposals.

Ⓐ Board members will communicate with assigned state directors to let them know that SBA would like them to reconsider the capital infusion numbers in their 2007 proposals, to make sure they submitted their best number.

- 4) Counting Clients -- Mark Quinn stated that the SBA would like SBDCs to continue to count all counseling and training clients, even though the SBA is now only goaling based on long-term clients.
- 5) Integrating the SBDC Network in SBA Initiatives -- Antonio Doss stated that the SBA would like to ask SBDC counselors to participate in the Administrator’s efforts to review and improve SBA programs such as the 8(a) and Community Express Loan programs.
- 6) On-Line Service Delivery -- Antonio Doss stated that he would like to put together a team of SBA personnel and ASBDC members to discuss on-line service delivery possibilities.

- 7) Long-Term Training Statistics -- Antonio Doss stated that his office is considering ways in which SBDCs can track and report long-term training (for example, FastTrac and NxLevel) data.

President's Report: Don Wilson noted that the Association and its members need to reach out to the many new Members of Congress who were recently elected to office, to inform them about the services and economic impact of the SBDC network. He stated that it continues to be essential for the entire network, host institutions and allies to work to inform all Members of Congress about the needs of small business owners and aspiring entrepreneurs, and the SBDCs that serve them.

Discussion of ASBDC Priorities for 2006-2007: The Board discussed setting the Association's priorities for the coming year. The Board Reviewed the Association's mission and vision statements. It was agreed that the statements need to be re-worded, but they accurately reflect the Association's mission and vision. The Board discussed the Association's priorities for the coming year and agreed that the top three priorities should be to:

1. Acquire diversified and expanded resources
2. Grow a unified network committed to high performance
3. Develop network awareness through a common message

The Board discussed potential initiatives under the above priorities, as follows:

1. Acquire diversified and expanded resources
 - a. Add marketing and communications staff
 - b. Meet with OMB regarding other Federal agency funding (such as Agriculture, Commerce, Defense and Labor)
 - c. Continue building the Legislative Liaison/Communicator network
 - d. Educate membership on legislative and advocacy outreach
 - e. Expand corporate and other sponsorships
 - f. Formalize partnerships with associations interested in small business (such as the Chamber of Commerce, NASE, NFIB and AARP)
2. Grow a unified network committed to high performance
 - a. Modify the *Member Connection* newsletter for distribution to the broader SBDC network, possibly creating a new *Network Connection* newsletter
 - b. Develop the SBDC community web site
 - c. Utilize the accreditation process
 - d. Develop a "New SBDC State Director Orientation" to the Association
 - e. Develop a counselor education and certification program
 - f. Enhance leadership and professional development

3. Develop network awareness through a common message
 - a. Develop tools to market the SBDC network nationwide (for example, the PowerPoint presentation prepared for the Association's presentation to OMB)
 - b. Continue producing the ASBDC/Bank of America SBDC client success story book, and post the success stories on the ASBDC web site
 - c. Know and share best practices
 - d. Add marketing and communications staff
 - e. Develop a common tag line and ASBDC logo for use on every state SBDC web site

- ⓐ Don Wilson will draft a proposal to provide training discounts to members of associations that are interested in small business.

- ⓐ Don Wilson will send a technology counselor certification proposal to Board members.

Recess: The Board recessed for the evening at 5:30 p.m. on Friday, November 10.

Reconvene: The Board reconvened at 8:00 a.m. on Saturday, November 11.

Moment of Silence in Honor of Veterans' Day: Chairman Petrilli asked the Board to observe a moment of silence to remember and honor those who have served and are serving in our nation's Armed Forces, especially those who gave their lives for our freedom.

Discussion of Committee, Taskforce and Interest Section Responsibilities: Chairman Petrilli stated that he would like committees, taskforces and interest sections to develop tools and identify resources that are useful to the SBDC network. He suggested that each committee, taskforce and interest section should have a location on the ASBDC web site where tools and resources can be posted. It was suggested that the ASBDC web site should include a document sharing system for this purpose. It was also suggested that SBDCNet should be used for this purpose.

