



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
October 5, 2022	Minutes Approved: October 26, 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 05-OCT-22

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 checked="" type="checkbox"/> Scott Schirmer (IL)	<input checked="" type="checkbox"/> Phil Marshall (IN)	<input 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

Illinois <input checked="" type="checkbox"/> Nancy Johnson	Indiana <input type="checkbox"/> Megan Abraham	Iowa <input type="checkbox"/>	Kentucky <input type="checkbox"/> JD Loan	Minnesota <input type="checkbox"/>
North Carolina <input checked="" type="checkbox"/> Sara Lalk	Ohio: <input checked="" type="checkbox"/> Jonathan Shields <input type="checkbox"/> Brian Burke	Tennessee <input checked="" type="checkbox"/> Hannah Hollowell <input type="checkbox"/> Nathan Hoover	Virginia <input checked="" type="checkbox"/> David Gianino <input checked="" type="checkbox"/> Larry Bradfield	West Virginia <input checked="" type="checkbox"/> Andy Stotts <input checked="" type="checkbox"/> Polly Frazier
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 type="checkbox"/> Patrick Engelken <input checked="" type="checkbox"/> Derek Puckett <input checked="" type="checkbox"/> Chris Hayes <input type="checkbox"/> David Mausel <input checked="" type="checkbox"/> Tim Tomon	USDA APHIS <input checked="" type="checkbox"/> Kathryn Bronsky <input checked="" type="checkbox"/> Anthony Man-Son-Hing	Virginia Tech <input checked="" type="checkbox"/> Mannin Dodd
Michigan State <input type="checkbox"/> Travis Perkins	Williams Overman Pierce, LLC <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)		
Time	Agenda Item	Presenter/Facilitator
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/Tom Coleman
	Audit Committee Report	Phil Marshall
	Update on Auditor Proposals	Joy Goforth
	NICRA (Negotiated Indirect Cost Rate Agreement) Discussion	Kimberly Thielen Cremers
	Common Names for the Asian Complex	Kimberly Thielen Cremers
	STS Program Updates (racemic disparlure quote, Winter Operations planning, etc.)	Tom Coleman
	Miscellaneous business	Kimberly Thielen Cremers /All
	Adjournment	

Status Update of Grant Agreements and Action Items						
2021-22 APHIS Regulatory Grant Info as of 21-SEP-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	\$50,000.00	\$0.00	\$0.00	\$0.00	
West Virginia	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	
Wisconsin	\$40,400.00	\$40,400.00	\$0.00	\$0.00	\$0.00	
Total Regulatory	\$143,000.00	\$143,000.00	\$0.00	\$0.00	\$0.00	
Item	Assigned to			Due Date		
2021-22 APHIS Regulatory Grant Reporting						
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		
2021-22 APHIS Regulatory Grant Action Items:						
2022-23 APHIS Regulatory Grant Info as of 21-SEP-22						
2022-23 Regulatory Grant	Awarded	Disbursed	Pending	Deobligated	Balance	
Illinois	\$22,600.00	\$0.00	\$0.00	\$0.00	\$22,600.00	
Minnesota	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	
West Virginia	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	



Wisconsin	\$40,400.00	\$0.00	\$0.00	\$0.00	\$40,400.00
Total Regulatory	\$143,000.00	\$0.00	\$0.00	\$0.00	\$143,000.00
Item		Assigned to		Due Date	
2022-23 APHIS Regulatory Grant Reporting					
FSR	(07/01/21 – 12/31/22)				01/16/2023
Accomplishment Report	(07/01/21 – 12/31/22)				01/16/2023
Final FSR	(07/01/21 – 06/30/23)				08/15/2023
Final Accomplishment Report	(07/01/21 – 06/30/23)				08/15/2023
2022-23 APHIS Regulatory Reimbursement Requests Due					
Period: July 1 – September 30, 2022		IL, MN, WV, WI			10/31/2022
Period: October 1 – December 31, 2022		IL, MN, WV, WI			01/15/2023
Period: January 1 – March 31, 2023		IL, MN, WV, WI			04/30/2023
Period: April 1 – June 30, 2023		IL, MN, WV, WI			07/31/2023
2022-23 APHIS Regulatory Grant Action Items:					
2021 STS Trapping and Treatment Grant Info as of 21-SEP-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	\$197,568.00	\$0.00	\$0.00
Iowa STS	\$80,390.00	\$0.00	\$80,390.00	\$0.00	\$0.00
Kentucky STS	\$44,000.00	\$0.00	\$43,162.70	\$0.00	*\$837.30
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$650,880.00	\$0.00	\$619,288.69	\$0.00	*\$31,591.31
North Carolina STS	\$107,473.00	\$0.00	\$89,094.09	\$0.00	*\$18,378.91
Ohio STS	\$480,660.00	\$0.00	\$330,932.10	\$149,727.90	\$0.00
Tennessee	\$40,958.00	\$0.00	\$40,958.00	\$0.00	\$0.00
Virginia STS	\$675,757.00	\$0.00	\$675,757.00	\$0.00	\$0.00
West Virginia STS	\$323,910.00	\$0.00	\$323,910.00	\$0.00	\$0.00
Wisconsin STS	\$681,716.00	\$0.00	\$681,716.00	\$0.00	\$0.00
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
Subtotal STS Grants	\$3,337,181.00	\$0.00	\$3,132,237.33	\$149,727.90	\$55,215.77
Total Funds in Grant	\$4,768,007.00				
Subtotal Disbursed/Pending in subgrants	\$3,281,965.23				
Subtotal Foundation Expenses	\$584,788.45				
Total Spent	\$3,866,753.68				
Balance	\$901,253.32				
Obligated but not Spent	\$1,138,253.32				
Item		Assigned to		Due Date	

