



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

**Meeting Specifics**

<b>Purpose</b>	<b>Time</b>	<b>STS Foundation Board Chair</b>
Monthly Board Meeting	10:00AM Central	Kimberly Thielen Cremers (Minnesota)
<b>Date</b>	11:00AM Eastern	<b>Location</b>
March 3, 2021	<b>Minutes Approved:</b> April 7, 2021	Virtual Meeting via Microsoft Teams
<i>Proper notice having been duly given to each Board member; a conference call of the Board of Directors was held on the above date.</i>		

**Board Members**

<b>President:</b> <input checked="" type="checkbox"/> Kimberly Thielen Cremers (MN)	<b>Vice-President / Treasurer:</b> <input checked="" type="checkbox"/> Joy Goforth (NC)	<b>Secretary:</b> <input checked="" type="checkbox"/> Carl Harper (KY)
<input checked="" type="checkbox"/> Scott Schirmer (IL)	<input checked="" type="checkbox"/> Phil Marshall (IN)	<input type="checkbox"/> Tivon Feeley (IA)
<input checked="" type="checkbox"/> Chris Foelker (WI)		<input checked="" type="checkbox"/> Larry Nichols (VA)
		<input checked="" type="checkbox"/> Tim Brown (WV)

**Others Participating in the Meeting**

<b>Ohio:</b> <input type="checkbox"/> Dave Adkins	<b>Illinois</b> <input checked="" type="checkbox"/> Nancy Johnson	<b>Indiana</b> <input checked="" type="checkbox"/> Megan Abraham	<b>Iowa</b> <input type="checkbox"/>	<b>Kentucky</b> <input type="checkbox"/>
<b>North Carolina</b> <input checked="" type="checkbox"/> Phil Wilson <input checked="" type="checkbox"/> Allison Ballantyne	<b>Tennessee</b> <input type="checkbox"/> Cameron Stauder <input checked="" type="checkbox"/> Nathan Hoover	<b>Virginia</b> <input checked="" type="checkbox"/> David Gianino <input checked="" type="checkbox"/> Larry Bradfield	<b>West Virginia</b> <input checked="" type="checkbox"/> Andy Stotts	<b>Wisconsin</b> <input type="checkbox"/>
<b>GMSTS, Inc.</b> <input checked="" type="checkbox"/> Georgia Brock	<b>US Forest Service</b> <input checked="" type="checkbox"/> Tom Coleman <input checked="" type="checkbox"/> John Kyhl	<b>Virginia Tech</b> <input type="checkbox"/> Mannin Dodd	<b>USDA APHIS</b> <input checked="" type="checkbox"/> Paul Chaloux <input checked="" type="checkbox"/> Kathryn Bronsky <input type="checkbox"/> Anthony Man-Son-Hing	<b>Michigan State</b> <input type="checkbox"/> Travis Perkins
<b>Williams Overman Pierce, LLC</b> <input type="checkbox"/> Ryan Hill <input type="checkbox"/> Lauren Henry				

**Whereas**, the above noted directors constitute a quorum, and there is no objection to this proceeding, the following business was conducted:

**Agenda (all times listed are in Eastern time)**

<b>Time</b>	<b>Agenda Item</b>	<b>Presenter/Facilitator</b>
11:00a	Call to order Roll call Approval of minutes	Kimberly Thielen Cremers Carl Harper Kimberly Thielen Cremers
	Grant and Budget Spreadsheets	Tom Coleman/Georgia Brock
	STS Updates: Follow-up from the BOD meeting	Tom Coleman



Miscellaneous business	Kimberly Thielen Cremers
Adjournment	

**Status Update of Grant Agreements and Action Items**

**2020-21 APHIS Regulatory Grant Info as of 21-JAN-21**

2020-21 Regulatory Grant	Awarded	Disbursed	Pending	Deobligated	Balance
Illinois	\$22,600.00	\$22,600.00	\$0.00	\$0.00	\$0.00
Minnesota	\$50,000.00	\$6,550.85	\$0.00	\$0.00	\$43,449.15
West Virginia	\$30,000.00	\$25,451.93	\$0.00	\$0.00	\$4,548.07
Wisconsin	\$40,400.00	\$40,400.00	\$0.00	\$0.00	\$0.00
<b>Total Regulatory</b>	<b>\$143,000.00</b>	<b>\$95,002.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,997.22</b>

Item	Assigned to	Due Date
<b>2020-21 APHIS Regulatory Grant Reporting</b>		
FSR (7/1/20 – 12/31/20)	<i>All receiving funds</i>	1/15/2021
Accomplishment Report (7/1/20 – 12/31/20)		1/15/2021
Final FSR (7/1/20 – 6/30/21)		8/15/2021
Final Accomplishment Report (7/1/20 – 6/30/21)		8/15/2021
<b>2020-21 APHIS Regulatory Grant Action Items:</b> <i>No action items</i>		

