



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

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

September 16, 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
Linda Kastorff, Wisconsin
Ed Holloman, Southeastern Association Services
Paul Chaloux, USDA APHIS
Donna Leonard, John Kyhl, Amy Hill, 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

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

The minutes summarizing the conference call held on July 29, 2016 were reviewed and approved with minor revisions by email shortly after the conference call held on September 16, 2016.

STATUS UPDATES OF GRANT AGREEMENTS

2015 APHIS Regulatory Grant

This grant had a zero balance as of September 15, 2016; the grant is no longer active and it will soon be officially closed.

2016 APHIS Regulatory Grant

This grant balance totaled \$90,000.00 as of September 15, 2016. A disbursement of \$20,000 is currently pending for Illinois. There are no other requests in process and no disbursements at this time.

Performance reports are due semi-annually and the FSR's remain due quarterly. Donna will revise the spreadsheets for the regulatory grants showing the correct reporting dates.

➤ Action: 2016 APHIS Regulatory Grant Reports	Due:
1 st Quarter FSR (5/24/16– 9/30/16)	10/20/16
Semiannual Performance Report (5/24/16– 12/31/16)	1/20/17

2015 Forest Service Trapping and Treatment Grant

The subgrants awarded to the states have been disbursed (\$2,866,715.60) or deobligated (\$106,720.40) leaving a zero balance. No reports are due at this time.

The grant that was awarded in 2015 is being revised and extended into 2016 and then into 2017, however the funds and subaccounts are tied to the fiscal year. Therefore, it is important to obligate all of the money before the end of September. Fortunately, the Foundation will be able to use the remaining grant balance of \$143,325.74 to purchase racemic disparlure.

2016 Forest Service Trapping and Treatment Grant

The remaining grant balance was \$3,868,386.61 as of September 15, 2016. The subgrant balance available to the states was \$2,806,775.35 for the same time period. A total of \$328,043.65 has been disbursed; there were no pending disbursements. No reports are due at this time.

Response to Request for Proposals (RFP's)

The responses for the administrative services contractor are due by October 12. The plan is to have these reviewed with a recommendation ready for Foundation Board meeting on October 21.

Phil Marshall, Tivon Feely, and Melody Walker reviewed RFP responses from CPA firms to perform audit and tax related functions for the Foundation. The proposals were ranked based on experience, staff qualifications, the understanding of the work to be done, references, and timeliness of proposals. Cost was also a factor but it ranked lower than the technical aspects. Phil Marshall, made a motion on behalf of the Review Committee to hire Williams Overman Pierce, LLP. The motion carried.

February Board Meeting

Phil Wilson has reserved rooms at the Holiday Inn - Downtown Raleigh for the nights of February 15 and 16. Those who are planning to stay at the Holiday Inn should make reservations early because they will release the rooms within 30 days of the meeting. The single room rate will be \$89.00 per night. Donna will send out a draft agenda for travelers who need the agenda for approval to travel.

MISCELLANEOUS

ASC Review of grants

The Forest Service performed a review of the grants to the Foundation. The outcome of the review was somewhat incomplete in that there was not enough information to issue a complete report. The Forest Service now plans to review the Foundation's finances monthly to gather more information to be able to issue a complete report.

Phil Marshall requested the addition of a column in the ledger that clearly states the purpose of the expenditure. This would make it easier for the internal audit committee to review expenses.

USDA APHIS Update

Paul Chaloux expects a Continuing Resolution with a flat budget for the new fiscal year. The news about European gypsy moth is that it is in outbreak mode in the northeast. There is an abnormally high number of catches outside of the generally infested area.

In other news, in the last six weeks CDFA intercepted EGM on PODS. These containers are delivered to a site for loading with household or other articles and may remain at that site for several weeks before being moved. CDFA rejected the containers and they were returned to the point of origin. This interception has created an opportunity to communicate with PODS LLC about the regulations.

Future Meetings

The next conference call is scheduled for Friday, October 21, 2016.

Meeting Adjourned

Phil Marshall (IN) moved to adjourn the meeting. Kimberly Thielen Cremers (MN) 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	Held
October 21	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 September 16, 2016, unless otherwise indicated by the Board.

Melody Walker, Secretary