Minnesota		North Carolina		Kentucky		
Kimberly Thielen Cremers - President 651-201-6329		Joy Goforth – Vice President/Treasurer 919-707-3753		Carl Harper - Secretary 859-218-3376		
Illinois	Indiana	Iowa	Ohio	Virginia	West Virginia	Wisconsin
Scott Schirmer 815-787-5481	Phil Marshall 812-358-3621	Tivon Feeley 515-725-8453	David Adkins 614-387-0907	Larry Nichols 804-786-3523	Tim Brown 304-558-2212	Chris Foelker 608-422-1121



2021 STS Trapping and Treatment Grant Reports		All receiving funds	
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
2021 STS Trapping and Treatment Action Items:			
Items highlighted in green above in the 2021 balance for each state has been deobligated			
2022 STS Trapping and Treatment Grant Info as of 21-SEP-22			
2022: Total of \$4,412,357 Grant #: 19-DG-11083150-004 Mod. 7			
2020 Subgrants to States for STS	Award	Deobligated (subtracted)	Disbursed
			Pending
			Balance
Illinois STS	\$109,257.00	\$0.00	\$82,630.39
Indiana STS	\$230,968.00	\$0.00	\$0.00
Iowa STS	\$80,405.00	\$0.00	\$27,618.10
Kentucky STS	\$44,000.00	\$0.00	\$3,860.35
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$508,941.00	\$0.00	\$28,134.84
North Carolina STS	\$107,608.00	\$0.00	\$0.00
Ohio STS	\$421,705.00	\$0.00	\$0.00
Tennessee	\$88,658.00	\$0.00	\$32,144.77
Virginia STS	\$671,632.00	\$0.00	\$97,713.14
West Virginia STS	\$349,031.00	\$0.00	\$62,374.99
Wisconsin STS	\$795,214.00	\$0.00	\$465,783.95
Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$0.00
Derek Johnson (VCU)	\$29,983.00	\$0.00	\$0.00
Subtotal STS Grants	\$3,456,402.00	\$0.00	\$800,260.53
			\$30,807.38
			\$2,625,334.09
Total Funds in Grant	\$2,259,224.00		
Subtotal Disbursed/Pending in subgrants	\$831,067.91		
Subtotal Foundation Expenses	\$545,311.74		
Total Spent	\$1,376,379.65		
Balance	\$882,844.35		
Obligated but not Spent	\$2,924,594.35		
Item		Assigned to	Due Date
2022 STS Trapping and Treatment Grant Reports		All receiving funds	
Annual FSR	(01/01/22 – 12/31/22)		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
2022 STS Trapping and Treatment Action Items:			



Assigned Action Items as of 07-SEP-22		
Item	Assigned to	Due Date
<p>Reimbursement requests received from the states Action: States must have reimbursement requests submitted to Georgia Brock (STS Foundation) for the period of January 1 – September 30 by October 31.</p>	ALL STATES	On or before October 31, 2022
<p>STS Foundation Board Desk Guide Action: Will review at next meeting for final approval after Anthony Man Son Hing's review of the APHIS language.</p>	Kimberly Thielen Cremers (MN)	In Progress
<p>Tennessee to join the STS Foundation Board: Action: 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. Action: 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.</p>	The STS Foundation Board/Tom Coleman (FS)	In Progress