**2020 STS Trapping and Treatment Grant Info as of 16-FEB-21**

**2020: Total of \$5,253,602**  
**Grant #: 19-DG-11083150-004 Mod. 2**

2020 Subgrants to States for STS	Award	Deobligated (subtracted)	Disbursed	Pending	Balance
Illinois STS	\$104,597.00	\$0.00	\$32,325.00	\$0.00	\$72,272.00
Indiana STS	\$165,969.00	\$0.00	\$49,298.16	\$0.00	\$116,670.84
Iowa STS	\$88,683.00	\$0.00	\$65,426.06	\$0.00	\$23,256.94
Kentucky STS	\$44,000.00	\$0.00	\$26,157.20	\$0.00	\$17,842.80
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$4,910.67	\$0.00	\$4,089.33
Minnesota STS	\$485,321.00	\$0.00	\$434,350.65	\$0.00	\$50,970.35
North Carolina STS	\$109,681.00	\$0.00	\$47,468.22	\$0.00	\$62,212.78
Ohio STS	\$635,598.00	\$0.00	\$514,471.83	\$0.00	\$121,126.17
Virginia STS	\$761,421.00	\$0.00	\$563,593.54	\$0.00	\$197,827.46
West Virginia STS	\$322,933.00	\$0.00	\$214,989.18	\$0.00	\$107,943.82
Wisconsin STS	\$676,225.00	\$0.00	\$495,878.00	\$0.00	\$180,347.00
Grayson & Perry Proposal SUNY)	\$10,000.00	\$0.00	\$9,999.99	\$0.00	\$0.01
Jon Walter (University of VA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Minnesota  
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651-201-6329

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<b>Subtotal STS Grants</b>	<b>\$3,413,428.00</b>	<b>\$0.00</b>	<b>\$2,458,868.50</b>	<b>\$0.00</b>	<b>\$954,559.50</b>
<b>Total Funds in Grant</b>	\$5,253,602.00				
Subtotal Disbursed/Pending in subgrants	\$2,458,868.50				
Subtotal Foundation Expenses	\$648,731.38				
Total Spent	\$3,107,599.88				
<b>Balance</b>	\$2,146,002.12				
Obligated but not Spent	\$2,146,002.12				
Subgrants	\$0.00				
Foundation expenses	\$0.00				
<b>Available to Spend</b>	\$0.00				
<b>Item</b>		<b>Assigned to</b>		<b>Due Date</b>	
<b>2020 STS Trapping and Treatment Grant Reports</b>					
Annual FSR (1/1/20 – 12/31/20)		<i>All receiving funds</i>		1/29/2021	
Annual Performance Report (1/1/20 – 12/31/20)				1/29/2021	
Final Performance Report (1/1/20 – 12/31/20)				7/15/2021	
Final FSR (1/1/20 – 6/1/21)				7/15/2021	
<b>STS Trapping and Treatment Action Items:</b>					
<i>No action items</i>					
<b>Assigned Action Items as of 03-MAR-21</b>					
<b>Item</b>		<b>Assigned to</b>		<b>Due Date</b>	
<b>STS Desk Guide:</b>		Chris Foelker, Larry Nichols, Carl Harper			
<i>Action: Committee to continue work on Desk Guide</i>					
<b>Foundation Contact &amp; Workflow Document Annual Review:</b>		All		Due: March 4, 2021	
<i>Action: Review the document emailed by Tom Coleman for accuracy regarding your state. Email Tom Coleman and changes.</i>					
<b>Website review:</b>		All		Due: March 5, 2021	
<i>Action: Review the new gmsts website and send comments to Mannin Dodd. Right now it is internal and not public facing. If you need access to view the site/hub, contact Mannin Dodd for access.</i>					
<i>STS Program Hub:</i>					
<a href="https://gmsts-organization-gmsts.hub.arcgis.com/">https://gmsts-organization-gmsts.hub.arcgis.com/</a>					
<i>STS Operations Hub:</i>					
<a href="https://gis-gmsts.hub.arcgis.com/">https://gis-gmsts.hub.arcgis.com/</a>					
<b>Contact Auditors (Williams Overman Pierce LLC):</b>		Georgia Brock/Joy Goforth		<b>Complete</b>	

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*Action: Georgia is going to ask the auditors what content they are looking for in our minutes to help determine the detail needed in our minute taking process.*

