



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF ENTREPRENEURSHIP,
INNOVATION & TECHNOLOGY

Bruce Rauner, Governor

Illinois SBDC Advisory Board
September 24, 2015 Meeting Minutes

In Attendance:

Jerry Furby, Advisory Board Chair, PNC Bank
Karen Binder, Grand River Spirits
Brian Ford, Facet Technologies, Inc.
D.R. Smith, D.R. Smith Home Interiors
Robert "Bo" Steiner, U.S. SBA Illinois District
Rosemary Swierk, Direct Steel LLC
Kent Thompson, Mystic Metal Movers
Jan Masamoto, JTM Concepts
Bruce Montgomery, Technology Access TV
Jay Dee F. Shattuck, Shattuck & Associates

DCEO Attendees:

Esther King, DCEO
Mark Petrilli, DCEO
Kirsti Carter, DCEO
Rodney Hollenstine, DCEO

Unable to Attend:

Mark Grant, NFIB
Bill Fleischli, Illinois Petroleum Marketers
Association

- I. Call to order and welcome by Jerry Furby
- II. Introductions
- III. Review of the Illinois SBDC Advisory Meeting minutes from May 20, 2015. Karen & Jan moved to accept the minutes, Brian 2nd.
- IV. Illinois SBDC Network Strategic Priorities
 - Increase Relevance
 - Promote Value
 - Maximize Resources
 - Strengthen Partnerships

Mark asked the members if there were any questions regarding the Strategic Plan. A question asked, "Have we contacted local chambers to spread the word about SBDC?"

Mark's responded that as a state we don't contact them ourselves, and that we rely on the centers to do that. He also noted that we have a couple of centers that host local chambers.

- V. Illinois SBDC Network – Center Updates
 - Mark Petrilli and Rod Hollenstine just returned from San Francisco where they attended the America's SBDC Annual Professional Development Conference. While there, Priscilla

Cordero, Director of the Illinois SBDC at Governor's State University, was recognized as the Illinois State Star. Priscilla was treated to a bus tour of Google, Facebook and Intuit. When they returned there was a special reception held in their honor. One of the keynote speakers at the conference was Facebook COO Sheryl Sandberg.

Bo informed the board that there are no new updates from SBA.

Mark informed everyone of a couple of changes to the SBA network:

- Lost ITC Director at NORBIC

- New ITC Director at [REDACTED]

- New Director at WBDC – Karen [REDACTED]

VI. Update on Current State and Federal Budget Situation

- The centers continue to operate through funding agreements with DCEO. Currently we are funding centers with CY15 funds that were appropriated in January, 2015. We are still waiting for FY16 state funds to be allocated, but until a budget is established, we will continue to use the federal funds.

We are ok thru December, 2015 on the federal funds as long as there isn't a government shutdown.

Bo indicated that there will probably be a short term continuing resolution sometime in October that will last thru December. Hopefully things will work out and we will be able to avoid a federal shutdown.

Mark emphasized that our federal funds are flowing, so we are able to provide services. However, we are looking at options with rearranging funds if the state doesn't decide on a budget before the end of the year.

DCEO has some strong supporters as we seem to be the one agency that focuses on what the new administration sees as a priority for the State.

Jerry stated that all the members would be willing to send letters of support for SBDC and DCEO if needed.

VII. Illinois SBDC Network 2016 Request for Applications (RFA) - Status

- RFA's were released in early September for SBDC & PTAC. We're expecting applications to be returned by October 8, 2015. At that time we will start the review processes. All applications are slated to take effect on January 1, 2016, however that may be delayed due to the State budget. Even with the budget issues still pending, we will go thru with the process and put the applications on hold until we have the final amounts determined.

The Review process for RFA's is as follows:

- RFA's are reviewed for completeness. Centers are contacted if documentation is missing

- Level of funding is determined and distributed where it is most needed

- Review instrument is used for each RFA

- Overall results are looked at

- Recommendations are then made as to how much the centers should receive based on:

 - geography

- strong partnership
- is host organization strong enough to support an SBDC.

