



**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>
September 7, 2022	<b>Minutes Approved:</b> October 5, 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 07-SEP-22**

<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 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 checked="" 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>Minnesota</b> <input type="checkbox"/>
<b>North Carolina</b> <input checked="" type="checkbox"/> Sara Lalk	<b>Ohio:</b> <input checked="" type="checkbox"/> Jonathan Shields <input type="checkbox"/> Brian Burke	<b>Tennessee</b> <input type="checkbox"/> Hannah Hollowell <input type="checkbox"/> Nathan Hoover	<b>Virginia</b> <input checked="" type="checkbox"/> David Gianino <input 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 type="checkbox"/> John Kyhl <input checked="" type="checkbox"/> Patrick Engelken <input checked="" type="checkbox"/> Derek Puckett <input type="checkbox"/> Chris Hayes <input type="checkbox"/> David Mausel <input checked="" type="checkbox"/> Tim Tomon	<b>USDA APHIS</b> <input checked="" type="checkbox"/> Kathryn Bronsky <input checked="" type="checkbox"/> Anthony Man-Son-Hing	<b>Virginia Tech</b> <input checked="" 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



	Audit Committee Report	Phil Marshall
	STS Program Updates	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 02-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
<b>Total Regulatory</b>	<b>\$143,000.00</b>	<b>\$143,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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>		

**2022-23 APHIS Regulatory Grant Info as of 02-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
<b>Total Regulatory</b>	<b>\$143,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$143,000.00</b>

Item	Assigned to	Due Date
<b>2021-22 APHIS Regulatory Grant Reporting</b>		
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
<b>2021-22 APHIS Regulatory Grant Action Items:</b>		

**2021 STS Trapping and Treatment Grant Info as of 02-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	\$0.00	\$149,727.90
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
<b>Subtotal STS Grants</b>	<b>\$3,337,181.00</b>	<b>\$0.00</b>	<b>\$3,132,237.33</b>	<b>\$0.00</b>	<b>\$204,943.67</b>

<b>Total Funds in Grant</b>	\$4,768,007.00
Subtotal Disbursed/Pending in subgrants	\$3,132,237.33
Subtotal Foundation Expenses	\$584,588.43
Total Spent	\$3,716,825.76
<b>Balance</b>	<b>\$1,051,181.24</b>
Obligated but not Spent	\$1,288,181.24

Item	Assigned to	Due Date
<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

**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 02-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	\$0.00	\$82,630.39	\$26,626.61
Indiana STS	\$230,968.00	\$0.00	\$0.00	\$0.00	\$230,968.00
Iowa STS	\$80,405.00	\$0.00	\$27,618.10	\$0.00	\$52,786.90
Kentucky STS	\$44,000.00	\$0.00	\$2,126.92	\$1,733.43	\$40,139.65
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00



Minnesota STS	\$508,941.00	\$0.00	\$0.00	\$28,134.84	\$480,806.16
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	\$17,907.17	\$14,237.60	\$56,513.23
Virginia STS	\$671,632.00	\$0.00	\$0.00	\$97,713.14	\$573,918.86
West Virginia STS	\$349,031.00	\$0.00	\$62,374.99	\$0.00	\$286,656.01
Wisconsin STS	\$795,214.00	\$0.00	\$0.00	\$465,783.95	\$329,430.05
Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Derek Johnson (VCU)	\$29,983.00	\$0.00	\$0.00	\$0.00	\$29,983.00
<b>Subtotal STS Grants</b>	<b>\$3,456,402.00</b>	<b>\$0.00</b>	<b>\$110,027.18</b>	<b>\$690,233.35</b>	<b>\$2,656,141.47</b>

<b>Total Funds in Grant</b>	\$2,259,224.00
Subtotal Disbursed/Pending in subgrants	\$800,260.53
Subtotal Foundation Expenses	\$489,182.87
Total Spent	\$1,289,443.40
<b>Balance</b>	\$969,780.60
Obligated but not Spent	\$3,011,530.60

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>		
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**Assigned Action Items as of 07-SEP-22**