**RESPONSE:**

**From:** Ryan Hill <[rhill@wopcpa.com](mailto:rhill@wopcpa.com)>

**Sent:** Thursday, February 18, 2021 4:38 PM

**To:** [gbrock0615@gmail.com](mailto:gbrock0615@gmail.com); Lauren Henry <[lhenry@wopcpa.com](mailto:lhenry@wopcpa.com)>

**Cc:** Goforth, Joy A <[joy.goforth@ncagr.gov](mailto:joy.goforth@ncagr.gov)>

**Subject:** RE: Minutes for the GMSTS Board Meetings

Hi Georgia,

*Thanks for reaching out here! While there is no specific requirement to document discussions held during board meetings, I find that most meeting minutes I've reviewed when working with other not-for-profit organizations do include a high-level description of any important discussions during the meeting. I would caution against documenting discussions in too much detail, as the meeting minutes shouldn't resemble a transcript of what was said, but a general description of the main topic, and any pertinent details discussed would be sufficient.*

*Feel free to give me a call if you have any questions, and I'd be happy to discuss further!*

Best,  
Ryan Hill, CPA  
Audit Manager

**Tennessee and Ohio are looking to join the STS Foundation Board:**

*Action: The Board needs to update the Memorandum and review the bylaws (and other guidelines) to be sure all documentation is accurately presented.*

The STS Foundation Board

ASAP



**Agenda Item Notes**

Topic	Discussion (all times are listed in Eastern time)
1. Call to order 2. Roll call 3. Approval of minutes	<ul style="list-style-type: none"> <li>• Called to order at 11:05AM by President Thielen Cremers</li> <li>• Secretary Carl Harper did roll call and quorum was met.</li> <li>• February 17/18 meeting minutes are still being put together. Will bring those minutes forward for approval at the next STS Foundation Board meeting scheduled for April 7, 2021.</li> </ul>
4. Grant spreadsheets          5. Budget spreadsheet	<ul style="list-style-type: none"> <li>• 2020-21 Regulatory               <ul style="list-style-type: none"> <li>○ No pending payments</li> <li>○ WV and MN have balances that came in this morning.</li> <li>○ All reports turned in</li> </ul> </li> <li>• 2020 FS               <ul style="list-style-type: none"> <li>○ No pending requests for payments</li> <li>○ Received a NC request this morning</li> <li>○ Spreadsheet numbers matches with QuickBooks and FS system Tom uses.</li> <li>○ No reports currently due</li> </ul> </li> <li>• 2019 FS               <ul style="list-style-type: none"> <li>○ OTIS is spending the remaining obligation (\$8,231) soon.                   <ul style="list-style-type: none"> <li>▪ To be spent on rearing supplies.</li> </ul> </li> <li>○ Remaining balance to go to racemic once all obligations are paid</li> </ul> </li> <li>• Budget Spreadsheet:               <ul style="list-style-type: none"> <li>○ Was approved at February 2021 Board meeting</li> <li>○ No real changes to the numbers at this time                   <ul style="list-style-type: none"> <li>▪ Did round one cell in spreadsheet to show a whole number and not decimal.</li> </ul> </li> </ul> </li> </ul>
6. STS updates / follow-up from BOD meeting	<ul style="list-style-type: none"> <li>• Foundation Grant:               <ul style="list-style-type: none"> <li>○ Tom submitted the grant almost 2 weeks ago.</li> <li>○ The packet looks complete by the 'grant shop'</li> <li>○ Working way through system</li> <li>○ Nothing has been approved</li> <li>○ Currently everything looks fine</li> </ul> </li> <li>• Mating disruption contract:               <ul style="list-style-type: none"> <li>○ Tom submitted to contracting officer yesterday.</li> <li>○ Requisition for those funds should be moved forward today.</li> </ul> </li> <li>• Draft treatment calendar:               <ul style="list-style-type: none"> <li>○ Tom hope to have it ready in about a week or so.</li> </ul> </li> <li>• State subaward submissions:               <ul style="list-style-type: none"> <li>○ State requests for mating disruption submitted will move forward after the contract is in place.</li> </ul> </li> </ul>



