



**Minutes of the Conference Call
Of the Board of Directors
Of
The Gypsy Moth Slow the Spread Foundation, Inc.**

**September 8, 2004
10:00 a.m. – 12:09 p.m. EDT**

Proper notice having been duly given to each Board member, a conference call of the Board of Directors was held on the above date.

President Esther Chapman called the meeting to order and Secretary Frank Fulgham called the roll.

BOARD MEMBERS

Esther Chapman, Wisconsin, President	present
Gene Cross, North Carolina, Vice-president	present
Frank Fulgham, Virginia, Secretary	present
Charlie Coffman, West Virginia,	present
Bob Waltz, Indiana	absent
Scott Frank, Illinois	present
Ken Rauscher, Michigan	present
Geir Friisoe, Minnesota	present

OTHERS PARTICIPATING IN THE MEETING

Michael Philip, Michigan
Gary Gibson and Eric Ewing, West Virginia
David Atkins, Brian Burke, Ohio
Carl Harper, Kentucky
Melody Walker and Linda Ellefsen, Wisconsin
Vicki Cook, Minnesota
Wes Nettleton, Donna Leonard and Michael Connor, USDA Forest Service
Joe Messineo and Leon Bunce, USDA-APHIS-PPQ
Ed Holloman, Southeastern Association Services

Whereas, the above noted directors constitute a quorum, and there is no objection to this proceeding, the following business was conducted:

APPROVAL OF THE MINUTES

The minutes of the Gypsy Moth Slow the Spread (STS) Foundation Board of Directors' Annual Meeting in February 2004 were approved and ratified by unanimous vote and shall be filed in the Minute Book.

APHIS STAFF CHANGES

APHIS: Philip Bell's recent promotion means that he will no longer carry duties for STS. Mary Mahaffey has moved into Philip's old position as the Eastern Region Program Manager and will



coordinate STS needs and activities with APHIS. In the interim until Mary is up to speed, APHIS has asked Joe Messineo to coordinate with STS. Joe and Mary will be added to the distribution and mail lists for the Foundation Board of Directors and Regulatory Committee.

2004 COOPERATIVE AGREEMENT WITH APHIS

Ed Holloman reported that as of early September, States had requested reimbursement for approximately 60% of the total available funds (\$239,250.00) from the Cooperative Agreement with APHIS. The states with active 2004 Agreements were polled and all anticipated they would use 100% of their funds prior to the expiration date of September 30, 2004. Ed also needs the following reports:

- 3rd quarter Progress Report from WV (covering 4/1-6/30/04)
- 3rd quarter Financial Status Report (FSR) from NC (covering 4/1-6/30/04)

2005 COOPERATIVE AGREEMENT WITH APHIS

Charlie Coffman reviewed the actions that have been taken since the February meeting in an effort to bring the APHIS funded regulatory component of STS to full operational status. Preliminary planning indicates that funding of \$525,000 to \$600,000 is needed to ensure full implementation of the STS Regulatory Action & Evaluation Plan (USDA, APHIS 2003). Jerry Fowler and Paul Eggert indicated that APHIS would consider a proposal from the Foundation for full implementation of the STS regulatory component. The proposal is due to APHIS by the end of October and Joe Messineo (APHIS SPHD in WV) has been asked to coordinate this effort with the Foundation. The Board decided on the following actions:

- Charlie Coffman to immediately distribute the entire package (budget spreadsheet, Resolution, STS Regulatory Action & Evaluation Plan and datasheet) to all members
- Each member to submit a detailed budget and narrative to Ed Holloman by September 30. Work described in the narrative should be tied to the Regulatory Action and Evaluation Plan. Cost share is not a critical issue, but should be shown wherever possible.
- Ed will consolidate the budgets and narratives from the states and MSU into a Foundation 424 package by October 11. Per J. Messineo's advice, the Foundation's narrative should emphasize full implementation of the APHIS Action & Evaluation Plan.
- Ed will distribute the draft Foundation 424 package to the Board for review prior to submitting the final package to APHIS at the end of October
- Donna Leonard will request a similar package from Amos Ziegler at MSU and distribute it to the Board for review at the end of September. MSU's final proposal will also be submitted to Ed and rolled into the Foundation's 424 package.

