



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 6, 2017**  
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 Schirmer, Illinois	present
Phil Marshall, Indiana	present
Tivon Feeley, Iowa	present
Carl Harper, Kentucky	present
Kimberly Thielen Cremers, Minnesota	present
Tim Brown, West Virginia	present

**OTHERS PARTICIPATING IN THE MEETING**

Dave Adkins, Ohio  
Nancy Johnson, Scott Frank, Illinois  
Megan Abraham, Indiana  
Linda Kastorff, Wisconsin  
Ed Holloman, Southeastern Association Services  
Donna Leonard, Laurel Haavik, Noel Schneeberger, 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**

Carl Harper (KY) made a motion to approve the April 26, 2017 meeting minutes. Kimberly Thielen Cremers (MN) seconded it. The motion passed. Similarly, Carl Harper (KY) made a motion to approve the STS July 5, 2017 meeting minutes. Tim Brown (WV) seconded it. The motion passed.

**STATUS UPDATES OF GRANT AGREEMENTS**

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 Schirmer 815-787-5481	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 Tim Brown 304-558-2212

**2016 APHIS Regulatory Grant**

Ed reported this grant has been drawn down to zero and all reports have been completed.

**2017 APHIS Regulatory Grant**

Ed reported a balance of \$110,000 as of September 5, 2017, which is the starting balance. There has been no activity on this grant to date and no reports are needed at this time.

**2016 Forest Service Trapping and Treatment Grant**

Ed reported the amount available to spend is \$29,415.12 as of September 5, 2017. The spreadsheet does not reflect this number at this time. Ed will review and provide an update with final figures. Ed did draw down the amount of \$5,417.25 to disburse to North Carolina. This disbursement is in process.

Donna reported the remaining funds left in this grant will be used for racemic disparlure. The RFQ will likely go out in September.

All reports are current.

**2017 Forest Service Trapping and Treatment Grant**

Ed reported the amount available to spend was \$44,758.69 as of September 5, 2017. The balance available to sub grantees was \$2,470,005.37 as of September 5, 2017. Funds are being requested. Under the current system, Ed must request a list of drawdowns from the New Mexico office; they do not automatically send them to him.

There was an issue earlier this year with paying contracted trappers in a timely fashion with the limited number of drawdowns per month. Apparently, because the trappers are under contract, the full amount is obligated, and Ed can request funds up front and hold the funds to pay the trappers on time as long as the funds are spent within a one month period.

All reports are current.

**February Board Meeting**

After some discussion, Richmond, VA, was suggested as the site for the STS Annual Board Meeting. February 21, 2018 will be the primary date with February 22 as the backup date. Larry will try to get rooms at the OMNI Hotel. The meeting will be from 8:00 AM to 3:30 pm.

**Forest Service Grant Review**

Donna, Larry, Phil Wilson and Ed have had a few conference calls with Thomas Bolden from the Albuquerque Service Center. The last set of reports submitted by Ed balanced to the penny, which is good news, but now Bolden has begun looking at other things in the grant that might be reviewed in an OIG audit. As a result, Donna has started a desk guide to document all of the things that we do including monitoring sub awards, ethics, conflict of interest policy, and procurement guidelines.

The Foundation is also expected to conduct a risk assessment on the groups that will receive sub awards. The entities can be checked on the SAM.gov website to determine if they are worthy to be sub awardees. This process should also be documented and included in the desk guide.

Phil Marshall requested that Donna send the desk guide to the Audit Committee (Phil Marshall, Kimberly Thielen Cremers and Tivon Feeley) for review. Phil also reminded the sub grantees to expect the usual audit letter at Christmas time.

The overall review process is expected to be completed by Thomas Bolden sometime this fall.

## **MISCELLANEOUS**

### **Future Meetings**

The next conference call is scheduled for Wednesday, October 4, 2017.

### **Meeting Adjourned**

Carl Harper (KY) moved to adjourn the meeting. Phil Marshall (IN) seconded the motion and the motion passed. The meeting was adjourned.

### **2017 STS Conference Call and Meeting Schedule**

Conference calls are scheduled for the 1<sup>st</sup> 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 2017 is **888-844-9904 with access code 4050800**.

January 4	Conference Call	Cancelled
February 1	Conference Call	Cancelled
February 16	STS Annual MT	Held
March 1	Conference Call	Cancelled
April 5	Conference Call	Cancelled
May 3	Conference Call	Rescheduled to April 26
June 7	Conference Call	Cancelled
July 5	Conference Call	Held
August 2	Conference Call	Cancelled
September 6	Conference Call	Held
October 4	Conference Call	Pending
November 1	Conference Call	Pending
December 6	Conference Call	Pending

The foregoing motions and actions, by unanimous consent are to have full force and effect as of September 6, 2017, unless otherwise indicated by the Board.

Melody Walker, Secretary