



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.**

December 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	absent
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
Chris Elder, North Carolina
Linda Kastorff, Wisconsin
Mannin Dodd, Virginia Tech
Ed Holloman, Southeastern Association Services
Donna Leonard, Laurel Haavik, Noel Schneeberger, 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 Marshall (IN) made a motion to approve the September 6, 2017 meeting minutes with a note attached to identify incorrect information in the **2017 Forest Service Trapping and Treatment Grant** section. Kimberly Thielen Cremers (MN) seconded the motion. The motion passed.

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 Schirmer	Phil Marshall	Tivon Feeley	Carl Harper	Kimberly Thielen	Tim Brown
815-787-5481	812-358-3621	515-725-8453	859-257-5838	Cremers	304-558-2212
				651-201-6329	

STATUS UPDATES OF GRANT AGREEMENTS

2017 APHIS Regulatory Grant

Ed reported a balance of \$76,234.26 with \$33,765.74 disbursed, as of December 5, 2017. There has been some confusion in regards to the reporting schedule. The reporting schedule on the face sheet is no longer valid as the reports are due on a semi-annual schedule and must fit the ezFed system. Reports that have been submitted will need to be adjusted to fit the new reporting schedule. Ed will send an amended letter with the new reporting schedule to each of the participating states. The dates in the current spreadsheet are correct.

➤ Action: 2017 APHIS Regulatory Grant Reports		Due:
FSR	(6/15/17 – 12/15/17)	1/15/2018
Accomplishment Report	(6/15/17 – 12/15/17)	1/15/2018
Final FSR	(12/16/17 – 6/14/18)	9/14/2018
Final Accomplishment Report	(12/16/17 – 6/14/18)	9/14/2018

2016 Forest Service Trapping and Treatment Grant

Ed reported a balance of \$21,304.14 as of December 5, 2017. This amount will be used for the purchase of racemic disparlure, and then the grant will be down to a balance of zero dollars.

2017 Forest Service Trapping and Treatment Grant

Ed reported a balance of \$2,239,188.01 as December 5, 2017. This amount includes the reimbursement of \$55,186 from Illinois. Illinois had deobligated this amount, however the disbursement to Illinois was for the full award including the \$55,186. Illinois will reimburse this amount. The amount of \$2,194,616.37 was obligated but not spent as of December 5, 2017 leaving the sum of \$44,571.64 available to spend.

All reports are current.

➤ Action: 2017 FS Trapping and Treatment Grant Reports		Due:
Annual FSR	(1/1/17– 12/31/17)	2/15/2018
Annual Performance Report	(1/1/17– 12/31/17)	2/15/2018
Final FSR	(1/1/17– 6/1/18)	7/15/2018
Final Performance Report	(1/1/17– 6/1/18)	7/15/2018

2018 Work Planning & Budgets for FS

Donna reported on workplan and budget for 2018. The Forest Service has released 80% of the full funding. The Foundation can expect to receive a total of \$6.8 million. This is \$200,000 short of last year's allotment of \$7 million. Overall, planned projects are somewhat reduced from previous years with about 325,000 acres of MD planned, and 25,000 to 30,000 acres of Btk planned. The trapping program has remained close to the same even though the budget goes down. Trapping will remain at \$4 million mark. The Technical Committee will be working on how to best prioritize the reduced funds. States should submit first draft budgets no later than mid-December.

Status of Forest Service Internal Review of Grant Management

Larry Phil and Ed had a conference call with Thomas Bolden. Bolden indicated the Foundation needs to have processes in place for implementing checks and balances. The conversation about new procedures started by Ed inadvertently making a payment to the wrong vendor. Ed pulled it back quickly, but it was a two payment process and he was only able to reverse one of the payments. Another payment could not be reversed so Ed had to make a formal request to reverse it. The additional wrinkles were that the proper vendor was not paid during that 30 days and the payment looked like an advance to the incorrect vendor. Bolden advised additional oversight of large disbursements be implemented.

One of the challenges of the new drawdown system is that it is more difficult to pay trappers on a timely basis. There is no ability to draw the money before receipt of the invoices. While the CFR states that this grant should qualify for advances, the Forest Service does not have a process for drawing the money before an invoice is received. Phil Wilson, Donna, Larry, Ed and Noel plan to meet in January to take the recommendations from Bolden and prepare a draft of procedures for review in time for the February Board meeting. The audit team from Overman, Williams and Pierce may also review the draft procedures and provide comments before the February Board meeting.

Incidentally, the audit by Overman, Williams and Pierce will begin on December 11.

Finally, as a reminder to everyone the previous minutes, dated September 6, contained the following incorrect information: *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.* We know that this is incorrect and as previously stated in this section, work is still in progress on determining how to pay the contracted trappers in a timely fashion.

Reminder – Board Meeting Dates and Hotel

Richmond, VA, is the site for the STS Annual Board Meeting on February 21, 2018. Please do not go to Raleigh by habit. Larry has reserved a block of rooms at the Richmond OMNI Hotel. The meeting is scheduled from 8:00 AM to 3:30 PM at the Virginia Department of Agriculture office. A phone will be set up for those who want to call in to the meeting. In addition, the Technical Committee will meet on February 22 at the University of Richmond or VCU. Donna will send out the draft agenda for both meetings and Larry will send out the contact information for the hotel.

MISCELLANEOUS

Future Meetings

The next conference call is scheduled for Wednesday, January 3, 2017, however this meeting will not be held. February 7, 2018 is the next scheduled opportunity for a conference call.

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 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 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	Cancelled
November 1	Conference Call	Cancelled
December 6	Conference Call	Held

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January 3	Conference Call	Cancelled
February 7	Conference Call	Pending
February 21	STS Annual MT	Pending
March 7	Conference Call	Pending
April 4	Conference Call	Pending
May 2	Conference Call	Pending
June 6	Conference Call	Pending
July 4	Conference Call	Pending
August 1	Conference Call	Pending
September 5	Conference Call	Pending
October 3	Conference Call	Pending
November 7	Conference Call	Pending
December 5	Conference Call	Pending

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

Melody Walker, Secretary