



**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>
May 4, 2022	<b>Minutes Approved:</b> September 7, 2022	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 04-MAY-22**

<b>President:</b> <input checked="" type="checkbox"/> Kimberly Thielen Cremers (MN)	<b>Vice-President / Treasurer:</b> <input 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 checked="" type="checkbox"/> Tivon Feeley (IA)
<input checked="" type="checkbox"/> Tim Brown (WV)	<input checked="" type="checkbox"/> Chris Foelker (WI)	<input checked="" type="checkbox"/> Dave Adkins (OH)
		<input checked="" type="checkbox"/> Larry Nichols (VA)

**Others Participating in the Meeting**

<b>Illinois</b> <input type="checkbox"/> Nancy Johnson	<b>Indiana</b> <input type="checkbox"/> Megan Abraham	<b>Iowa</b> <input type="checkbox"/>	<b>Kentucky</b> <input type="checkbox"/> JD Loan	<b>North Carolina</b> <input type="checkbox"/>
<b>Ohio:</b> <input checked="" type="checkbox"/> Jonathan Shields <input checked="" type="checkbox"/> Brian Burke	<b>Tennessee</b> <input type="checkbox"/> Hannah Hollowell <input type="checkbox"/> Nathan Hoover	<b>Virginia</b> <input 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 type="checkbox"/> Tom Coleman <input type="checkbox"/> John Kyhl <input checked="" type="checkbox"/> Patrick Engelken <input checked="" type="checkbox"/> Derek Puckett <input checked="" type="checkbox"/> Chris Hayes <input type="checkbox"/> David Mausel	<b>USDA APHIS</b> <input checked="" type="checkbox"/> Kathryn Bronsky <input checked="" type="checkbox"/> Anthony Man-Son-Hing	<b>Virginia Tech</b> <input type="checkbox"/> Mannin Dodd	<b>Michigan State</b> <input type="checkbox"/> Travis Perkins
<b>Williams Overman Pierce, LLC</b> <input type="checkbox"/> Ryan Hill <input type="checkbox"/> Michelle Huffman <input type="checkbox"/> McKay Richardson				

**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 Call for additional discussion items Approval of minutes	Kimberly Thielen Cremers Carl Harper Kimberly Thielen Cremers Kimberly Thielen Cremers
	Grant and budget spreadsheets	Georgia Brock



	Audit Committee Report	Phil Marshall
	Discussion of quarterly reimbursements	Kimberly Thielen Cremers
	STS Update	Derek Puckett
	Miscellaneous business	Kimberly Thielen Cremers /All
	Adjournment	

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

**2021-22 APHIS Regulatory Grant Info as of 06-APR-22**

2021-22 Regulatory Grant	Awarded	Disbursed	Pending	Deobligated	Balance
Illinois	\$22,600.00	\$22,600.00	\$0.00	\$0.00	\$0.00
Minnesota	\$50,000.00	\$8,522.45	\$0.00	\$0.00	\$41,477.55
West Virginia	\$30,000.00	\$19,958.36	\$10,041.64	\$0.00	\$0.00
Wisconsin	\$40,400.00	\$39,698.53	\$707.47	\$0.00	-\$6.00
<b>Total Regulatory</b>	<b>\$143,000.00</b>	<b>\$90,779.34</b>	<b>\$10,749.11</b>	<b>\$0.00</b>	<b>\$41,471.55</b>

Item	Assigned to	Due Date
<b>2021-22 APHIS Regulatory Grant Reporting</b>		
FSR (07/01/21 – 12/31/21)		01/14/2022
Accomplishment Report (07/01/21 – 12/31/21)		01/14/2022
Final FSR (07/01/21 – 06/30/22)		08/15/2022
Final Accomplishment Report (07/01/21 – 06/30/22)		08/15/2022
<b>2021-22 APHIS Regulatory Grant Action Items:</b>		