- States can submit STS trap and treat state requests (narrative/424's/etc) anytime
  - Can't move forward until grant is in the system;
- Regulatory grant budget isn't currently in place but still planning on the same amount of \$110,000?
- EIS discussion:
  - Phil brought up the EIS at the February meeting and Tom investigated. Different answers came depending on what he found and who he talked to. One answer was "after 5 years". But some questions to ask to decide if the current EIS is still relevant.
    - Is the EIS still relevant?
      - Yes
    - Is there a date associated with our EIS.
      - No
    - Have conditions changed?
      - No, as far as treatments.
  - Options:
    - Can do S.I.R. (Supplemental Information Review) if needed.
    - Can also look over the EIS and put a "letter to file" to say that we reviewed and all is good.
  - Basically, if you feel that there is enough information to review, there is a process so you don't have to overhaul the whole thing.
  - Discussion:
    - Phil stated more information on Bt that has been developed in the past 10 years would be helpful.
    - John Kyhl: Commented that pesticide review are ongoing within the USFS. Bt is in the line but will a while before it is reviewed. Others seem to take priority over Bt.
    - Paul Chaloux: Date left out of EIS was on purpose!
- Trap/lure delivery:
  - Some of the trap deliveries are behind but all are moving forward.
  - Short on the DDVP.
  - Bulk of trap orders should come in on Friday for Tom and Mike in WI
  - Southern states
    - Looking at middle March
    - Tom will coordinate that
- QA/QC report:
  - Denise updated the QA/QC with the discrepancies found in the report.
  - Thresholds were met once discrepancies were fixed.

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	<ul style="list-style-type: none"> <li>• 2020 accomplishment report is on website</li> <li>• Board of Directors meeting time             <ul style="list-style-type: none"> <li>○ Time change to 11a eastern for our meeting.                 <ul style="list-style-type: none"> <li>▪ All are OK with current time change.</li> </ul> </li> <li>○ Anthony Man-Song-Hing has a conflict with this time but Katheryn agreed to share information with him.</li> </ul> </li> <li>• Teams meeting login:             <ul style="list-style-type: none"> <li>○ Tom got his Microsoft Teams account updated so that you can access the virtual meeting with a call-in number as well.                 <ul style="list-style-type: none"> <li>▪ Will update the invite information</li> <li>▪ Look for a newer invite to join.</li> <li>▪ Only the board will get the invite on their calendar and the rest will receive an email due to logistics.</li> </ul> </li> </ul> </li> <li>• Retirement:             <ul style="list-style-type: none"> <li>○ Paul Chaloux announced his official retirement date                 <ul style="list-style-type: none"> <li>▪ May 22, 2021.</li> </ul> </li> <li>○ Congratulations on your retirement!</li> </ul> </li> </ul>
7. Miscellaneous business	<ul style="list-style-type: none"> <li>• STS regulatory award:             <ul style="list-style-type: none"> <li>○ Kimberly reminded that the current award ends June 30, 2021</li> <li>○ Target the new award for July 1</li> <li>○ Working with the \$110,000 amount at this time for the new award.                 <ul style="list-style-type: none"> <li>▪ Past states send Kimberly your requests to be put on agenda for next month.</li> <li>▪ There were no new interested states looking to request any funds.</li> <li>▪ Paul C said don't hesitate to send Work and Spending Plan as soon as you have it ready and they will have it in hand when they know how much they are working with.</li> <li>▪ Georgia confirmed the 1st part of April was a good time to get these in.</li> <li>▪ Have stuff in by first part of April.</li> <li>▪ IL, WI, WV, MN are the current states.                     <ul style="list-style-type: none"> <li>• No new states chimed in with requests</li> </ul> </li> </ul> </li> </ul> </li> </ul>
8. Adjournment	<ul style="list-style-type: none"> <li>• Carl Harper (KY) made a motion to adjourn, Larry Nichols (VA) seconded the motion. The motion passed.</li> <li>• Adjourned 11:51a</li> </ul>



2021 STS Conference Call and Meeting Schedule		
Conference calls are scheduled for the 1 <sup>st</sup> Wednesday of each month at 10:00 CT/11:00 ET unless otherwise scheduled by the Board President. The call-in was via Microsoft Teams.		
Date	Meeting Type	Held / Cancelled / Pending
January 6, 2021	Microsoft Teams Call	Cancelled
February 17, 2021	Microsoft Teams Call Annual Meeting (Day 1)	Held
February 18, 2021	Microsoft Teams Call Annual Meeting (Day 2)	Held
March 3, 2021	Microsoft Teams Call	Held
April 7, 2021	Microsoft Teams Call	Pending
May 5, 2021	Microsoft Teams Call	Pending
June 2, 2021	Microsoft Teams Call	Pending
July 7, 2021	Microsoft Teams Call	Pending
August 4, 2021	Microsoft Teams Call	Pending
September 1, 2021	Microsoft Teams Call	Pending
October 6, 2021	Microsoft Teams Call	Pending
November 3, 2021	Microsoft Teams Call	Pending
December 1, 2021	Microsoft Teams Call	Pending

The foregoing motions and actions, by unanimous consent are to have full force and effect as of March 3, 2021 unless otherwise indicated by the Board.

Carl Harper, Secretary