Continued Discussion of ASBDC Priorities for 2006-2007: The Board continued its discussion of the Association's priorities for the coming year, adding action items within each of the top three priorities set by the Board, as follows:

1. Acquire diversified and expanded resources
 - A. Seek and obtain \$110 million in Federal appropriations
 - i. Support the efforts of networks that have key lawmakers in their states
 - ii. Build partnerships with organizations that are interested in small business
 - B. Continue to build the ASBDC legislative liaison/communicator network

- i. Engage all network members, advisory boards, hosts, stakeholders and clients in outreach efforts
 - ii. Contact returning Members of Congress
 - iii. Contact new Members of Congress
 - iv. Invite all lawmakers to centers and events in their states and districts
 - C. Identify funding and other resources from other Federal agencies
 - i. Follow up on OMB's offer to meet with budget analysts who work on other Federal agencies
 - ii. Know and share best practices
 - iii. Task committees, taskforces and interest sections with compiling and sharing tools and resources
- 2. Grow a unified network committed to high performance
 - A. Further develop new state SBDC director training and mentoring
 - i. Develop a "New SBDC State Director" orientation program to introduce new state directors to the Association
 - ii. Continue the "New State SBDC Director" training program
 - iii. Strengthen mentoring efforts
 - a. Provide mentoring through the Accreditation Committee for programmatic issues
 - b. Provide mentoring through Board liaisons for outreach and advocacy efforts
 - B. Increase the number of networks that conduct state Chrisman surveys, and share other tools for measuring impact
 - C. Share tools for success
 - i. Know and share best practices
 - ii. Task committees, taskforces and interest sections with compiling and sharing best practices
- 3. Develop network awareness through a common message
 - A. Distribute the ASBDC/Bank of America client success story book to all Members of Congress and every SBDC center; and post the success stories on the ASBDC web site
 - B. Add a marketing/communications staff person to the ASBDC staff

- C. Develop a common and consistent message around economic development, broken down by Congressional District
 - D. Involve host institutions, clients and allies in meetings with lawmakers
 - E. Distribute a *Network Connection* newsletter throughout the nationwide network
 - F. Share tools for success
 - i. Know and share best practices
 - ii. Task committees, taskforces and interest sections with compiling and sharing best practices
- @ Mike Myhre, Al Salgado and Bill Carter will work on a proposal to enhance the ASBDC web site and return to the Board with a proposal.

Authorization to Hire New Staff: The Board discussed the need to hire additional staff for the Association.

Motion: Al Salgado moved that the Board authorize funding in the 2007 budget to hire a new administrative employee and a new marketing/communications employee. The motion was seconded by Jon Ryan. The motion passed by voice vote, all voting in favor except for one abstention.

Contracting with a Government Relations Firm: The Board discussed whether the Association should contract with a government relations firm in 2007, to support the Association's legislative goals. It was agreed that it is too soon to make such a decision. However, it was agreed that the cost of contracting with a government relations firm should be budgeted for 2007 to preserve the Association's options.

Fall Conference Update: The Board reviewed the results of the ASBDC 2006 Post-Conference Attendee Survey. Approximately 300 of the 1,000 SBDC network members who attended the ASBDC Conference in Houston responded to the survey. It was noted that the education program at the Conference was rated very highly by survey respondents.

The Board reviewed a report from the Conference Organization Subcommittee, Chaired by Liz Klimback, on preparations for the ASBDC 2007 Conference. The Board recognized the many hours volunteered by members of the Professional Development & Education Committee to prepare for the annual conference. Chairman Petrilli asked Association staff to calculate the cost of providing complimentary registration for SBDC network members who present workshops. The Board discussed the possibility of a buffet luncheon on the trade show floor to increase visibility for exhibitors. The Board discussed the possibility of foregoing a closing banquet, or strictly limiting the duration of the closing banquet. The Board also reviewed and discussed possible themes for the 2007 Conference in Denver.