**2021 STS Trapping and Treatment Grant Info as of 02-MAY-22**

**2021: Total of \$4,768,007**  
**Grant #: 19-DG-11083150-004 Mod. 4**

2021 Subgrants to States for STS	Award	Deobligated (subtracted)	Disbursed	Pending	Balance
Illinois STS	\$34,869.00	\$0.00	\$34,869.00	\$0.00	\$0.00
Indiana STS	\$197,568.00	\$0.00	\$117,555.60	\$18,750.90	\$61,261.50
Iowa STS	\$80,390.00	\$0.00	\$74,780.22	\$5,609.78	\$0.00
Kentucky STS	\$44,000.00	\$0.00	\$25,494.66	\$1,595.12	\$16,910.22
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$650,880.00	\$0.00	\$526,153.27	\$60,651.71	\$64,075.02
North Carolina STS	\$107,473.00	\$0.00	\$50,594.57	\$24,942.12	\$31,936.31
Ohio STS	\$480,660.00	\$0.00	\$297,443.89	\$0.00	\$183,216.11
Tennessee	\$40,958.00	\$0.00	\$40,958.00	\$0.00	\$0.00
Virginia STS	\$675,757.00	\$0.00	\$488,574.28	\$0.00	\$187,182.72
West Virginia STS	\$323,910.00	\$0.00	\$196,269.61	\$41,154.61	\$86,485.78
Wisconsin STS	\$681,716.00	\$0.00	\$532,502.45	\$0.00	\$149,213.55



Grayson & Perry Proposal SUNY)	\$10,000.00	\$0.00	\$5,591.75	\$0.00	\$4,408.25
Jon Walter (University of VA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal STS Grants</b>	<b>\$3,337,181.00</b>	<b>\$0.00</b>	<b>\$2,399,787.30</b>	<b>\$152,704.24</b>	<b>\$784,689.46</b>
<b>Total Funds in Grant</b>	\$4,768,007.00				
Subtotal Disbursed/Pending in subgrants	\$2,552,491.54				
Subtotal Foundation Expenses	\$837,956.95				
Total Spent	\$3,390,448.49				
<b>Balance</b>	\$1,377,558.51				
Obligated but not Spent	\$1,614,558.51				
<b>Item</b>		<b>Assigned to</b>		<b>Due Date</b>	
<b>2021 STS Trapping and Treatment Grant Reports</b>		<b>All receiving funds</b>			
Annual FSR (01/01/21 – 12/31/21)				01/29/2022	
Annual Performance Report (01/01/21 – 12/31/21)				01/29/2022	
Final Performance Report (01/01/21 – 12/31/21)				07/15/2022	
Final FSR (01/01/21 – 06/01/22)				07/15/2022	
<b>2021 STS Trapping and Treatment Action Items:</b>					
<i>No action items</i>					
<b>2022 STS Trapping and Treatment Grant Info as of 02-MAY-22</b>					
<b>2022: Total of \$4,412,357</b>					
<b>Grant #: 19-DG-11083150-004 Mod. 7</b>					
<b>2020 Subgrants to States for STS</b>	<b>Award</b>	<b>Deobligated (subtracted)</b>	<b>Disbursed</b>	<b>Pending</b>	<b>Balance</b>
Illinois STS	\$109,257.00	\$0.00	\$0.00	\$0.00	\$109,257.00
Indiana STS	\$230,968.00	\$0.00	\$0.00	\$0.00	\$230,968.00
Iowa STS	\$80,405.00	\$0.00	\$0.00	\$0.00	\$80,405.00
Kentucky STS	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Minnesota STS	\$487,298.00	\$0.00	\$0.00	\$0.00	\$487,298.00
North Carolina STS	\$107,608.00	\$0.00	\$0.00	\$0.00	\$107,608.00
Ohio STS	\$421,705.00	\$0.00	\$0.00	\$0.00	\$421,705.00
Tennessee	\$88,658.00	\$0.00	\$0.00	\$0.00	\$88,658.00
Virginia STS	\$785,534.00	\$0.00	\$0.00	\$0.00	\$785,534.00
West Virginia STS	\$349,031.00	\$0.00	\$0.00	\$0.00	\$349,031.00
Wisconsin STS	\$795,214.00	\$0.00	\$0.00	\$0.00	\$795,214.00
Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Derek Johnson (VCU)	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
<b>Subtotal STS Grants</b>	<b>\$3,548,678.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,548,678.00</b>
<b>Total Funds in Grant</b>	\$4,300,944.00				
Subtotal Disbursed/Pending in subgrants	\$0.00				
Subtotal Foundation Expenses	\$12,874.74				
Total Spent	\$12,874.74				
<b>Balance</b>	\$4,288,069.26				



