



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

Meeting Specifics

Purpose	Time	STS Foundation Board Chair
Monthly Board Meeting	10:00AM Central	Kimberly Thielen Cremers (Minnesota)
Date	11:00AM Eastern	Location
April 7, 2021	Minutes Approved: May 5, 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

President: <input checked="" type="checkbox"/> Kimberly Thielen Cremers (MN)	Vice-President / Treasurer: <input checked="" type="checkbox"/> Joy Goforth (NC)	Secretary: <input checked="" type="checkbox"/> Carl Harper (KY)
<input 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

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

Time	Agenda Item	Presenter/Facilitator
11:00a	Call to order: Roll call Approval of minutes	Kimberly Thielen Cremers Carl Harper Kimberly Thielen Cremers
	Grant and Budget Spreadsheets, 2021 Award	Tom Coleman/Georgia Brock



STS Updates	Tom Coleman
Miscellaneous business <i>**Revised: Based on May 5, 2021 board meeting; see page 9 of these minutes. Carl Harper, Secretary</i>	Kimberly Thielen Cremers
Adjournment	

Status Update of Grant Agreements and Action Items

2020-21 APHIS Regulatory Grant Info as of 16-FEB-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
Total Regulatory	\$143,000.00	\$95,002.78	\$0.00	\$0.00	\$47,997.22

Item	Assigned to	Due Date
2020-21 APHIS Regulatory Grant Reporting		
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

2020-21 APHIS Regulatory Grant Action Items:
No action items

2020 STS Trapping and Treatment Grant Info as of 03-MAR-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	\$104,597.00	\$0.00	\$0.00
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	\$817.62	\$17,025.18
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	\$59,810.36	\$0.00	\$49,870.64
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

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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
Subtotal STS Grants	\$3,413,428.00	\$0.00	\$2,543,482.64	\$817.62	\$869,127.74
Total Funds in Grant	\$5,253,602.00				
Subtotal Disbursed/Pending in subgrants	\$5,253,602.00				
Subtotal Foundation Expenses	\$2,544,300.26				
Total Spent	\$658,042.77				
Balance	\$3,202,343.03				
Obligated but not Spent	\$2,051,258.97				
Subgrants	\$2,051,258.97				
Foundation expenses	\$0.00				
Available to Spend	\$0.00				
Item	Assigned to		Due Date		
2020 STS Trapping and Treatment Grant Reports					
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	
STS Trapping and Treatment Action Items:					
<i>No action items</i>					
Assigned Action Items as of 07-APR-21					
Item	Assigned to		Due Date		
STS Desk Guide:	Chris Foelker, Larry Nichols, Carl Harper		In Progress		
<i>Action: Committee to continue work on Desk Guide</i>					
Tennessee and Ohio are looking to join the STS Foundation Board:	The STS Foundation Board		In Progress		
<i>Action: The Board needs to update the Memorandum and review the bylaws (and other guidelines) to be sure all documentation is accurately presented.</i>					
Email your phenology sightings:	Gypsy moth states		In Progress		
<i>Action: Using an email chain (similar to last year), list all state program managers, etc. and keep each other informed of what you are finding! ie: egg hatch, larval stages, flight, etc. Keep the email chain going!</i>					

Agenda Item Notes

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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"> • Called to order at 11:02AM by President Thielen Cremers • Secretary Harper did roll call and quorum was met. • February 17-18, 2021 Minutes: Have not been sent out for approval yet. • March 3, 2021 Minutes: Motion: Phil Marshall (IN); Second: Tim Brown (WV); approved
4. Grant spreadsheets <ul style="list-style-type: none"> a. Financial details on the Excel spreadsheet [03302021spreadsheet_final official.xlsx] 	<ul style="list-style-type: none"> • 2020-21 Regulatory <ul style="list-style-type: none"> ○ Award ends June 30, 2021 ○ IL and WI all money spent. ○ MN, WV still have a balance. <ul style="list-style-type: none"> ▪ MN plans to spend it down and WV plans to spend it down. ○ Discussion: <ul style="list-style-type: none"> ▪ Tom Coleman (FS): requests go through EZ Fed system for this. Is it fast? ▪ Georgia Brock (STS): it moves pretty quickly. Depends on approval process. • 2019 FS <ul style="list-style-type: none"> ○ OTIS lab bought some supplies since the last review. ○ Discussion: <ul style="list-style-type: none"> ▪ Tom Coleman (FS): drawing down with racemic order. Was wanting to be sure what else can be put on the 2019 grant if needed. ▪ Kimberly Thielen Cremers (MN): is there is an extension for the grant for University of Virginia to spend. ▪ Tom Coleman (FS) / Georgia Brock (STS): there is; they have until September 2021. • 2020 FS <ul style="list-style-type: none"> ○ NC and KY are the only states to request funds so far this year. ○ Discussion: <ul style="list-style-type: none"> ▪ Kimberly Thielen Cremers (MN): Is it time to ask about deobligation of funds. ▪ Tom Coleman (FS): said that it would be best to wait near the grant end of June 1, 2021. ▪ Georgia Brock (STS): Haven't received any requests from other states since December. Need to be sure that the requests are submitted – at minimum – quarterly. Georgia would prefer monthly. ▪ Phil Wilson (NC): said that it is best to ask sooner than later because it takes a bit to get the money out. ▪ Kimberly Thielen Cremers (MN): any violations on the award letter quarterly deadline for reimbursement requests?