- ① ASBDC staff will calculate the cost of providing complimentary registration for SBDC network members who present workshops.

Chairman Petrilli stated that the Chair of the Professional Development and Education Committee, Liz Klimback, believes that the Committee should continue to function with three subcommittees (Conference Organization; Leadership Development; and Professional Development and Other Education) for another year.

Organization of Committees, Taskforces, Interest Sections and Working Groups: The Board discussed the organization of committees, taskforces, interest sections and working groups for the coming year.

- 1) Re-Designating Taskforces as Interest Sections: It was agreed that the Veterans, Minority Outreach, and Women’s Entrepreneurship taskforces should become interest sections. It was also agreed that the Synergies Taskforce become the “E-Tools” Interest Section.
- 2) Re-Naming the Technology (SBTDC) Taskforce: It was agreed that the Technology (SBTDC) Taskforce should be renamed the “Technology Counselor Certification” Taskforce.
- 2) Incorporating the EDMIS Working Group in the Operations Committee: It was agreed that the EDMIS2 Special Situation Working Group should become a part of the Operations Committee.
- 3) Re-Designating the Disasters Working Group as an Interest Section: It was agreed that the Disasters Working Group become an interest section.

Selection of Committee, Taskforce and Interest Section Chairs: The Board discussed the selection of committee, taskforce and interest section chairs for the coming year.

Motion: Henry Turner moved that the Board approve the appointment of Max Summers to be Chairman of the Legislative Committee. The motion was seconded by Bill Carter and passed by voice vote.

Motion: Jon Ryan moved that the Board approve the appointment of Jacqueline Taylor (University of Houston SBDC Network) to be Chair of the Membership Engagement Committee. The motion was seconded by Bill Carter and passed by voice vote.

Motion: Henry Turner moved that the Board approve the appointment of John Massaua to be Chairman of the Operations Committee. The motion was seconded by Al Salgado and passed by voice vote, with nine “ayes” and one “nay.”

Motion: Al Salgado moved that the Board approve the appointment of Liz Klimback to be Chair of the Professional Development and Education Committee. The motion was seconded by Henry Turner and passed by voice vote.

- ① Chairman Petrilli will ask Christian Conroy (of the Pennsylvania SBDC) to chair the Marketing and Communications Committee.
- ① Chairman Petrilli will ask Carol Lopucki to chair the Technology Counselor Certification Taskforce.
- ① Chairman Petrilli will ask John Hemmingstad to chair the Agriculture and Rural Development Interest Section.
- ① Chairman Petrilli will ask Jerry Cartwright to chair the Disasters Interest Section.
- ① Chairman Petrilli will ask Greg Panichello to chair the E-Tools Interest Section.
- ① Chairman Petrilli will ask Tom Elam (of the North Carolina SBTDC) to chair the Government Contracting Interest Section.
- ① The Board will vote on the selection of Jim Foley (of the Illinois SBDC) to chair the International Trade Interest Section.
- ① Chairman Petrilli will ask Sam Males to chair the Manufacturing Interest Section.
- ① Chairman Petrilli will ask Eric Bonaparte (of the Georgia SBDC) to chair the Minority Outreach Interest Section.
- ① Chairman Petrilli will ask Chris Lynch (of the Pennsylvania SBDC) to chair the Regulatory Assistance Interest Section.
- ① The Board will vote on the selection of Jim Hogge to chair the Veterans Interest Section.
- ① Chairman Petrilli will ask Ann Desch to chair the Women's Entrepreneurship Interest Section.

Board Liaison Assignments to Committees, Taskforces and Interest Sections: The Board made the following liaison assignments to Board members.

