



BOARD OF DIRECTORS BOARD MEETING MINUTES

*Supporting the Success of its
Members – America's SBDCs*

OUR SHARED MISSION

Deliver high quality, professional business advice, education, and information that generates meaningful results.

OUR SHARED VISION

America's SBDCs are highly valued for driving economic prosperity.

ASBDC'S PURPOSE

To support the success of its members.

BOARD OF DIRECTORS OBJECTIVE

To establish the Association's mission, vision, strategic direction, approve the Association's budget and operations plan, and appoint and evaluate the performance of the Association's President, including setting compensation.

CALL TO ORDER

The Chairwoman called the ASBDC Board of Directors meeting to order at 3:30pm and welcomed all in attendance.

ROLL CALL

The Secretary completed the Board of Director roll call; quorum present.

PRESENT	BOARD MEMBER	COMMENTS
✓	Linda Rossi –Chairwoman (Vermont)	
✓	Mike Bowman (Delaware)	
✓	Mark Gregory –Treasurer (Oregon)	
✓	Laura Fine (Arkansas)	
✓	Ted Gutierrez -Secretary (Virgin Islands)	
✓	Kristin Johnson (Northern CA)	
	Steve Lawrence (Houston, Texas)	
✓	Michele Abraham (South Carolina)	
✓	Beth Melnik (ASDs)	
✓	Lisa Shimkat Vice-Chair (Iowa)	
✓	Tee Rowe, America's SBDC	

SECRETARY'S REPORT/APPROVAL OF THE MINUTES –

Minutes of the September 2021 Board meeting were sent out by e-mail. No changes were submitted. A motion to approve from Michele with a second from Kristin. The Board voted unanimously to approve.

CHAIRMAN'S REPORT

- Recap of last three weeks; special thanks to Michele with my transition and to Lisa in working with Greg as Treasurer and on the Financial Model. Going forward, Linda will be focusing on key categories like our relationship with SBA Leadership, supporting Tee and his work, communicating to Board and Membership --- facilitating a process that drives our priorities forward.
- Dedication of additional time on Board agendas for more discussion over the next few months to increase confidence in submitting a proposal for voting by February.
- Committee reports will be sent out and Board Liaisons and will be available for everyone within the network to view. This will allow Board meetings to be efficient.
- Lisa, Tee and Lisa had first bi-weekly meeting of fiscal year and sent out recap of that meeting.
- In regards to goals: Nancyellen will address what went into allocation of goals on the next State Director call on Oct 28th.
- Executive order and vaccinations communications will be deferred to Tee. Linda wants to reassure the Network Directors that decisions made about this topic are out of their control and we will follow host guidance as with any employer-related requirements.
- Liaison groups—thanks for picking those up and to new Liaison group leaders. Please share regularly scheduled meetings.

TREASURER'S REPORT

- Three areas Mark will try focus on three areas in the next few months; working with Tee and staff around a calendar year 2022 balanced budget is one.
- Cash flow lumpy in the past and 90-day cash balance should be about \$375K.
- Documentation of procurement processes to understand financials better.
- Also trying to figure online vs in-person vs hybrid conference models.
- AR high; conference fees still being collected, dues past 90 days.
- Overall financial health looks great but need to work on minimum keep.
- **Donna Ettenson:** NOAs went out late, funding for agency went out late, hosts don't like to pay dues without the money are the primary reasons there are outstanding balances.
- Donna sent out note to past due members reminding them if dues are not current, you're not a member in good-standing to help encourage them to pay.
- Mark encouraged all to look at the spreadsheet to help plan for next year's conference

PRESIDENT'S REPORT

Congressional Side

- Congressional-side things have changed a lot; August 31st was deadline for spending bill reconciliation package, lots of maneuvering.
- Tee will update network on any relevant breaks on this.
- Covid Executive Order —Per Nancyellen email —general SBA Counsel believes SBDCs not included; however, there

are some splits in legal argument.