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<p>5. Budget spreadsheet</p> <p>a. Financial details on the Excel spreadsheet [STS 2021 Budget (4-1-21).xlsx]</p>	<ul style="list-style-type: none"> • Answer: that is unknown at this time. ○ No reports due until July 15, 2021; Final Report Due • STS 2021 Budget Spreadsheet: <ul style="list-style-type: none"> ○ Tom gave a quick overview of the budget spreadsheet of where things are to date. No questions asked of it so far. ○ Georgia Brock (STS): discussed who has submitted <ul style="list-style-type: none"> ▪ IA, IL, MI, OH, MN, NC completed ▪ KY, IN, WV, WI – need signed award letter/other paperwork. <ul style="list-style-type: none"> • Tim Brown (WV): WV following up with their grants folks. ○ TN, VA – need paperwork <ul style="list-style-type: none"> ▪ VA: is working through the process and it should be submitted soon. ▪ TN: awaiting state deputy commissioner signature.
<p>6. STS updates</p>	<ul style="list-style-type: none"> • 2021 Awards: <ul style="list-style-type: none"> ○ Tom Coleman (FS): <ul style="list-style-type: none"> ▪ Foundation was awarded the funds. It wasn't easy and took about a month to get it approved. Additional justifications were needed for processing. Tom was asked questions because of the audit about separation of duties and Tom explained. For the future, Tom and Georgia just plan to add more details in narrative to hopefully prevent questions. ▪ Virginia Tech database grant needed clarified but is moving forward. <ul style="list-style-type: none"> • i.e. waiver for the 50/50 match, waiver of indirect cost, etc. ▪ Michigan State database grant – all in progress • Environmental Assessment: <ul style="list-style-type: none"> ○ Tom Coleman (FS): <ul style="list-style-type: none"> ▪ VA, NC, OH, all submitted are approved. BtK applications in NC and VA are approved and ready to go. ▪ Discussion: <ul style="list-style-type: none"> • Kimberly Thielen Cremers (MN): suggested that when doing EAs and public scoping to be sure you are vague on what you are using for mating disruption; so that you can shift as needed. • ISCA: <ul style="list-style-type: none"> ○ Tom Coleman (FS):



- Email sent to Tom that they were going to possibly be short on shunts and would be delayed getting there. Image (from Tom) below of shunts; for those of us (like KY) that aren't familiar with these.



Tom's call with ISCA revealed that due to come cancellations – now it isn't an issue. Sounds like a supplier chain issue that got resolved. ISCA works on the ballpark number from the past but we were up in our numbers compared to normal. For future, Tom is going to try to contact ISCA earlier to hopefully help with firmer numbers.

- ISCA contacts that Tom has been working with:
 - COO: Alondo Algria
 - Sales Rep: James Newberry (jnewberry@isca.com)
- Discussion:
 - Tom Coleman (FS): ISCA's contract is through AI's Aerial and AI was blindsided when Tom updated them at the time on the possible delay in product. ISCA talked with FS about this possibility and Tom relayed it to AI's. All has worked out.
- Mike Schiffer Update:
 - Making good progress and is moving back to Lansing, MI. Hope to start rehab soon!
 - Discussion: Chris Foelker (WI) asked about pilots helping AI with Mike out of commission. If using different plane/applicators, they still need to meet the standards and approvals. More documentation may be needed.
- Thank you to program managers!
 - Work starts in NC in a week or 2 (BtK).
- Phenology:



