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| **NSBEAP (507) Annual Training-Planning for 2020** | |
| **Date: Monday December 2, 2019**  Time: 1:00 pm EST  Join Zoom Meeting  <https://ksu.zoom.us/j/403484835>   One tap mobile  +16699006833,,403484835# US (San Jose)  +16468769923,,403484835# US (New York) | Dial by your location  +1 669 900 6833 US (San Jose)  +1 646 876 9923 US (New York)  Meeting ID: 403 484 835  Find your local number: <https://ksu.zoom.us/u/abDOW4wH2K> |
| **Agenda** | |
| Roll Call   |  |  | | --- | --- | | **Regional Representation Attendees** | **Subcommittee Representation Attendees** | | R1: Sara Johnson | National Steering Committee- Lisa A, Jennifer C | | R2: |  | | R 3: Lee Ann Briggs | Education- Nancy Larson | | R4: Donovan Grimwood | Promotion- Sarah Johnson | | R5: Mark Stoddard | Technical - Donovan Grimwood | | R6: Lloyd Kirk | Awards - | | R7: Jennifer Wittenburg | Website – Nancy Larson | | R8: Alex Helling | EPA – Paula Hoag, Elnora Thompson | | R9: Eric Florio |  | | R10: Hillarie Sales, Jim Plosay |  |   Discussion:   * Logistics   + Contractor: Paula reported they are negotiating with the contractor and should have this firmed up in next few days   + Dates/times: May 4-7, 2020   + Save the date: May 4 – 7 – put on the website calendar, Annual Training page and “What’s new” * Registration / website- *pending* * Registration on NSBEAP website * Other materials needed for web * Equipment needs- *pending* * Laptops * Projectors – in each training room? * Screens in each room? * Microphones available? * WiFi needed – * Travel scholarships- * Can we offer these this year? *Yes, up to $5,500* * Selection process: *Same as in years past unless suggestions to handle differently, no suggestions offered*      * SBEAP Awards - * When/where * Can contractor help with location? * Agenda Development- start assigning session leaders: Each subcommittee should come up with a list of ideas or top 3 topics (more for technical), and submit to Lisa by Dec. 31 for a survey to wider audience in early Jan. * Monday night meet and greet – *Depending on the location, EPA will assist with identifying a space. Met at T.J. Stones in 2018* * Tuesday or Wednesday night- Awards Ceremony? *Renee is working on this.* * Site visit or EPA HQ? – *pending hotel and meeting space, likely Thursday afternoon* * Subcommittee session – *Each subcommittee will submit topics to Lisa by Dec. 31.* * NSC Strategy session ideas – *Lisa will discuss with NSC and likely do “World Café” again* * Newcomer training – *Education Subcommittee needs to propose* * How do we want to start prioritizing topics? *Via survey – see action item below* * EPA sessions – *Regulatory rollback – involve EPA and possibly SBA – Paula will work on this* * Potential Speakers / External Invitations: * Who from EPA do we want to invite / hear from? * RSBLs * CAPs * OAR/OAQPS * SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director. * ECOS- * Trade Associations * Marketing session * Environmental Law Institute * Others? * Follow up/Action Items: * Each subcommittee should come up with a list of ideas or top 3 topics (more for technical), and submit to Lisa by Dec. 31 for a survey to wider audience in early Jan. * Paula will secure speakers for a session on “Regulatory rollback” – involve EPA and possibly SBA * People liked the newcomer mixers done last year, would the Education Subcommittee to like to do this again? * Education Subcommittee can reach out to any newcomers in advance * Looking for ideas for field trip on Thursday of conference      * Next call: January 6, 2019 1-2pm EST | |