- Several other agencies Counsel argue that cooperative agreements are contract type instruments like PTAC.
- Final decisions not made yet, so stay hopeful.
- SBA pushing forward with regulations and shouldn't be doing this without comment, but rather doing it as a negotiated making that complies with both the spirit of the SB Act and the Negotiated Rulemaking act of 1996. Also they are coming out with about 100 pages of revised regulations and there are a lot of areas where we're going to have concerns. Areas such as goals and performance, hiring of State Directors and responsibilities, and the privacy of our clients.

Association

- Thanks to Kristin Johnson for connecting Tee with SubCity who developed an app for clients to access economic development grant funding may donate 1% to network foundation.
- Potential Better Business Bureau collaboration
- Inclusivity webinars November, December, and January—subject to change...

Beth Melnik: Any updates on SBA Budget numbers? Tee: Nothing new...still under December deadline

Beth: Update on Navigators? Tee: end of the month is what they say...

Linda: some networks have been contacted about the Navigators program asking for clarifications, so that may be a good sign for a possible award.

LIAISON REPORTS

None/ new format implemented

FINANCIAL MANAGEMENT TASK FORCE REPORT/DISCUSSION

Lisa:

- Creation of a Loan Executive position ---Example Google sponsor Leadership Institute position
- Dues increase was positive response but some had concerns regarding the latest Census information.

Mark Bowman:

- Dues increase was relatively positive response.
- Leadership Institute (salary): Funds added to accreditation for that, ask Congress for that, retainer fee from every SBDC network
- Sponsorship is overdue and really needs to be looked at.
- Concerns about operating reserves

Kristin:

- Lots of support for sponsorship but some skepticism on how much we can raise and how quickly
- Not a lot of support of each state paying \$2K for impact study; maybe get a sponsor for that or incorporate it into dues?
- Annual showcase does not have much support and could be cut to reduce expenses

- Conference –hybrid model was really popular, particularly for the small states
- Membership- Corporate Memberships, other individual memberships like other associations and potential for membership for other nations.
- SBCD trainings offering for fee to increase revenue.
- Christian’s role: Worth it to have him, but split on paying fee for his services.

Linda:

- Lisa will create an BOX link for board members to access Financial Model docs. This is to encourage participation and ideas from the network and to capture, collect and share them.
- Who are our current sponsors before we search for new partners—conversation with Tee and Donna?
- Identify who are truly partners and who “work with SBDCs”
- What are the expectations for sponsors and network?
- Is there enough commonality to get the “Small but Mighty” states together for discussion about dues increase?

Mark:

- Inflation may need to be accounted for in relation to future dues as we don’t want to come to this discussion every year.

Lisa:

- Anybody else wants to contribute to this discussion, please email them to Lisa Shimkat. Kristin will forward information from Kathy Wiltse and Kurt Clark to Lisa because they have some good ideas on how to organize information.

COMMITTEES and INTEREST GROUPS

- Thanks to those who have re-upped on the committees and interested groups.
- Goal is to broaden opportunity for all network to join committees and interest groups.
- Communicate standing meetings.
- Co-Chairs is beneficial to off-set too much burden on one person
- Any feedback from the new methods of communicating these last few weeks?
- **Laura:** Mobilize is a great tool.
- Leadership Committee has new Liaison, Kristin Johnson and is looking for a Co-Chair.
- **Beth:** Suggest centralized location for communicating when meetings are taking place.
- Laura, Sherry Noller, and April may get together to identify a broader means of communication.
- **Ted:** Updating the ASBDC website with current information to match Google Docs?

OLD BUSINESS

Conference

Not specifically addressed

National Data Provider Discussion

Tee: Draft RFP national data provider concept; it may be best to share that with everyone.

National Impact Survey

No real business other than how we can provide budget information to Dr. Chrisman. Current year or accumulated allocation and match?

Beth: Tee sent out national study and band report a few weeks ago so everyone should have that.

NEW BUSINESS

- Laura: Digital annual report deadline is coming up, so we need to plan for that.
- Section on COVID will be added to Annual Report.
- Expand section for success story information.
- Next meeting November 15th.

MOTION TO ADJOURN

Kristin made a motion to adjourn the meeting and Lisa seconded. No discussion, the motion carried unanimously. The meeting ended at 4:43pm.