- Accreditation Committee -- Bill Carter
- Legislative Committee -- Bill Carter
- Marketing and Communications Committee -- Georgianna Parkin
- Network Engagement Committee -- Jody Keenan
- Operations Committee -- Jody Keenan
-- EDMIS -- Mike Myhre
- Professional Development and Education Committee

- Conference Organization Subcommittee -- Al Salgado
- Leadership Development (new state director training) -- Mike Myhre
- Professional Development and Other Education -- Becky Naugle
- Technology Counselor Certification Taskforce -- Bill Carter
- Agriculture and Rural Development Interest Section -- Jon Ryan
- Disasters Interest Section -- Becky Naugle
- E-Tools Interest Section -- Barbara Necarsulmer, with Henry Turner and Mike Myhre
- Government Contracting -- Georgianna Parkin
- International Trade Interest Section -- Al Salgado
- Manufacturing Interest Section -- Mike Myhre
- Minority Outreach Interest Section -- Henry Turner
- Regulatory Assistance Interest Section -- Becky Naugle
- Veterans Interest Section -- Jon Ryan
- Women's Entrepreneurship Interest Section -- Barbara Necarsulmer

Entrepreneurship Week High School Business Plan Competition: Don Wilson stated that InfoUSA is interested in possibly providing a \$10,000 college scholarship to a high school student in an SBDC business plan competition. Each state SBDC would be asked to submit a business plan developed by a client who is a high school student. The competition would be held as part of Entrepreneurship Week USA in February, 2007, which is sponsored by the Kaufmann Foundation and others, and co-sponsored by the ASBDC.

- Ⓐ Board members will ask their assigned state directors if they would be interested in working with InfoUSA to hold a business plan competition for high school students during Entrepreneurship Week USA in February.

Contributing to Portrait of Outgoing House Small Business Committee Chairman: Don Wilson asked if the Board would like to contribute to the cost of the Capitol Hill Historical Society's portrait of outgoing House Small Business Committee Chairman Manzullo. Don Wilson stated that it is a Capitol Hill tradition for outgoing committee chairs to have a portrait done by the Capitol Hill Historical Society. He stated that the Association contributed to the cost of the portrait for former House Small Business Committee Chairman Jim Talent six years ago.

Motion: Jon Ryan moved that the Board approve the expenditure of \$1,000 as a contribution towards the Capitol Hill Historical Society portrait of outgoing House Small Business Committee Chairman Manzullo. The motion was seconded by Henry Turner and passed by voice vote. [Note: Al Salgado was not present during the vote.]

Distributing a *Network Connection* Newsletter Throughout the SBDC Network: The Board discussed the creation of a new *Network Connection* newsletter for distribution throughout the SBDC network. The new *Network Connection* newsletter would replace the current *Member Connection* newsletter, which is distributed by the Association primarily to state SBDC directors. The new *Network Connection* newsletter would be distributed throughout the nationwide SBDC

network, except in states where the SBDC state director opted out of having the newsletter distributed to his or her network. E-mail address lists of SBDC staff would be supplied to the ASBDC by approving state directors. Information intended only for SBDC state directors would not be included in the new *Network Connection* newsletter, but would be distributed through a separate, executive communication.

Motion: Jon Ryan moved that the Board approve the creation of a new *Network Connection* newsletter for distribution throughout the SBDC network, except in states where the SBDC state director opts out of having the newsletter distributed to his or her network. The motion was seconded by Bill Carter and passed by voice vote. [Note: Al Salgado and Henry Turner were not present during the vote.]

- ① Board members will let their assigned state directors know that the Board has approved the creation of a new *Network Connection* newsletter for distribution throughout the SBDC network, except in states where the SBDC state director opts out of having the newsletter distributed to his or her network.

State Chrisman Surveys: The Board discussed the importance of state Chrisman surveys. It was noted that conducting a state Chrisman survey can significantly strengthen an SBDC's efforts to secure state funding, and state data can strengthen the national network's efforts to secure Federal funding. The cost of a state Chrisman survey is approximately \$1,500.