Given the frequent change in APHIS staff responsible for STS, Charlie reiterated his concern that the states must be pro-active in managing the regulatory component of STS. Since Philip Bell has moved on, it will be up to Mike Massey of NCDA, as co-chair of the Regulatory Committee, to coordinate with Joe Messineo and Mary Mahaffey of APHIS to keep this committee functioning as desired. With that in mind the following action will be taken:

- Gene Cross will advise Mike Massey to contact Joe Messineo and proceed with planning the 2nd annual meeting of the STS Regulatory Committee, date and site to be determined. It was noted that the meeting might be held in conjunction USDA Research Forum (January in Annapolis MD).

CLOSE-OUT OF THE 2003 GRANT WITH FOREST SERVICE

This grant for \$6 million has been pulled down to a zero balance. After the states de-obligated unused funds, there was a balance of about \$571,000.00 and these funds were used to pay for about half of the Disrupt II (flakes) used on the 2004 projects. Ed needs the following reports in order to complete the close-out:

- Final Progress Reports from WV, OH, IN and IL
- Deobligation 424 from IN (to deobligate \$57,494.00)
- FSR's are all up to date

Questions regarding reporting should be directed to Ed Holloman at 919-510-0990 or edhollom@bellsouth.net

2004 GRANT WITH FOREST SERVICE

Donna Leonard reported that FS funding for STS totaled approximately \$11 million in 2004. These funds were allocated as follows:

Grant to the STS Foundation	\$7,132,920
FS flake application contract	\$2,660,000
Database management grants	\$585,000
Funds remaining at FS for salaries, travel, traps, project security, NF trapping, research and FHTET support	\$622,080
TOTAL	\$11,000,000

Initially the Foundation was awarded a grant in the amount of \$6,212,000; a revision for \$920,920 in additional funds brought the total award to \$7,132,920. After obligating state grants totaling \$3,731,359, the Foundation had a balance of \$3,401,561 to fund purchases and other obligations such as the Disrupt II, racemic disparlure, NCDA trapping contracts, GPS units and the WI Btk/GypChek. As of September 7 the Foundation had a balance of approximately \$1,265,000; \$1.1 million will be obligated for racemic disparlure and \$80,000 for GPS units leaving a balance of about \$85,000.

It was noted that less than half of the funds obligated for state grants had been distributed as of September 7. In fact, no requests for reimbursement have been received from the states of Iowa, Kentucky, Illinois, Indiana and Ohio. Ed agreed to follow up by contacting both Iowa and Indiana regarding this issue as neither was represented on the call; Kentucky, Illinois and Ohio agreed to check with their grants administrators. Ed also noted that semi-annual FSR's were up to date through the March 30, 2004 and reminded everyone that FSR's covering the period 4/1-9/30/04 will be due soon.

FY 2005 FS WASHINGTON OFFICE REVIEW OF THE STS PROJECT

Rob Mangold, Director of FHP, plans to conduct a review of the STS project during 2005. This presents us with an opportunity to highlight the project's successes and to discuss issues such as funding and cost share. Representatives from all states participating in STS (Board members and other states), the technical committee, the databases and FS personnel from R8 and NA should plan to participate in the review.

Potential dates and sites for this meeting were discussed. A high speed connection to the internet is a must in the meeting room so that we can access the website for demonstrations. To minimize the impact of travel to the Board, it is hoped that the project review can be conducted the same week as the Board's Annual Meeting. **Two weeks in February were selected as potential dates: the week of February 7 or the week of February 14. Gene Cross volunteered to host the meeting in Raleigh, NC.** Donna Leonard will coordinate scheduling with the WO and get back to the Board with an acceptable date.

The agenda for the review is still to be developed but in general the format will be as follows.