	<ul style="list-style-type: none"> ○ Program managers please send out update on phenology – keep the email chain going! Nancy Johnson (IL) would like to be a part of that email chain even though no treatments are happening. ● Asian Pacific Forest Invasive Species Network: <ul style="list-style-type: none"> ○ The US FS is part of the Asian Pacific Forest Invasive Species Network. A workshop hosted by the Asian Forest Cooperation Organization called the “International Virtual Workshop on Integrated Forest Insect Pest Management, and Forest Restoration” was done. Tom Coleman (FS) was asked to speak about the STS program! Tom updated this group at 10:20p – because it was a 12-hour time difference. They wanted to know about STS specifically! STS is getting out there!
7. Miscellaneous business	<ul style="list-style-type: none"> ● STS Regulatory Award <ul style="list-style-type: none"> ○ The STS Foundation did get notice from Anthony that \$143,000 available for July 1, 2021 – June 30, 2022. We have had \$110, 000 in the past. Kimberly reached out to the states that participate and there was interest in a possible increase in funds and emailed Anthony (requested \$160,000). ○ Discussion: <ul style="list-style-type: none"> ▪ Anthony Man Son Hing (APHIS): received email and is going to investigate. Suggest corresponding activity related to the funding increase request (additional activities documented to show why you want this increase). Anthony needs the correct list of individuals handling the funds since we have new officers. ▪ Kimberly Thielen Cremers (MN): said they will work on this and submit to Anthony late this week – early next week! ● Trap / Treat Timeline <ul style="list-style-type: none"> ○ Kimberly Thielen Cremers (MN): trying to firm up the timeline to get things in place. We have a timeline leading up to the 424s but would like to consider a more firm 424 deadline. We know it is challenging depending on the budget from FS. Trying to understand a better timeline/target dates to get things turned around in an expedited manner. Let’s work on that. ○ Discussion: <ul style="list-style-type: none"> ▪ Georgia Brock (STS): once we have Feb board meeting after that – states should submit the 424’s soon after! ▪ Larry Nichols (VA): each state needs to consider how they might need to change their process? Due to bid processes and so forth. Estimates are a challenge in the budgets and need to be clear.

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- Dave Adkins (OH): does multi-year contracts and that helps with knowing the cost for treatments.
- Chris Foelker (WI): renegotiate terms each year because of purchases and that is the line item they aim high a bit to be sure they are OK.
- Phil Marshall (IN): have multi-year contracts but have a 10% +/- on contract. They award through state system. Budgets anticipating an increase each year.
- Tom Coleman (FS): most states do well and would prefer it to be just a bit high so that there is not the 'carving out' due to budget shortfall. But going to the bigger question of timeline. FS grant shop doesn't want to give date they want to be flexible. Most states can have a good idea on what they need. Sooner than later is best but needs to be realistic!
- Kimberly Thielen Cremers (MN): Is there any impact to funding if they can't get 424 in timely? What is the real date things need to be in so that we can reduce impact? Tom Coleman (FS): it is what is realistic for each state. Allison Ballantyne (NC): depends on funding source and having it in hand to do the contracting.
- Kimberly Thielen Cremers (MN): due to state timelines of getting things done some flexibility is needed.
- Tom Coleman (FS): how would this affect Georgia Brock.
- Georgia Brock (STS): Would like as soon as possible but if the states can't, then don't spend money until you have the award.
- Kimberly Thielen Cremers (MN): Next year around Jan/Feb start keeping up with state status of when they can do submissions! The sooner the better.
- Joining TN and OH to the STS Foundation
 - Kimberly Thielen Cremers (MN): proposing a timeline on this. Look at this in August and by October get it taken care of.
 - Discussion:
 - Dave Adkins (OH): has permission to join now and would like to start now!
 - Nathan Hoover (TN): not as far as OH so they will be fine with a later timeline.
 - Larry Nichols (VA): better to do together but since OH has it started – let's get it done!

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	<ul style="list-style-type: none"> ▪ Tom Coleman (FS): Since TN is delayed, then TN can just start the conversation with the administration so that they aren't blindsided by this. ▪ Nathan Hoover (TN): is going to start the conversation with his folks! ▪ Dave Adkins (OH): said that their delay in joining the STS Foundation until now is because of the 'current administration'. The current administration is fine with it! Dave wants to strike while the iron is hot. ▪ Kimberly Thielen Cremers (MN): is going to work with Larry and Phil since they are the ones that did this but Kimberly has not. ▪ Tom Coleman (FS): Found the latest MOU and sending out to those needed for a review for what to do now. ▪ **Revision comments from May 5, 2021 Board meeting to clarify this discussion: <ul style="list-style-type: none"> • No official vote was taken for OH and TN to join the Foundation Board; need signed documentation from those states to allow action to begin by the Board.
8. Adjournment	<ul style="list-style-type: none"> • Carl Harper (KY) made a motion to adjourn, Larry Nichols (VA) seconded the motion. The motion passed. • Adjourned 12:20p

2021 STS Conference Call and Meeting Schedule

Conference calls are scheduled for the 1st 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	Held
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

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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 April 7, 2021, unless otherwise indicated by the Board.

Carl Harper, Secretary