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| **Jan. 6, 2020 Agenda and Notes** |
| Roll Call   |  |  | | --- | --- | | **Regional Representation Attendees** | **Subcommittee Representation Attendees** | | R1: Sara Johnson | National Steering Committee- Lisa A, Jennifer C | | R2: |  | | R3: Lee Ann Briggs | Awards -  Education- Nancy Larson | | R4: Donovan Grimwood | Promotion- Sarah Johnson | | R5: Mark Stoddard | Technical - Donovan Grimwood | | R6: Lloyd Kirk | Website – Nancy Larson | | R7: Jennifer Wittenburg  R8 Alex  R9: Eric Florio | EPA – Paula Hoag  EPA contractor – Kurd Aldi, Endyna, Inc | | R10: Hillarie Sales and Jim Plosay |  |   Discussion:   * Logistics: *Paula shared the contractor has been secured and Kurd Ali, introduced himself and asked people to share top requests related to the venue.*    + *Costs biggest concerns, reasonable costs for hotel*   + *Options for easy access to transportation*   + *Food options close by*   + *Options for bringing in lunch – Paula says we probably cannot do this in 2020.*   + *Good audio-visual, including WiFi*   + *Options for social space*   + *Crystal area and all of Northern Virginia – looking for 50-room hotel block*   + *Paula shared that in addition the contractor can:* * *Develop the “save the date” flyer* * *Put together the survey and collect responses* * *Trade association letter format* * Registration / website- *As soon as a location is secured, we will get the registration and scholarships posted. To post in advance, just generates questions, so we plan to wait. The “Save the date” is already on the website and was shared with the Region 7 P2 group that plans to share out with the other Regions.*   + Other materials needed for web – *none at this time* * Equipment needs- *pending, but included in EPA contract*   + Laptops   + Projectors – in each training room?   + Screens in each room?   + Microphones available?   + WiFi needed - *Will make sure WiFi avaiable for projecting laptop. EPA won’t pay for additional WiFi connections but hotel may provide. Many hotel chains provide free WiFi access to members of their reward programs.* * Travel scholarships-  *Wait to promote until registration is out.*   + Can we offer these this year? *Yes, up to $5,000*   + Selection process: *Same method via Website and NSC as in years* * SBEAP Awards - *pending*   + When/where   + Can contractor help with location? * Agenda Development- start assigning session leaders: *All subcommittees except the POP have sent in their top three ideas. Once Lisa gets the POP ideas, she will send a topic survey out and give people about 1.5 weeks to respond. In addition to the topics she will add questions about: attendance, scholarship needs, EPA award ceremony and meetings, after-hours event or tour (Thursday PM)*   + Monday night meet and greet – *Depending on the location, EPA will assist with identifying a space. Met at T.J. Stones in 2018*   + Tuesday or Wednesday night- Awards Ceremony? *Renee is working on this.*   + Site visit or EPA HQ? – *pending hotel and meeting space, likely Thursday afternoon*   + Subcommittee session – *Each subcommittee will submit topics to Lisa by Dec. 31. Most done.*   + NSC Strategy session ideas – *Lisa will discuss with NSC and likely do “World Café” again*   + Newcomer training – *Education Subcommittee needs to propose. Belinda was contacted and said they will get this planned.*   + EPA sessions – *Regulatory rollback – involve EPA and possibly SBA – Paula will work on this* * EPA Administrator Award – *This may be part of small business week in D.C. now, so do people want to attend? The people that spoke up indicated they would like to attend and Lisa will plan to add this to the survey questions. Attendance increases SBEAP visibility with high-level EPA staff. Could piggyback with meeting with EPA staff at headquarters.* * Potential Speakers / External Invitations:   + Who from EPA do we want to invite / hear from?   + RSBLs   + CAPs   + OAR/OAQPS   + SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director.   + ECOS-   + Trade Associations   + Marketing session   + Environmental Law Institute   + Others? * Follow up/Action Items:   + *Contractor (Kurd) will secure training location and details, then share with planning subcommittee*   + *Sarah will send Lisa the POP subcommittee topics today.*   + *Lisa will send out a topic survey (or give to contractor to develop) and give people about 1.5 weeks to respond. In addition to the topics she will add questions about: attendance, scholarship needs, EPA award ceremony and meetings, after-hours event or tour (Thursday PM).*   + *Nancy will add Kurd, new contractor to planning listserv and double check to ensure both Rhonda Wright and Elnora Thompson are on the listserv too.*      * Next call: Feb. 3, 2020 1-2pm EST – *Lisa will be out, so need someone else to lead* |