- Monday: travel day
- Tuesday morning: Annual Board meeting
- Tuesday afternoon: project review starts with a briefing for the review team and open discussions between the Board and the review team
- Wednesday: more discussions in the morning with either STS personnel or presentations of interest...The second half of the second day could be "bring the field to the office with a technology tour"
- Thursday morning: Identify and clarify issues in the morning and begin drafting the report in the afternoon
- Friday: complete report in the morning and travel home in the afternoon

Per Rob's advice: "The thing for you to think about is how can you do a brain dump most efficiently to the members of the review team...I think it would be a combination of power points, panel discussions and team discussions....thanks for thinking about this well in advance". Obviously, the Board will need to devote their attention to developing an effective the agenda and present a draft to the WO no later than January 15, 2005.

MISCELLANEOUS

1. **Disrupt II label and food crops:** the label dose not include clearance for use on food crops, which means incidental contamination of food crops is not covered. This presents problems with current treatment protocols that include treatment of host type in pastures, such as fencerows, brushy areas and individual or small groups of trees. Elimination of treatment of host type in pastures causes concern about efficacy, given the high probability of life stages on these host plants. Hercon, the manufacturer of Disrupt II, investigated avenues for acquiring clearance for use on food crops. All of the inert ingredients in Disrupt II (the amended formulation) are on the exempt from tolerances list. However, the active ingredient (disparlure, the gypsy moth pheromone) is not on the EPA list of lepidopteron pheromones that are exempted from tolerance. The Operations Committee was briefed on this situation at their August meeting and asked to consult with their respective state pesticide regulatory division. Dave Atkins suggested that any

coordinated effort to solve this problem might work better if coordinated through the FS. Donna will work through Regional and WO FS staff on this issue

2. **Directors' liability insurance:** Gene reported that the charge for insurance has increased by \$365 from 2003. The 2004 policy will cost \$1,895.00. Underwriters for this type insurance are scarce so despite the increased cost, we will stay with the same insurance company.
3. **Accounting firm:** Gene also reported that our accounting firm, Cherry, Burkhart and Holland, has prepared a quote for the upcoming year. The total quoted has increased by \$3,765.00 or about 30%. Part of the increase, about \$1,500.00, is for newly mandated compliance monitoring (SAS 99 Form). The remainder of the increase is primarily attributable to conducting the audit. Note: After the call, Gene confirmed that the quote of \$12,500 is the maximum amount that could be charged by the firm for the audit.
 - A motion for Gene Cross to negotiate fees with the accounting firm and finalize the best deal passed unanimously (motion by Scott Frank, seconded by Frank Fulgham).
4. **Minnesota invasive species video:** Geir Friisoe reported that their video was received well and it has aired 3 times on public television in Minnesota. Current plans include completion of the DVD training module for gypsy moth inspections in nurseries. The need for a Spanish version was discussed. The following actions were agreed to:
 - Geir will distribute the video to states, FS and APHIS folks in STS
 - Costs to develop the Spanish version of the training DVD fit well within the scope of the regulatory component of STS and thus should be funded under the 2005 Cooperative Agreement with APHIS. Geir will work with Joe Messineo to develop a proposal for this, which be included in the Foundation's 424 package to APHIS
5. **Updates to mailing lists:** Philip Bell will remain as a cc on the STS Foundation Board distribution list, at least for the short term. Joe (Joseph.A.Messineo@aphis.usda.gov) and Mary (Mary.E.Mahaffey@aphis.usda.gov) will be added to the cc list for the STS Foundation Board and as primary contacts for the STS Regulatory Committee. Gary Gibson (ggibson@ag.state.wv.us) will replace Charlie Coffman on all distribution lists effective upon Charlie's retirement on October 15. Notes should also be distributed to Amos Ziegler at MSU (ziegler2@msu.edu) for posting on the Foundation's website. The above mentioned changes will also be reflected in the STS directory on the Foundation's website.

SCHEDULE FOR FUTURE CALLS AND/OR MEETINGS

November 17, 2004	Conference Call	10:00 AM to noon, Eastern Standard Time
January 12, 2005	Conference Call	10:00 AM to noon, Eastern Standard Time
February 15, 2005	Annual Meeting	8:00 AM to noon, Raleigh, NC
February 15-17, 2005	Project review	Raleigh, NC

The foregoing motions and actions, by unanimous consent, are to have full force and effect and are approved as of September 8, 2004.

The call adjourned at 12:09 p.m. Eastern Daylight Time.

Frank Fulgham, Secretary
STS Foundation