**National SBEAP Website Subcommittee**

**Consolidate committee notes – 2021**

**Subcommittee Mission**

*To serve, support, and strengthen the Small Business Environmental Assistance Programs through virtual resources and collaboration.*

**Date:** Feb. 17, 2021

**Roll call:**

Allison Crowther

Nancy Larson

Donovan Grimwood

Abigail Crouse

Michelle Gillham

Lea Carmichael

Dan Sowry

Sara Johnson

Eleanor Divver

Tony Pendola

**Review of last meeting:** Brief review of logo and website redesign Dec. discussion. Minutes on subcommittee page.

**Review and discussion topics**

* Logo – voting results, any last edits
  + New logo won 24-8
  + Three people sent comments—most points had already come up, Nancy will follow up
  + Not planning to use new logo until new website is launched—consistent branding
* Review of new draft site
  + Scaling issues—icons don’t show, banner takes up too much space
  + Will be playing with fonts, adding branding to top section, removing National SBEAP logo from bottom of page
  + Possibly adding hover-over function like in the buttons on the existing home page
    - Alternate text—ADA compliance
  + New map for state contact map—redid color coding to show EPA regions
  + Side menus
  + Updating URLs/consistent breadcrumbs
* Listserv issue and possible change
  + Listserv e-mail addresses have nationalsbeap.org, but point to KSU listservs
    - Some security software checks whether address matches the list it refers back to—since the address does not match, these systems see them as spam and block them
    - At least one state has one of these systems and does not receive listserv e-mails
    - Plan is to switch all listservs to ksu addresses so that they match and will pass through the security system ( ex. [Sbeap\_main@ksu.listserv.edu](mailto:Sbeap_main@ksu.listserv.edu))
      * Lea will double check but does not expect any issues with the grant
      * Users will need to update address books, safe sender lists
    - Tentatively changing over to new addresses Aug. 1, pending recommendation of IT
  + Can we set up a form on the website that automatically sends a message to Nancy, Allison?
    - Previously decided against automatic process—screen new members since not all listservs are open to the public
* Request to post RASBL list?
  + EPA used to have list posted, but not since they revamped their website, so want to have it accessible on our website
    - Intend to post this to website, but waiting for OAQPS’ process to settle
    - Lea will speak to Rhonda about posting these, on EPA or National SBEAP
  + SBEAP resource—linked as internal resource
* Other topics
  + Annual report
    - Due March 31, fillable form available on the website to help gather data (but don’t send in), Ohio hosting this year, you can save and come back now
  + Metrics training
    - Panel discussion last week
    - Posted on YouTube channel, Metrics page
  + ASBO newsletter and Twitter – discussion with Promotion
    - Reviewing processes, looking into how we can get more content
  + Quarter report
* Microsoft has a new app in Office that does forms (MS Forms)
* May switch to Teams later in the year from Zoom
* Next steps
  + Share out weblink to review draft site
    - Once side menus are populated, will send out with questions
  + Next meeting will be scheduled after new site link is shared

**Action items**

* PPI team working on scaling of homepage and site, font, moving logo
* Depending on Lea’s f/u with Paula on RASBL listing, these will either be linked or posted under SBEAP resources – existing and new site
* Continue to research possibility of moving listserv address by Aug 1.
* Consider hosting meetings via Teams by Aug 1
* Ask NSC and subcommittee chairs to consider new minute format for posting consolidated notes.