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| **NSBEAP (507) Annual Training-Planning for 2020** | |
| **Date: Monday February 3, 2020**  Time: 1:00 pm EST  Join Zoom Meeting  <https://ksu.zoom.us/j/403484835>   One tap mobile  +16699006833,,403484835# US (San Jose)  +16468769923,,403484835# US (New York) | Dial by your location  +1 669 900 6833 US (San Jose)  +1 646 876 9923 US (New York)  Meeting ID: 403 484 835  Find your local number: <https://ksu.zoom.us/u/abDOW4wH2K> |
| **Agenda** | |
| Roll Call   |  |  | | --- | --- | | **Regional Representation Attendees** | **Subcommittee Representation Attendees** | | R1: Sara Johnson | National Steering Committee- Jennifer Collins | | R2: | Annual Training – | | R 3: Lee Ann Briggs | Education- Belinda Briedenbach | | R4: Donovan Grimwood | Promotion- Belinda Fowler | | R5: Jennifer Collins | Technical – Donovan Grimwood | | R6: Lloyd Kirk | Awards - | | R7: Jennifer Wittenburg | Website – Nancy Larson | | R8: Alex Helling | EPA – Paula Hoag and Elnora Thompson  EPA contractor – Kurd Ali | | R9: Eric F |  | | R10: Jim Plosay |  |   Discussion:   * Logistics – *Contractor update on hotel location.*    + Contractor - secured   + Location confirmed – *Wink Hotel to be renamed “Yours Truly D.C.” 1143 New Hampshire Ave NW, DC; located in Dupont Circle, excellent location for walkable locations including EPA; has a “pantry” that allows for picking up on-site snacks; hotel room very contemporary style; nice open lobby. Please use room block for reservations. Room rentals tied to conference space and amenity options.*   + Dates/times – *May 4 -7 lodging secured, meeting dates 5 -7*   + Cost for lodging - *$256 per night, within the federal lodging rate*   + Save the date *–Contractor will create draft for Paula or planning subcommittee to send out.* * Registration / website- *Will be open this week hopefully and include a link to make hotel reservation.* * Registration on NSBEAP website * Other materials needed for web – *Determine additional documents or link in March* * Travel scholarships- *Once registration open.* * Can we offer these this year? - *Yes* * Selection process same as in previous years * SBEAP Awards – *Renee:* [*nominations open*](https://nationalsbeap.org/content/2020-sbeapsbo-national-awards) *and due March 9th.* * Four categories * When/where *– Contractor has secured a location in the hotel.* * Agenda Development- *Review survey data and start plugging sessions into draft agenda so can be used for travel approval. Divide up responsibilities for sessions. Each session leader will be reponsible for organizing speakers, moderating or choosing a moderator, selecting a time slot that works for speakers. See draft agenda*    + Monday night meet and greet – *pending, need location*   + Site visit or EPA HQ? *– room available a headquarters Thurs PM after award ceremony*   + Subcommittee session   + NSC Strategy session ideas   + Newcomer training – *Is Education Subcommittee planning on doing?* * Potential Speakers / External Invitations: *Who do we want to send invitations to either to speak or just attend? No action* * RSBLs * CAPs * OAR/OAQPS * SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director – *recommendation to have staff outside Advocacy discuss resources available to small businesses.* * ECOS- * Trade Associations * Marketing session * Environmental Law Institute * Compliance Assistance Centers (Catherine Tunis) / renewed emphasis on compliance assistance at EPA * EPA P2 program collaboration * ECAD Directors * EPA Lean Management initiatives * Opportunity Zones – opportunity for small business? * EPA regulatory rollback * Others? * Equipment needs- *Contractor will address. Subcommittee will be prepared with info in March.* * Laptops * Projectors – in each training room? * Screens in each room? * Microphones available? * WiFi needed – * Follow up/Action Items: *Secure speakers per agenda assignments. Get registered once information is posted.*      * Next call: March 2, 2020 1-2pm EST | |