Agenda Item Notes

Topic	Discussion (all times are listed in Eastern time)
1. Call to order	<ul style="list-style-type: none"> Called to order at 11:01AM by President Kimberly Thielen Cremers (MN)
2. Roll call	<ul style="list-style-type: none"> Carl Harper (KY) did roll call and quorum was met.
3. Approval of minutes	<ul style="list-style-type: none"> September 7, 2022 Board Minutes <ul style="list-style-type: none"> Motion by Phil Marshall (IN), Seconded by Dave Adkins (OH), Passed.
4. Grant and budget spreadsheets (09212022 spreadsheet_final official.xlsx, STS 2023 draft budget (10-3-22).xlsx)	<ul style="list-style-type: none"> Grant Spreadsheets <ul style="list-style-type: none"> 2022-23 Regulatory; Georgia Brock (STS Foundation) <ul style="list-style-type: none"> Sending an email to the states of a reminder of the reimbursement requests coming due on October 31, 2022 2021 FS; Georgia Brock (STS Foundation) <ul style="list-style-type: none"> All states have sent in deobligation paperwork Getting ready to approve a pending payment to OH 2022 FS; Georgia Brock (STS Foundation) <ul style="list-style-type: none"> FS has slowed down on getting the reimbursements. It is due to their Fiscal Year End. Reimbursement requests will be impacted and are monitored by Tom Coleman (FS) and Georgia Brock (STS Foundation) to be sure they get moved forward. STS 2022 Report; Georgia Brock (STS Foundation)



	<ul style="list-style-type: none"> ▪ Need OH reimbursement request ▪ Need to encourage your departments/units in each state that process requests for reimbursement to be sure they review the guidance from the STS Foundation regarding the request schedule. ○ STS 2022 Budget; Tom Coleman (FS) <ul style="list-style-type: none"> ▪ Remaining funds to be carried over ▪ Racemic is a huge chunk of the spending and the amount variable. ○ STS 2023 Budget; Tom Coleman (FS) <ul style="list-style-type: none"> ▪ Shouldn't be too many changes. ▪ Looking at a 5-year avg of funding to each state. ▪ A lot of initial planning numbers at this point and beginning to take a "loose shape".
5. Audit Committee Report	<ul style="list-style-type: none"> • Phil Marshall (IN): <ul style="list-style-type: none"> ○ Committee reviewed the recent financial report and found it in good standing.
6. Update on Auditor Proposals	<ul style="list-style-type: none"> • Joy Goforth (NC): <ul style="list-style-type: none"> ○ Developed a list of potential auditors ○ Sent to 15 firms via email (using read receipt) <ul style="list-style-type: none"> ▪ 2 confirmed a read receipt ○ Proposals are due to the STS Foundation by October 14, 2022 ○ Georgia is cc'd and is reviewing them as well ○ Executive Committee will review received proposals after the deadline ○ The proposed auditor will be brought to the board meeting on October 26, 2022
7. NICRA (Negotiated Indirect Cost Rate Agreement) Discussion	<ul style="list-style-type: none"> • Kimberly Thielen Cremers (MN) <ul style="list-style-type: none"> ○ Could the foundation set an indirect rate on its funds to the states. The current policy states that the STS Foundation Board limits the indirect at 15%. This was set on October 1, 2010. ○ After review/consultation by Tom Coleman (FS), the board must accept the states NICRA. ○ All states have an approved NICA on file. ○ This will affect UK, WI and WV. ○ Can a state accept less than the NICRA? <ul style="list-style-type: none"> ▪ Yes, but it is up to the state. ○ Below is the proposed change



Gypsy Moth Slow the Spread Foundation, Inc
Indirect Costs Policy for Applicants

Indirect Costs in Project Budgets

An organization may include indirect costs in their project budgets if they meet the following conditions:

1. the organization has a federally-approved indirect rate; **and**
2. the organization submits documentation* of their federally-approved rate with their full proposal application;
3. ~~the indirect costs line item in the project budget does not exceed 15% of the total direct costs requested from the Foundation (even when the federally-approved rate is greater);~~ **and;**
4. ~~the project was approved no earlier than October 1, 2010.~~

*Documentation includes the Indirect Cost Negotiation Agreement or the notification from a Cognizant Agency to an organization formalizing the approval of a final or provisional indirect cost rate.

Indirect costs as Matching Contributions

If an organization does not include indirect costs in their request from the Foundation, the organization and their project partners may include their full federally-approved indirect rate as matching contributions for a Foundation award.