Obligated but not Spent \$4,288,069.26		
Item	Assigned to	Due Date
<b>2022 STS Trapping and Treatment Grant Reports</b>		
Annual FSR (01/01/22 – 12/31/22)	<b>All receiving funds</b>	01/29/2023
Annual Performance Report (01/01/22 – 12/31/22)		01/29/2023
Final Performance Report (01/01/22 – 12/31/22)		07/15/2023
Final FSR (01/01/22 – 06/01/22)		07/15/2023
<b>2022 STS Trapping and Treatment Action Items:</b>		
<b>Assigned Action Items as of 04-MAY-22</b>		
Item	Assigned to	Due Date
<b>STS Foundation Board Auditor Expenses Review</b> <b>Action:</b> Discuss and plan the process for the 2023 audit expenses.	The STS Foundation Board	June 2022
<b>Review quarterly reimbursement due dates</b> <b>Action:</b> Review the quarterly reimbursement due dates as states will have time to check with their grant/financial staff regarding those dates.	The STS Foundation Board	By June 2022
<b>STS Foundation Board Desk Guide</b> <b>Action:</b> Will review at next meeting for final approval after Anthony Man Son Hing's review of the APHIS language.	The STS Foundation Board	In Progress
<b>Tennessee to join the STS Foundation Board:</b> <b>Action:</b> The Board is waiting for SPRO submitted application from TN. Once received, the board will review and vote at the next Board meeting on voting in TN to the STS Foundation Board. It is suggested that Tom Coleman (FS) follow up with TN to see where they might be in the process. <b>Action:</b> Once TN has been added as a confirmed Board Member – the STS Foundation Board will update its documentation – send it to the STS Foundation Board member states for signatures to finalize the process for each state individually.	The STS Foundation Board	In Progress

**Agenda Item Notes**

Topic	Discussion (all times are listed in Eastern time)
1. Call to order	<ul style="list-style-type: none"> <li>Called to order at 11:03AM by President Kimberly Thielen Cremers (MN)</li> </ul>
2. Roll call	<ul style="list-style-type: none"> <li>Carl Harper (KY) did roll call and quorum was met.</li> </ul>