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| **NSBEAP (507) Annual Training-Planning for 2020** | |
| **Date: Monday March 2, 2020**  Time: 1:00 pm EST  Join Zoom Meeting  <https://ksu.zoom.us/j/403484835>   One tap mobile  +16699006833,,403484835# US (San Jose)  +16468769923,,403484835# US (New York) | Dial by your location  +1 669 900 6833 US (San Jose)  +1 646 876 9923 US (New York)  Meeting ID: 403 484 835  Find your local number: <https://ksu.zoom.us/u/abDOW4wH2K> |
| **Agenda** | |
| Roll Call   |  |  | | --- | --- | | **Regional Representation Attendees** | **Subcommittee Representation Attendees** | | R1: | National Steering Committee- Lisa and Jennifer | | R2: | Annual Training – | | R 3: | Education- Belinda Briedenbach | | R4: Donovan Grimwood | Promotion- | | R5: Renee Bashel | Technical – Donovan Grimwood | | R6: Lloyd Kirk | Awards - | | R7: Jennifer Wittenburg | Website – Nancy Larson | | R8: Alex Helling | EPA – Paula Hoag and Elnora Thompson  EPA contractor – Kurd Ali | | R9: Eric F |  | | R10: Hillarie Sales |  |   Discussion:   * Logistics – *Contractor update on hotel location.*    + Contractor - secured   + Location confirmed – *Wink Hotel to be renamed “Yours Truly D.C.” 1143 New Hampshire Ave NW, DC; located in Dupont Circle, excellent location for walkable locations including EPA; has a “pantry” that allows for picking up on-site snacks; hotel room very contemporary style; nice open lobby. Please use room block for reservations. Room rentals tied to conference space and amenity options.*   + Dates/times – *May 4 -7 lodging secured, meeting dates 5 -7*   + Cost for lodging - *$256 per night, within the federal lodging rate*   + Save the date *–Done* * Registration / website- *Opened Feb. 13* * Hotel and other need to know information posted. * 20 registered as of now, hotel cut off is April 13. * Hotel cancelation policy is 72 hour notice. * Travel scholarships- Posted and 8 applicants so far. Closed 3/6 and applicants will be notified Tuesday * Selection process same as in previous years * Reminders sent * SBEAP Awards – *Renee:* [*nominations open*](https://nationalsbeap.org/content/2020-sbeapsbo-national-awards) *and due March 9th.* * Four categories * When/where *– Contractor has secured a location in the hotel.* * Reminders sent * Considering a cake for the reception – 30 year anniversary * Screen and projector available in the room reserved. * Agenda Development- *Review survey data and start plugging sessions into draft agenda so can be used for travel approval. Divide up responsibilities for sessions. Each session leader will be reponsible for organizing speakers, moderating or choosing a moderator, selecting a time slot that works for speakers. See draft agenda*    + Monday night meet and greet – *pending, need location*   + Site visit or EPA HQ? *– Groups voted to go to EPA*   + Subcommittee session – *most filled, may change order of day 2 technical sessions*   + NSC Strategy session ideas   + Newcomer training – *Yes* * Potential Speakers / External Invitations: *Who do we want to send invitations to either to speak or just attend? Briefly discussed* * RSBLs * CAPsEPA lean * OAR/OAQPS * SBA Office of Advocacy-Les Davies and SBA Regional Director and Marketing Director – *recommendation to have staff outside Advocacy discuss resources available to small businesses.* * ECOS- * Trade Associations * Marketing session * Environmental Law Institute * Compliance Assistance Centers (Catherine Tunis) / renewed emphasis on compliance assistance at EPA * EPA P2 program collaboration * ECAD Directors * EPA Lean Management initiatives * Opportunity Zones – opportunity for small business? * EPA regulatory rollback * Others? * Equipment needs- *Contractor will address. Subcommittee will be prepared with info in March.* * Laptops * Projectors – in each training room? * Screens in each room? * Microphones available? * WiFi needed – * Follow up/Action Items: *Secure speakers per agenda assignments. Encourage everyone to register.*      * Next call: March XX – pending and then April 6, 2020 1-2pm EST | |

**March 13, 2020**

Roll Call

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| **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: | National Steering Committee- Lisa |
| R2: | Annual Training – |
| R 3: Lee Ann Briggs | Education- |
| R4: Donovan Grimwood | Promotion- |
| R5: Renee Bashel | Technical – Donovan Grimwood |
| R6: Lloyd Kirk | Awards - |
| R7: Jennifer Wittenburg | Website – Nancy Larson |
| R8: Alex Helling | EPA – Rhonda Wright  EPA contractor – Kurd Ali |
| R9: Eric F |  |
| R10: Hillarie Sales |  |

Discussion: Various programs spoke to their travel restrictions and in the absence of Paula Hoag from EPA a decision to postpone the Annual Training is pending. Lisa will plan to send a notice out to “Main” today, letting people know that we have not made any decision on canceling or postponing the training yet, but encouraging people to hold off on making any airline reservations.