- ① Board members will contact their assigned state directors to let them know that the Board strongly encourages SBDCs that do not currently conduct state Chrisman surveys to do so.
- ① Don Wilson will send to Board members the list of state SBDCs that currently do not conduct state Chrisman surveys.

Adjournment: Becky Naugle moved that the meeting be adjourned. The motion was seconded by Jody Keenan and passed by voice vote. The meeting was adjourned at 5:30 p.m. on November 11, 2006.

Next Meetings of the Board:

- The Board will next meet by conference call on Tuesday, December 12, at 10:00 a.m. (Eastern Standard Time).
- The Board will hold a two-day meeting in Orlando, Florida, on Wednesday, January 10, and Thursday, January 11, in conjunction with the ASBDC Accreditation Committee meeting and the USASBE conference.
- Regular meetings of the Board will be held on the fourth Tuesday of each month, at 10:00 a.m. (Eastern Standard Time).

Completed Action Items from the Boards Previous Meetings

- ✓ Don Wilson will compile comments on the proposed program definitions that Association members submit. [Unified High-Performance Network]
- ✓ Don Wilson will let Antonio Doss know that the Association will be sending suggestions to him on changes to the SBA's proposed program definitions. [Unified High-Performance Network]
- ✓ Chairman Petrilli and Don Wilson will send Board members ideas on structuring the Association's committees, taskforces and interest sections for the coming year. [Unified High-Performance Network]
- ✓ Barbara Necarsulmer will send to Board members the results of a brief survey of associate state directors. [Unified High-Performance Network]

New Action Items

- Ⓐ Board members will communicate with assigned state directors to let them know that SBA would like them to reconsider the capital infusion numbers in their 2007 proposals, to make sure they submitted their best number. [Unified High-Performance Network]
- Ⓐ Don Wilson will send to Board members the list of state SBDCs that currently do not conduct state Chrisman surveys. [Diversified and Expanded Resources]
- Ⓐ Board members will contact their assigned state directors to let them know that the Board strongly encourages SBDCs that do not currently conduct state Chrisman surveys to do so. [Diversified and Expanded Resources]
- Ⓐ Board members let their assigned state directors know that the Board has approved the creation of a new *Network Connection* newsletter for distribution throughout the SBDC network, except in states where the SBDC state director opts out of having the newsletter distributed to his or her network. [Unified High-Performance Network]
- Ⓐ Board members will contact their assigned state directors to let them know that the Board passed a motion to approve funding for two new ASBDC staff: a marketing/communications staffer; and an administrative staffer. [Diversified and Expanded Resources]
- Ⓐ Board members will ask their assigned state directors if they would be interested in working with InfoUSA to hold a business plan competition for high school students during Entrepreneurship Week USA in February. [Network Awareness through a Common Message]

- ① Don Wilson will draft a proposal to provide training discounts to members of associations that are interested in small business. [Diversified and Expanded Resources]
- ① Don Wilson will send a technology counselor certification proposal to Board members. [Unified High-Performance Network]
- ① Mike Myhre, Al Salgado and Bill Carter will work on a proposal to enhance the ASBDC web site and return to the Board with a proposal. [Unified High-Performance Network]
- ① ASBDC staff will calculate the cost of providing complimentary registration for SBDC network members who present workshops. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Christian Conroy (of the Pennsylvania SBDC) to chair the Marketing and Communications Committee. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Carol Lopucki to chair the Technology Counselor Certification Taskforce. [Unified High-Performance Network]
- ① Chairman Petrilli will ask John Hemmingstad to chair the Agriculture and Rural Development Interest Section. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Jerry Cartwright to chair the Disasters Interest Section. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Greg Panichello to chair the E-Tools Interest Section. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Tom Elam (of the North Carolina SBTDC) to chair the Government Contracting Interest Section. [Unified High-Performance Network]
- ① The Board will vote on the selection of Jim Foley (of the Illinois SBDC) to chair the International Trade Interest Section. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Sam Males to chair the Manufacturing Interest Section. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Eric Bonaparte (of the Georgia SBDC) to chair the Minority Outreach Interest Section. [Unified High-Performance Network]
- ① Chairman Petrilli will ask Chris Lynch (of the Pennsylvania SBDC) to chair the Regulatory Assistance Interest Section. [Unified High-Performance Network]
- ① The Board will vote on the selection of Jim Hogge to chair the Veterans Interest Section. [Unified High-Performance Network]