<p>3. Approval of minutes</p>	<ul style="list-style-type: none"> <li>• Approval of minutes             <ul style="list-style-type: none"> <li>○ April 6, 2022 Board Minutes                 <ul style="list-style-type: none"> <li>▪ Phil Marshall (IN) moves to accept, Larry Nichols (VA) seconds. Motion passes</li> </ul> </li> </ul> </li> </ul>
<p>4. Grant and budget spreadsheets (<a href="#">05022022 spreadsheet_final official, STS 2022 Budget (4-27-22)</a>)</p>	<ul style="list-style-type: none"> <li>• Grant Spreadsheet             <ul style="list-style-type: none"> <li>○ 2021-2022 Regulatory                 <ul style="list-style-type: none"> <li>▪ All quarterly reimbursements from January – March from each state</li> <li>▪ Georgia Brock (STS Foundation) needs budget and work plan for IL and MN for new award that begins July 1.</li> </ul> </li> <li>○ 2021 FS                 <ul style="list-style-type: none"> <li>▪ New columns listed for Quarterly Reports with an X when Quarterly Reports have been received.</li> <li>▪ This is historically a time to ask for any deobligations that may occur. Send Tom Coleman (FS) an email if any deobligations may take place.</li> <li>▪ Ohio is going to follow up on some reporting needs for Georgia Brock (STS Foundation).</li> <li>▪ Be sure to review reporting due dates!</li> </ul> </li> <li>○ 2022 FS                 <ul style="list-style-type: none"> <li>▪ All things are in process for this grant.</li> </ul> </li> <li>○ Awards                 <ul style="list-style-type: none"> <li>▪ Do have award for Modification 7 and are working to get things out. In Mod 7, there is an opportunity to submit a 424 with the approved allocation, if that will help states be able to move forward with survey and treatment needs.</li> </ul> </li> <li>○ 2022 Budget                 <ul style="list-style-type: none"> <li>▪ Derek Puckett (FS): Minnesota award was increased to address higher contract prices. The extra funds were taken from the MD application line (changed 108,574 to \$94,779).</li> </ul> </li> </ul> </li> </ul>
<p>5. Audit Committee Report</p>	<ul style="list-style-type: none"> <li>○ Audit Committee Report             <ul style="list-style-type: none"> <li>▪ Phil Marshall (IN): Committee reviewed the April financial report and found it in good standing.</li> </ul> </li> </ul>
<p>6. Quarterly Reimbursements</p>	<ul style="list-style-type: none"> <li>• Discussion of quarterly reimbursements             <ul style="list-style-type: none"> <li>○ Kimberly Thielen Cremers (MN): The board made a decision in a 2019 meeting that requests were required to be submitted quarterly but preferred monthly.                 <ul style="list-style-type: none"> <li>▪ Proposal: Set the quarters with a due date for requests.                     <ul style="list-style-type: none"> <li>• Period Jan 1 – Jun 30, 2022 request due Jul 29, 2022 (covers 2 quarters since full NOA are not issued until second quarter)</li> <li>• Period Jul 1 – Sep 30, 2022 request due Oct 31, 2022</li> <li>• Period Oct 1 – Dec 31, 2022 request due Jan 27, 2023</li> </ul> </li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Period Jan 1 – Mar 31, 2023 request due Apr 30, 2023</li> <li>• Period Apr 1 – May 31, 2023 request due <del>Jun 30</del> Jul 15, 2023</li> <li>▪ June is a challenging month for a number of states due to fiscal year close out. Discussion about the most appropriate due date for Period Apr 1 – May 31. Agreement to move June 30 due date to July 15.</li> <li>▪ The Foundation needs reports timely so that the audit process has the documentation filed and at the ready and also for keeping the financials in order to lessen the chance of errors being missed.</li> <li>▪ A letter with more details about reimbursement requests will be attached so that each states financial department will have that to refer to.</li> </ul>
7. STS Update	<ul style="list-style-type: none"> <li>• STS Update:             <ul style="list-style-type: none"> <li>○ Derek Puckett (FS):                 <ul style="list-style-type: none"> <li>▪ Tom is in Michigan meeting with the Schiffer's for the contract coordination meeting and FS Fire and Aviation Management for the aircraft carding.</li> <li>▪ Over the last two weeks we held “pre- pre-” coordination meetings with the seven states conducting mating disruption treatments to help with the contractor coordination meeting. After meeting with Al/Mike, we will follow-up with the individual states for the “pre-” coordination meeting to firm-up our plans with the states.</li> <li>▪ The Mission Aviation Safety Plan for the mating disruption treatments has most of the signatures in the Southern Region and still making the rounds in Northeastern Region.</li> <li>▪ The three grants (2nd STS Foundation grant, VT database, and VT tech development) have been initially reviewed by the Southern Region grants shop, but all still require more processing. Agreement to transfer funds to APHIS trapping is also in review.</li> </ul> </li> </ul> </li> </ul>
8. Miscellaneous business	<ul style="list-style-type: none"> <li>• Update on Desk Guide Process: Kimberly Thielen Cremers (MN)             <ul style="list-style-type: none"> <li>○ Anthony is working on their part of the Desk Guide process to be sure it is in order for our guidance.</li> </ul> </li> <li>• State Contact Spreadsheet: Carl Harper (KY)             <ul style="list-style-type: none"> <li>○ Just a reminder to remember to keep this updated. Kimberly Thielen Cremers (MN) will send an email to Tom Coleman (FS) to send out to states for review and any updates.</li> </ul> </li> </ul>
9. Adjournment	<ul style="list-style-type: none"> <li>• Carl Harper (KY) made a motion to adjourn, Phil Marshall (IN) seconded the motion. The motion passed.</li> <li>• Adjourned 12:02p</li> </ul>



2022 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 5, 2022	Microsoft Teams Call	Held
February 8-9, 2022	Annual Face-to-Face Meeting	Held (held virtually due to COVID)
March 9, 2022	Microsoft Teams Call	Held (rescheduled from March 2, 2022)
April 6, 2022	Microsoft Teams Call	Held
May 4, 2022	Microsoft Teams Call	Held
June 1, 2022	Microsoft Teams Call	Pending
July 6, 2022	Microsoft Teams Call	Pending
August 3, 2022	Microsoft Teams Call	Pending
September 7, 2022	Microsoft Teams Call	Pending
October 5, 2022	Microsoft Teams Call	Pending
November 2, 2022	Microsoft Teams Call	Pending
December 7, 2022	Microsoft Teams Call	Pending

The foregoing motions and actions, by unanimous consent are to have full force and effect as of May 4, 2022, unless otherwise indicated by the Board.

Carl Harper, Secretary