* Hotel reservations can be canceled with a 72 hour notice
* Kurd indicated several hotels are experiencing cancelations and if we have to postpone our training, it should not create a problems.

Kurd reported 13 have made hotel reservations and 24 people have formally registered.

The Planning Subcommittee reviewed the agenda and discussed secured and proposed speakers.

Action items:

* Lisa will talk with Paula about maintaining or possibly changing the training dates, then notify committee if meeting is needed before April 1.
* Lisa will send out notice to the main telling people the status of the Annual Training will be reviewed next week, but states are encouraged NOT to make airline reservations if they haven’t already.
* Nancy will post the updated meeting notes and agenda.

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| **Date: Monday April 6, 2020**  Time: 1:00 pm EST  Join Zoom Meeting  <https://ksu.zoom.us/j/403484835>   One tap mobile  +16699006833,,403484835# US (San Jose)  +16468769923,,403484835# US (New York) | Dial by your location  +1 669 900 6833 US (San Jose)  +1 646 876 9923 US (New York)  Meeting ID: 403 484 835  Find your local number: <https://ksu.zoom.us/u/abDOW4wH2K> |
| **Agenda** | |
| Roll Call   |  |  | | --- | --- | | **Regional Representation Attendees** | **Subcommittee Representation Attendees** | | R1: | National Steering Committee- Lisa and Jennifer | | R2: | Annual Training – | | R 3: | Education- Belinda Briedenbach | | R4: Donovan Grimwood | Promotion- | | R5: Renee Bashel | Technical – Donovan Grimwood | | R6: Lloyd Kirk | Awards - | | R7: Jennifer Wittenburg | Website – Nancy Larson | | R8: Alex Helling | EPA – Paula Hoag and Elnora Thompson  EPA contractor – Kurd Ali | | R9: Eric F |  | | R10: Hillarie Sales |  |   Discussion:   * **Paula explained we are waiting to reschedule based on COVID-19 related advisories and closures.** * **Contractor’s contract** extended so hopefully plan a Fall event * **Face-to-face meeting important** * **Current hotel reservations** – Kurd provided an update indicating all reservations should have been canceled, but some people have not received cancelation e-mails. Kurd will double check with hotel today and notify all those with previous reservations that their reservation was canceled. Lisa will send a note to “main” that if anyone made reservations separate from the room block, they are responsible for canceling their own reservation. * **Outside speakers** – Please reach out to outside speakers telling them the event is postponed. Maybe in the fall, more to come. * **Agenda** – Chemical manufactures and others possible new speakers option due to COVID-19 * **EPA SB awards** – EPA will try to reschedule this event with the rescheduling of the Annual Training * **Monthly calls** – Paula and Lisa recommend we keep these monthly meetings on our schedules and then cancel if needed. * **State travel approvals** – Paula asks states to indicate whether they can get approval to travel going forward. * **Travel scholarships**- Fourteen applications, 11 awarded but now put on hold. * **SBEAP Awards** – No report * **Action Items** -   + *Kurd will reach out to hotel and send all that had reservation through the block a confirmation that their reservations are canceled.*   + *Lisa will send a reminder to “main” that if they made hotel reservation outside the block, it is their responsibility to cancel the reservations.*   + *Nancy will extend the reoccurring monthly meeting invites and post updated notes.*   Next Meeting May 4, 2019 at 1pm Eastern. | |
| **Date: Monday May 4, 2020**  Time: 1:00 pm EST  Join Zoom Meeting  <https://ksu.zoom.us/j/403484835>   One tap mobile  +16699006833,,403484835# US (San Jose)  +16468769923,,403484835# US (New York) | Dial by your location  +1 669 900 6833 US (San Jose)  +1 646 876 9923 US (New York)  Meeting ID: 403 484 835  Find your local number: <https://ksu.zoom.us/u/abDOW4wH2K> |