There seems to be a lot of interest in the NE part of the State. There's also have had some interest from Community Colleges. The first application was received from Blackhawk College.

VIII. SBDC Accreditation Process Update – Review of Itinerary

-The Accreditation Team will arrive in Springfield on October 18, 2015. They will have a short meeting Monday (10/19) morning and then the two teams will leave for their first site visits. They will visit several SBDC's thru the week, however, given the time constraints, the teams will not be able to visit ALL of the centers, so we have specific centers set up as the "host" center. Then other SBDC directors from the area will come to the "host" center to meet with the team.

The Accreditation Team will be meeting with the Director, Esther King and Bo Steiner. It would be greatly appreciated if advisory board members could make it to the "host" center closest to their area to meet with the Accreditation Team. (Mark will send out an itinerary to members once it's finalized).

IX. Addition of New Advisory Board Members

-Three Vacancies

We currently have 12 members on the board and it should be 15. There are 3 spots in the State of Illinois that need SBDC coverage. The Metro East – Northern Edge of Illinois, Rockford area – Far Eastern, Danville area.

There are currently no one in these areas and these are big holes in the SBDC network. If anyone has someone that they would like to recommend, please send their name and contact information to Mark Petrilli.

X. Additional Agenda Items

-At the May meeting we talked about having Advisory Board Members going out to the SBDC centers and meeting the Directors/employees. Has anyone had a chance to visit any centers?

Rosemary visited several. She met Karen at WBDC and was very impressed with her outgoing and eager personality. She also visited the ITC Lake County and met Nicole. Also, very impressed with her. **Florence Handy** – Chicagoland, established a course for businesses that want to establish a store front. It's a 10 week course that tells them all that they need to know and be aware of when developing this. Rosemary thought that this was a great idea for new business owners. She also has met with **[REDACTED]**, Director of PTAC at McHenry County and said that she has a way of helping new clients and directing them to exactly what they need.

Bruce visited the SBDC at the Chicagoland Chamber. He said that they were all young & new to the program, but they were off to a good start. Their approach is to get out and build a network. They've been out and made their presence known and talking to chambers. He noticed the same with the team at U of I Chicago. They are getting out and wanting to help people put their best foot forward when starting businesses.

Bruce also attended the 29th Annual Entrepreneurial Woman's Conference hosted by the WBDC and saw a number of SBDC's were present. That shows that we are all working together.

Everyone was impressed with all the positive comments by board members and feels that the Advisory Board should hear about all the positive improvements the SBDC's are making in Illinois.

Jerry noted that he asked his team about how they use their SBDC's in their job. His top performers were the only ones that even knew who their SBDC Director's were and actually worked with them. This shows that the SBDC Centers are beneficial.

It was also mentioned that there is a large amount of tools and services that the SBDC's have to offer to clients for free, but they aren't letting people know about them. That they need to make their clients more aware of ALL of the tools, programs, resources available to them. Rosemary commented that SBDC's are tasked with a wide responsibility of duties and that their clients have a wide range of needs and wondered if there was a way to identify the strengths of each individual SBDC so that the clients would know where to go to for a specific need.

Brian mentioned that he went back to his SBDC after the last meeting and informed them about Growth Wheel. Since then they've been using it successfully. Mark also shared that Karen, at WBDC, got certified on Growth Wheel while in San Francisco and has started utilizing it at her center.

Jerry asked Mark to send out a list to all Board members of all of the tools that are available to the centers as well as a list of SBDC's & Tech Centers.

XI. Next Meeting Dates – Location

-It was decided that the next meeting will take place on December 2, 2015 in Springfield before our SBDC/PTAC center conference. This will give everyone a chance to share their stories and meet Center Directors in their area as well as across the state.

XII. Closing – Wrap Up

-We need 3 board members, one from each area: Metro East, Rockford, Danville
-Mark will send out lists to Board members of available tools and SBDC centers
-Next meeting will take place on December 2 in Springfield.