~~If an organization's federally approved indirect rate exceeds 15% of the direct costs requested from the Foundation, they may include indirect costs up to 15% of the direct costs in their budget and use the balance of the indirect rate as matching contributions.~~

Effective date: The matching funds policy applies to all GM-STS Foundation, Inc projects funded after October 1, 2010. October 5, 2022.

- There was a motion to accept the proposed change (above). Motion by Carl Harper (KY), seconded by Phil Marshall (IN)
- Discussion
 - Phil Marshal (IN) suggested to have the original date stay and just add another line with the amended date and to keep the original policy as a historical reference (not public facing) once the new policy is posted to the STS Foundation website.
 - Example
 - “Created: October 1, 2010”
 - “Revision: October 5, 2022”
 - Georgia Brock (STS Foundation) asked about the October 5, 2022 date in regards to a review by the auditor. Would it cause issues?
 - It shouldn’t because this would be for proposals received after this date and not previous proposals.
 - There was concern about the date and how it would be viewed by the states as well.
 - There was a motion to amend language of the policy to say ‘projects funded after October 5, 2022’ so that it applies only to new applications coming in on October 5, 2022 or after so as to not impact currently awarded projects.
 - Motion to accept the amendment passed
- The motion with the approved amendments was then voted on and passed.



<p>8. Common Names for the <i>Lymantria</i> species</p>	<ul style="list-style-type: none"> • Kimberly Thielen Cremers (MN) and Kathryn Bronsky (USDA APHIS) <ul style="list-style-type: none"> ○ Kimberly Thielen Cremers, Chris Foelker, Dave Adkins, Kathryn Bronsky are representatives on the task force. ○ The task force has been working on the renaming of the other <i>Lymantria</i> species. ○ USDA has been working with international partners and all are working to agree to use the proposed new name other than Asian. The announcement will come out later to the public for use. ○ All the board members were acceptable of the current proposed names.
<p>9. STS Program Updates (racemic disparlure quote, Winter Operation planning, etc.)</p>	<ul style="list-style-type: none"> • Racemic disparlure quote; Tom Coleman (FS) <ul style="list-style-type: none"> ○ Bids were sent to ISCA, CBC/Shin-Etsu, Ashland ○ No bids were received and reasons for not submitting bids ○ Tom Coleman (FS) followed up with each company and offered options but so far none are willing at this point. ○ Scentry is another company, but the STS Foundation Board requests too much for them to produce. ○ ATGC is another company that seemed interested. They used to supply to ISCA but they are their own company. Tom Coleman (FS) talked with CEO and they are interested in receiving the bid. <ul style="list-style-type: none"> ▪ Would the Board be OK with sending the bid as it is currently written? Or do we adjust the delivery date from April 2023 to April 2024. ▪ Discussion <ul style="list-style-type: none"> • Agree with sending out bid as it is currently written • Consider looking at additional climate-controlled storage location so that we can store more than 1 year worth ○ Tom did look at other companies that work in this realm and is going to see if they have interest (most are based outside the US). ○ What is the consequence for NOT fulfilling our bid request? <ul style="list-style-type: none"> ▪ There are no penalties • Winter Op in Asheville; Tom Coleman (FS) <ul style="list-style-type: none"> ○ A contract is signed with hotel. ○ Get meeting room at no cost. ○ States attending must have reserved room at the December 2022 deadline at Hilton Garden Inn ○ Information and draft agenda to be sent out so approvals can be made. • State 2023 trapping and treatment planning (virtual road show); Tom Coleman (FS) <ul style="list-style-type: none"> ○ Starting up next week!



10. Miscellaneous	<ul style="list-style-type: none"> • Discussion Items <ul style="list-style-type: none"> ○ Move the November Board meeting to October 26, 2022 due to ALDR meeting during that time. ○ ALDR meeting is in Minneapolis! Make plans to attend – reserve today!
11. Adjournment	<ul style="list-style-type: none"> • Carl Harper (KY) made a motion to adjourn, Phil Marshall (IN) seconded the motion. The motion passed. • Adjourned 12:21p

2022 STS Conference Call and Meeting Schedule		
Conference calls are scheduled for the 1 st 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	Held
July 6, 2022	Microsoft Teams Call	Cancelled
August 3, 2022	Microsoft Teams Call	Cancelled
September 7, 2022	Microsoft Teams Call	Held
October 5, 2022	Microsoft Teams Call	Held
November 2, 2022	Microsoft Teams Call	Pending (rescheduled for October 26, 2022)
December 7, 2022	Microsoft Teams Call	Pending

The foregoing motions and actions, by unanimous consent are to have full force and effect as of October 5, 2022, unless otherwise indicated by the Board.

Carl Harper, Secretary