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| **Regional Representation Attendees** | **Subcommittee Representation Attendees** |
| R1: | National Steering Committee- Lisa and Jennifer |
| R2: | Annual Training – |
| R 3: | Education- Belinda Briedenbach |
| R4: Donovan Grimwood | Promotion- |
| R5: | Technical – Donovan Grimwood |
| R6: | Awards - |
| R7: Jennifer Wittenburg | Website – Nancy Larson |
| R8: Alex Helling | EPA – Paula Hoag and Elnora Thompson  EPA contractor – Kurd Ali |
| R9: Eric F |  |
| R10: Hillarie Sales |  |

**Annual Training update** – Paula Hoag: Survey of states for participation in a Fall Training. About 30 responded and about 50% said they could likely travel if approved. Paula recommends that we cancel the 2020 in-person Annual Training.

How does this impact funding for future or 2022 funding? EPA typically funds every other year? By canceling it now and we can re-appropriate the funds now and keep it from getting swept.

New NSBEAP grant includes funding for 2022 and 2024 Annual Trainings.

Could it be used for 2021? Paula prefers not to push the money into 2021, the preference is to use the funds by Oct. 1, possibly for a virtual event.

For 2020, should be host a virtual event?

* Viable option
* If need to have a contractor, would need to have in place within a few weeks
* Can facilitate this through the current grant
* Zoom is familiar to most on NSBEAP and it is easy to use
* Can host up to 150 participants with permission
* Timing?
  + September – Paula suggests early September, Paula and Nancy can talk about what might need to be added to the grant to support this effort. Includes a summary report.
  + Third week of September is P2 weeks, please avoid. Sept. 14
  + Region 6 RCRA training – Sept. 1 -3 virtual
  + Sept 8 -11th (Tues-Friday)
* Format?
  + Breakouts – Nancy will investigate and get training as needed
  + One to two sessions each day for a week? Avoid Zoom burnout
  + Regular subcommittee calls open up to invite everyone
    - Technical is already moving forward with their sessions via Zoom
  + Each day include some type of interactive or social aspect to keep people’s attention
  + Strategy session for NSC
  + Subcommittee

Action items

* Notify main – Paula
* Update agenda
* Update the website - Nancy
* Various contacts and subcommittees follow-up with “green” sessions
* Next call June 1, 2020 at 1pm Eastern
  + Figure our registration process in June

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| **NSBEAP (507) Annual Training-Planning for 2020** | |
| **Date: Monday June 1, 2020**  Time: 1:00 pm EST  Join Zoom Meeting  <https://ksu.zoom.us/j/403484835> | Dial by your location  +1 669 900 6833 US (San Jose)  +1 646 876 9923 US (New York)  Meeting ID: 403 484 835 |
| Roll Call   |  |  | | --- | --- | | **Regional Representation Attendees** | **Subcommittee Representation Attendees** | | R1: Sara Johnson | National Steering Committee- Jennifer C and Donovan G | | R2: |  | | R 3: Lee Ann Briggs and Olivia Achuko | Education- Belinda B | | R4: Donovan Grimwood | Promotion- | | R5: Lisa (Chair) and Emily Ohde | Technical - Donovan Grimwood | | R6: Lloyd Kirk | Awards - | | R7: Jennifer Wittenburg | Website – Nancy Larson | | R8: Belinda B | EPA – Paula Hoag | | R9: Eric Florio |  | | R10: Hillarie Sales |  |   Discussion:   * Logistics –   + Dates/times: 1pm to 4:00pm Central time most days with 30 minute social from 3:30-4pm   + Save the date: Sept 8 -11, 2020 * Registration / website * Registration on NSBEAP website – Kansas will manage this via Google docs – likely open in July * Other materials needed for web – registration, agenda and other details will all be posted at in July and August at <https://nationalsbeap.org/training> * Equipment needs- N/A * Travel scholarships- NA, funding from these diverted to Kansas to hols Sept virtual training * SBEAP Awards – *Renee* * Still planned virtually * Agenda Development- See draft agenda * Follow up/Action Items:      * Next call: July 6, 2020 1-2pm EST | |

