



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

**November 19, 2004
2:00 p.m. – 4:00 p.m. EST**

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
Bob Waltz, Indiana	absent
Scott Frank, Illinois	present
Ken Rauscher, Michigan	present
Geir Friisoe, Minnesota	present
Gary Gibson, West Virginia	absent

OTHERS PARTICIPATING IN THE MEETING

Carl Harper, Kentucky
Phil Marshal, Indiana
Terry McDill, Minnesota
David Atkins, Ohio
Noel Schneeberger, USDA Forest Service
Clark Haynes and Celestine Ervin, West Virginia
Melody Walker, Wisconsin

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' Conference Call on September 8, 2004 were approved and ratified by unanimous vote and shall be filed in the Minute Book.

STATUS OF 2005 REGULATORY PROPOSAL WITH USDA-APHIS

Gene Cross reviewed the actions that have been taken since the September conference call regarding the 2005 STS regulatory proposal with APHIS. STS applied for and received a Letter of Cost Incurrence effective through November 20 covering up to 14% of last year's allocated amount for each participating state. The Board had requested verification of the tentative current STS regulatory funding level for 2005 from Mary Mahaffey, but had not received a response to date. The 2004 regulatory funding level was \$239,250. Preliminary planning indicates that a funding request of



\$557,867 is needed to fully implement the STS Regulatory Program in 2005. This includes funding for three new activities that were not included in the 2004 grant (a new state proposal from Minnesota, a video proposal from Minnesota, and a proposal from MSU) plus increased proposals from participating states for expanded regulatory activities. Without a firm confirmation of available funding in the 2005 USDA budget, Mary Mahaffey suggested that the Foundation submit a 2005 narrative proposal for the minimum request and revise it later if additional funding becomes available. It was noted that at this time no requests for funding from Ohio or Indiana have been received by the Foundation, so if funds are available, the funds may still go through the federal agency.

Gene Cross suggested and the rest of the Board agreed that it would be advantageous to request a continuance to the Letter of Cost Incurrence and only have to submit one 424 package. Gene will check with Mary Mahaffey to see if this is possible.

Gene Cross requested that all states submit requests for reimbursements for the 2004 Regulatory Grant ASAP. At this time the Foundation is currently holding \$73,281 in funds that have not been requested for reimbursement by the following states:

North Carolina	\$ 2,988
Virginia	\$14,315
West Virginia	\$13,103
Illinois	\$12,074
Wisconsin	\$21,491
Michigan	<u>\$ 9,310</u>
	\$73,281

Gene also indicated that the National Gypsy Moth Management Board has indicated that, if needed, they would be willing to write letters of support for increased funding for the STS Regulatory Program.

STATUS OF 2005 GRANT WITH USDA-FOREST SERVICE

Gene Cross reported that the Foundation has received a Letter of Cost Incurrence from the USDA Forest Service-Northeast Region to cover up to 50% of last year's authorized funding level.

RETIREMENT OF ESTHER CHAPMAN

Esther Chapman reported that she is retiring from the Wisconsin Department of Agriculture effective January 7, 2005. Esther has nominated Melody Walker to replace her on the Board.

Gene Cross noted that the By-Laws indicate that a letter from an authorized state official designating a new state representative is sufficient without requiring a new Memorandum of Understanding. It was noted that such a letter is needed from Wisconsin to designate Melody Walker as Esther Chapman's replacement and a letter from West Virginia is needed to designate Gary Gibson as Charlie Coffman's replacement.

A discussion ensued concerning the need to designate an Interim President to serve from January 7th when Esther retires until a new President is elected at the Annual Meeting in February. Gene Cross noted that the By-Laws prohibit the same person from holding the offices of both President and Vice-President at the same time. After further discussion, it was agreed by all Board members that Vice-President Gene Cross would act in the absence of the President until official elections are held at the next Annual Meeting as designated by the By-Laws.

SPECIAL FUNDING NEEDS IN 2005

Esther Chapman indicated that the Board has received four separate research projects requesting funding in 2005. The attached proposals are as follows:

- **Project Title:** *Developing a Karner blue butterfly habitat model for focusing forest pest management decisions in Wisconsin*
Submitted by: David J. Mladenoff, University of Wisconsin-Madison
Amount Requested: **\$69,989**

- **Project Title:** *Using STS data to measure geographic differences in gypsy moth populations*
Submitted by: Skip J. Van Bloem, Universidad de Puerto Rico
Amount Requested: **\$33,070**

- **Project Title:** *Separating Dispersal events from Local increases along the western leading edge of gypsy moth*
Submitted by: Kenneth Raffa, University of Wisconsin-Madison
Amount Requested: **\$6,550**

- **Project Title:** *Rare Lepidoptera Inventory of False Cape State Park, City of Virginia Beach, Virginia*
Submitted by: J. Christopher Ludwig, Virginia Department of Conservation and Recreation
Amount Requested: **\$5,000**

Several of the Board members did not receive the funding proposals in time to study them prior to the conference call and Donna Leonard was not available to speak to the requests; therefore, it was decided that consideration of the funding requests would be deferred until the Board's next scheduled conference call on January 12th. If action is required prior to the January conference call, an emergency conference call will be scheduled.

2005 ANNUAL BOARD MEETING/PROJECT REVIEW

The FY2005 Annual Board Meeting and USDA-Forest Service Washington Office Review of the STS Project are scheduled for the week of February 14-18, 2005, in Raleigh, North Carolina. Agenda and hotel information for both sessions will be distributed in a future e-mail. Although retired, Esther Chapman will attend the Meeting and Review in Raleigh at the request and expense of Donna Leonard and the USDA Forest Service due to her position as STS Foundation Board Past-President and her years of experience with the STS Program.

MISCELLANEOUS

Gene Cross indicated that the audit of the Foundation is currently in progress. Individual state audits are needed to be in compliance with the recommendations of the last audit. To date, only the states of

Ohio, Indiana, North Carolina, and Kentucky have submitted their state audits to the Foundation. All other member states need to submit their individual state audits to the Foundation by December 1, 2004, since the final audit will be conducted on December 15, 2004. Otherwise, the Foundation will be cited as being in non-compliance, although not a material weakness. Esther indicated that she thought Wisconsin had already submitted their single state audit. Michigan indicated that they have already submitted a letter stipulating that they were exempt from the audit requirement since their grant amount was below the required \$300,000 level. Frank Fulgham indicated that the Virginia Department of Agriculture and Consumer Services had been without an internal auditor for over one year. A new internal auditor has just been hired and Virginia's audit will be supplied as soon as possible.

CURRENT SCHEDULE FOR FUTURE CALLS AND/OR MEETINGS

January 12, 2005	Conference Call	10:00 a.m. to noon, Eastern Standard Time
February 14, 2005	Annual Meeting	1:00 p.m. to 5:00 p.m., Raleigh, NC (tentative)
February 15-18, 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 November 19, 2004.

The call adjourned at 2:45 p.m. Eastern Standard Time.

Frank Fulgham, Secretary
STS Foundation