



Slow the Spread
of the Gypsy Moth
Slow the Spread Foundation, Inc.

P.O. Box 58220 Raleigh, North
Carolina 27658
Telephone: 919.877.9392 Fax:
919.887.0940
Internet: www.gmsts.org

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

July 29, 2016
9:00 CDT – 11:00 CDT
10:00 EDT – 12:00 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.

Larry Nichols called the meeting to order and the roll was taken.

BOARD MEMBERS

Larry Nichols, Virginia, President	present
Phil Wilson, North Carolina, Vice-President/Treasurer	present
Melody Walker, Wisconsin, Secretary	present
Scott Frank, Illinois	present
Phil Marshall, Indiana	present
Tivon Feeley, Iowa	present
Carl Harper, Kentucky	present
Kimberly Thielen Cremers, Minnesota	present
Eric Ewing, West Virginia	present

OTHERS PARTICIPATING IN THE MEETING

Dave Adkins, Ohio
Chris Elder, North Carolina
Tim Brown, Butch Sayers, West Virginia
Scott Schirmer, Illinois
Ed Holloman, Southeastern Association Services
Paul Chaloux, USDA APHIS
Donna Leonard, John Kyhl, USDA Forest Service

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

Phil Wilson (NC) made a motion to approve the annual meeting minutes of June 1, 2016. The motion was seconded by Carl Harper (KY) and approved by a unanimous vote.

Virginia		North Carolina		Wisconsin	
Larry Nichols - President		Phil Wilson – Vice President/Treasurer		Melody Walker - Secretary	
804-786-3515		919-707-3753		608-224-4586	
Illinois	Indiana	Iowa	Kentucky	Minnesota	West Virginia
Scott Frank	Phil Marshall	Tivon Feeley	Carl Harper	Kimberly Thielen	Eric Ewing
217-785-2427	812-358-3621	515-725-8453	859-257-5838	Cremers	304-558-2212
				651-201-6329	

STATUS UPDATES OF GRANT AGREEMENTS

2015 APHIS Regulatory Grant

The grant balance was \$18,386.27 as of July 26, 2016. Virginia and Minnesota plan to draw their remaining balances down. The Final Performance Report and the Financial Status Report are due on August 1. This grant ended on May 23, 2016.

2016 APHIS Regulatory Grant

This grant has been awarded and the award amount is/was \$110,000. No disbursements have been made to date. Please note that the financial status reports are due quarterly, but the performance reports are due semi-annually. Donna and Ed will get clarification on the timelines for the performance reports.

➤ **Action:** 2016 APHIS Regulatory Grant Reports Due Dates:

1st Quarter FSR (5/24/16– 9/30/16) Due 10/20/16 All States

1st Quarter Performance Rpt (5/24/16– 9/30/16) Due 10/20/16 All States

2015 Forest Service Trapping and Treatment Grant

The Final FSR and the 424 with final expenses or deobligated funds are due to Ed by July 15. The financial status for each sub-recipient is listed below:

- Illinois – deobligation is in at \$20,604 and is over by \$10.00
- Indiana – deobligation is in at \$26,255 and is over by \$.02
- Iowa – Michigan Ohio Washington University balance is at zero
- Minnesota plans to draw down the remaining balance \$20,795.19
- Wisconsin plans to draw down the remaining balance of \$91,916.94
- Kentucky may deobligate or may submit a revised FSR for \$1140.09
- North Carolina deobligation of \$18,809.61 is on the way
- Virginia deobligation is in at \$13,327.24
- West Virginia plans to deobligate \$25,000 to \$27,000

2016 Forest Service Trapping and Treatment Grant

This grant sum for this period is a total of \$4,822,600.00. The balance in sub grant awards was \$2,849,593.74 as of July 27, 2016. There is about \$30,000 that is not planned for anything specific expenditure at this time.

Next reports are not due until February 2017.

New Guidelines for Procurements Associated with Uniform Grant Guidance (Larry & Phil)

Based on new guidelines for procurements, the Foundation must release a RFP every three to five years to promote fair and open competition.

The Foundation needs to be in full compliance by September 30. This means all procurements must comply by the end of September 2016. Foundation contracts with accountants and SEAS have been in effect for more than 5 years, therefore both must compete. Draft RFP for accountants (to be distributed before the call)

Key contacts will be Ed (audits only), Phil Wilson and Donna.

Phil Wilson will contact several firms with likely capabilities and form a committee to review the applications. The review committee will consist of Phil Marshall, Tivon and Melody. The plan is to get out the RFP out by mid-August and review applications by the end of August. The call normally scheduled for the first Wednesday in September is to be postponed until Friday, September 16 to allow time for review of proposals and recommendations for award.

*Note – Ed Holloman left the conference call prior to the discussion of financial services.

There was considerable discussion concerning the contents of RFPs.

MISCELLANEOUS

Future Meetings

The next conference call is scheduled for Friday, September 16, 2016.

Meeting Adjourned

Phil Marshall (IN) moved to adjourn the meeting. Kimberly Thielen Cremers seconded the motion and the motion passed. The meeting was adjourned.

2016 STS Conference Call and Meeting Schedule

Conference calls are scheduled for the 1st Wednesday of each month at 9:00 CT/10:00 ET unless otherwise scheduled by the Board President. The call in number for the STS monthly conference calls in 2016 is **888-844-9904 with access code 658 3639**.

January 6	Conference Call	Held
February 3	Conference Call	Cancelled
February 17	STS Annual MT	Held
March 2	Conference Call	Cancelled
April 6	Conference Call	Held
May 4	Conference Call	Cancelled
June 1	Conference Call	Held
July 6	Conference Call	Cancelled
July 29	Conference Call	Held
September 7	Conference Call	Cancelled
September 16	Conference Call	Pending
October 5	Conference Call	Pending
November 2	Conference Call	Pending
December 7	Conference Call	Pending

The foregoing motions and actions, by unanimous consent are to have full force and effect as of July 29, 2016, unless otherwise indicated by the Board.

Melody Walker, Secretary