**July 6, 2020 Annual Training – planning subcommittee notes**

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| **Regional representatives** | **Subcommittee representatives and EPA** |
| R1: | NSC: |
| R2: | Awards: |
| R3: Lee Ann Briggs (PA) | Education: Belinda Breidenbach |
| R4: | Promotion: |
| R5: Lisa Ashenbrenner Hunt (WI) Chair | Technical: |
| R6: Lloyd Kirk (OK) | Website: Nancy Larson |
| R7: Allison Crowther (KS), Jennifer Wittenburg (IA) |  |
| R8: Belinda Breidenbach (ID) | EPA: Paula Hoag, Lea Carmichael |
| R9: Eric Florio |  |
| R10: John Plosay and Hillarie Sales |  |

Planning call frequency – meet every other week, Monday July 20, 2020 is next meeting, then every two weeks. Nancy will send out an updated meeting notice.

* Agenda updates – See 20.07.06 agenda
* Networking events – themes and hosts
* Trivia for breaks (suggestions: CAA or EPA’s 50 year history) – KS volunteered to organize and facilitate this. One or two questions will “hung” at the start of each break for participants to vote on, then the answer revealed at the start of the next session.
* COVID-19 panel session – Several ideas discussed, no decision made.
* P2 (Tina Guthrie) or OPPT small business TSCA risk assessment and RMP. Lisa will contact Jennifer about P2 and Paula will get clarity on RMP and TSCA.
* Other possible topics from Rhonda: Learning Management System (APTI), Reclassification of Major Sources as Area Sources – only if rule signed prior to training, n-propyl bromide added to HAPs – selected Learning Management Systems for now.

**July 20, 2020 Annual Training – planning subcommittee notes**

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| **Regional representatives** | **Subcommittee reps and EPA** |
| R1: Sara Johnson | NSC: Jennifer Collins |
| R2: | Awards: |
| R3: Lee Ann Briggs (PA) | Education: Belinda Breidenbach |
| R4: | Promotion: |
| R5: Lisa Ashenbrenner Hunt (WI) Chair | Technical: Mark Stoddard |
| R6: Lloyd Kirk (OK) | Website: Nancy Larson |
| R7: Allison Crowther (KS), Jennifer Wittenburg (IA) |  |
| R8: Belinda Breidenbach (ID) | EPA: Paula Hoag, Lea Carmichael |
| R9: Eric Florio |  |
| R10: Jim Plosay and Hillarie Sales |  |

**Meeting discussion points**

* Verifying time zones: Central time zone right now, but we may need to move it to Eastern – Lisa will check with Rhonda and Hawaii; Paula will then check with her EPA contacts based on Lisa’s findings.
  + Suggestion to spell out at least two time zones in agenda
* Save the date – This has been prepared and is ready to go, do we include a calendar invite without registration? Yes, use the word “Hold” and reminder to pre-register.
* Registration – Reviewed registration form and questions. Send outlook invite with registration link.
* Small group to help organize Virtual Meeting capability – Lea Carmichael, Lisa, Allison and Nancy – remind people that we are using Zoom and they may need to ask permission for firewall; camera for speaker and networking sessions.
  + Zoom training for speakers – The workgroup will prepare this and report to main Planning Committee.
  + Keeping people’s attention during virtual meetings – Speakers pause for responses to chat, look at different format for view of chat.
* Communication plan – How do we engage states that don’t usually participate? All state contacts and SBEAP participants are on main. Belinda suggests each regional rep make concerted effort to recruit each state in their region to registration.
* COVID session – Education subcommittee is planning to discuss at their meeting, technical subcommittee helping.
* Networking sessions (pre-training day 1, reception day 2) – Use cameras during these.
* P2 or OPPT Small Business TSCA Risk Assessment and RMP – Secure TSCA speaker if possible.
* NSC Strategy Session – Can we do breakout session – yes, we will use random breakouts. Do more work from 2019 list and prioritize items out of each list.

**ACTION ITEMS**

* Confirm time zone – Lisa and Paula
* Time Zone updates to Save the date, agenda update and website page and calendar – Nancy and Allison pending time Zone Confirmation
* Send out Save the date with a “Hold” calendar invite
* Registration form – Allison will send test link to Lisa, Paula and Lea
* Small group meetings – Nancy will send Doodle Calendar to Lisa, Lea and Allison
* TSCA speaker – Paula will work to confirm a speaker
* COVID session – Education and Technical working on this.