- ① Chairman Petrilli will ask Ann Desch to chair the Women's Entrepreneurship Interest Section. [Unified High-Performance Network]

Incomplete Action Items from Previous Meetings of the Board

- ① Don Wilson will prepare information for OMB concerning non-Federal funding for the SBDC network. [Diversified and Expanded Resources]
- ① Don Wilson will ask SBA to share SBDC client satisfaction information with OMB. [Diversified and Expanded Resources]
- ① Board members will share reports and studies on their state/regional SBDC networks, for the purpose of providing those reports to OMB. [Diversified and Expanded Resources]
- ① Chairman Petrilli and Don Wilson will send information to Board members to assist them with their calls to state directors regarding capital infusion levels in the 2007 proposals. [Unified High-Performance Network]
- ① Board members will contact assigned state directors to ask them how they determined capital infusion levels in their 2007 proposals. [Unified High-Performance Network]
- ① Jody Keenan and Barbara Necarsulmer will put together a list of suggested items that a new state/regional SBDC director should be aware of and do. [Unified High-Performance Network]
- ① The Board of Directors will include action items from the CEO's evaluation in the Board's action items for the coming year. [Unified High-Performance Network]
- ① Don Wilson will ask the Association's law firm to add a provision to the policy statement regarding termination of membership for non-payment of dues, stating that an SBDC can re-join the ASBDC after being terminated for non-payment of dues if such SBDC makes full payment of the dues for the calendar year in which such SBDC re-joins the ASBDC. [Unified High-Performance Network]
- ① The Board will work on proposals to enhance the effectiveness of Association committees, taskforces and interest sections, including definitions of committees, taskforces and interest sections. [Unified High-Performance Network]
- 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. [Network Awareness through a Common Message]

- ① The Association will ask SBA for additional funding or a change in the scope of work to pay for accreditation training. The Accreditation Committee will choose a group of members to work with Association staff on this. [Unified High-Performance Network]
- ① Dan O’Grady will poll appropriate ASBDC members to determine whether 70% of all members of the U.S. House and Senate appropriations subcommittees that fund the SBDC network have visited an SBDC, as called for by the Board’s strategic direction milestones. [Diversified and Expanded Resources]
- ① Don Wilson will give the Board a document specifying a corporate associate membership program. [Diversified and Expanded Resources]
- ① ASBDC staff will consider the possibilities of expanding the annual fall conference and make a recommendation to the Board. [Unified High-Performance Network]
- ① ASBDC staff will consider purchasing a copy of the decision-tree software used by Carol Lopucki to organize the Association’s work. [Unified High-Performance Network]
- 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. [Unified High-Performance Network]
- ① ASBDC staff will continue to work to develop a proposal for a certification program for all SBDC counselors, and present a proposal at the Spring Meeting next year. [Unified High-Performance Network]
- ① ASBDC staff will make a recommendation for a technology counselor certification program, in conjunction with the Technology Task Force, to the Board. [Unified High-Performance Network]
- 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. [Unified High-Performance Network]
- ① ASBDC staff will work with the Network Engagement Committee to determine a strategy to move forward on associate membership for counselors and staff. [Unified High-Performance Network]
- ① ASBDC legislative staff will continue to monitor efforts to provide funds for entrepreneurship training for farmers and ranchers in the next Agriculture Reauthorization bill. [Diversified and Expanded Resources]

- ① The Marketing Committee will make recommendations to the Board concerning the creation of a national brand for SBDCs, before the ASBDC Spring Conference.
[Network Awareness through a Common Message]