Item	Assigned to	Due Date
<b>Reimbursement requests received from the states</b>		
<b>Action:</b> States must have reimbursement requests submitted to Georgia Brock (STS Foundation) for the period of January 1 – September 30 by October 31.	ALL STATES	On or before October 31, 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.	Kimberly Thielen Cremers (MN)	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.	The STS Foundation Board/Tom Coleman (FS)	In Progress
<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.		
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**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>
3. Approval of minutes	<ul style="list-style-type: none"> <li>Approval of minutes               <ul style="list-style-type: none"> <li>May 4, 2022 Board Minutes                   <ul style="list-style-type: none"> <li>Motion by Phil Marshall (IN), Seconded by Carl Harper (KY), Passed.</li> </ul> </li> <li>June 1, 2022 Board Minutes                   <ul style="list-style-type: none"> <li>Motion by Phil Marshall (IN), Seconded by Dave Adkins (OH), Passed.</li> </ul> </li> </ul> </li> </ul>
4. Audit Committee Report	<ul style="list-style-type: none"> <li>Audit Committee Report               <ul style="list-style-type: none"> <li>Chris Foelker (WI): Committee reviewed the August financial report and found it in good standing.</li> </ul> </li> </ul>
5. Grant and budget spreadsheets (09022022 spreadsheet_final official.xlsx, STS 2022 Budget (8-3-22).xlsx)	<ul style="list-style-type: none"> <li>Grant Spreadsheet               <ul style="list-style-type: none"> <li>2021-22 Regulatory; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>All funds spent. Final accomplishment report submitted on September 6, 2022.</li> </ul> </li> <li>2022-23 Regulatory; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>Need WV signed awards letter. WV signed it September 7, 2022 and is on its way back to the Foundation.</li> </ul> </li> <li>2021 FS; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>Waiting to get all deobligation paperwork in to the Foundation.</li> <li>Waiting on OH final reimbursement request.</li> </ul> </li> <li>2022 FS; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>Started disbursing funds to states that have requested funding. The funds came to the Foundation (September 7, 2022) so that they could be disbursed.</li> <li>There are some states listed that have not submitted a reimbursement request; IN, MI, NC, OH, SUNY, VCU.</li> <li><b>ACTION ITEM:</b> States must have reimbursement requests submitted to Georgia Brock (STS Foundation) for the period of January 1 – September 30 by October 31. This is requested by the auditors.</li> </ul> </li> <li>Request for quotes for Racemic; Tom Coleman (FS)</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ It went out to multiple companies.</li> <li>▪ It went out for ~\$890,000.</li> <li>▪ Waiting to hear back from each company.             <ul style="list-style-type: none"> <li>• CBS will not submit a quote.</li> <li>• Still waiting on 2 other companies</li> </ul> </li> <li>○ STS 2022 Budget; Tom Coleman (FS)             <ul style="list-style-type: none"> <li>▪ Nothing much has changed.</li> <li>▪ Did a 5-year avg to see how funds are averaging.                 <ul style="list-style-type: none"> <li>• To get an idea of spending has occurred</li> <li>• Help with budgeting for 2023</li> </ul> </li> <li>▪ Did reach out to John Kyhl (FS) regarding funding in his region                 <ul style="list-style-type: none"> <li>• Not looking like there is going to be much left-over funds.</li> </ul> </li> </ul> </li> <li>○ Mating Disruption; Tom Coleman (FS)             <ul style="list-style-type: none"> <li>▪ Costs were increased. A lot due to fuel costs.</li> <li>▪ Contract came in just over \$32,000 this year.</li> <li>▪ There are still some funds left in this line item.</li> </ul> </li> <li>○ Regional EA Assessment (Southern Region); Tom Coleman (FS)             <ul style="list-style-type: none"> <li>▪ Should be published by mid-September and come out in early 2023.</li> <li>▪ Tom Coleman (FS) will forward the Cooperator letter.</li> </ul> </li> <li>○ Summer Ops; Tom Coleman (FS)             <ul style="list-style-type: none"> <li>▪ Good turn out and meeting                 <ul style="list-style-type: none"> <li>• ~20 in-person, 20 online</li> </ul> </li> <li>▪ When states are treating on public lands                 <ul style="list-style-type: none"> <li>• State cooperator needs a letter and inspection.</li> <li>• Still some uncertainty of the process and investigating further what the letter and inspection process is.</li> </ul> </li> <li>▪ Winter Ops will be in Asheville, NC in January 2023.</li> </ul> </li> </ul>
6. Miscellaneous	<ul style="list-style-type: none"> <li>• Discussion Items             <ul style="list-style-type: none"> <li>○ Contract renewal for auditors; Joy Goforth (NC)                 <ul style="list-style-type: none"> <li>▪ 5-year contract is ended.</li> <li>▪ How do we proceed for renewal?                     <ul style="list-style-type: none"> <li>• In the past, put out for bids.</li> </ul> </li> <li>▪ Discussion:                     <ul style="list-style-type: none"> <li>• Will have the EC and Larry Nichols work on getting this together to go out for bid.</li> <li>• Larry Nichols (VA) has some past information we can use to develop the new contract.</li> <li>• EC and Larry Nichols to meet next week, Monday, September 12, 2022, at 2p Central/3p Eastern via Teams</li> </ul> </li> </ul> </li> </ul> </li> </ul>



- STS Foundation Board Audit Expense Review; Kimberly Thielen Cremers (MN)
  - Costs were getting higher than what was in the contract and spurred the Foundation Board to review and consider the costs listed.
  - Georgia Brock (STS Foundation) believes that they are not spending as much time as in the past, but the costs still seem to be rising.
  - Joy Goforth (NC) sent the costs for audits the past 3 years
    - 2019 - \$28,940
    - 2020 - \$25,625
    - 2021 - \$33,775
- Review quarterly reimbursement due dates; Kimberly Thielen Cremers (MN)
  - Review the quarterly reimbursement due dates as states will have time to check with their grant/financial staff regarding those dates.
  - The grant ending date was moved from June 1 to May 31.
  - There was a change in this in the award letter to the states. It was set to July 31, 2022.
  - If the state is going to miss sending an invoice to the Foundation, the Foundation still needs documentation sent to Georgia Brock (Foundation) referring to the reason why an invoice was not sent.
- STS Foundation Board Desk Guide; Kimberly Thielen Cremers (MN)
  - Will review at next meeting for final approval after Anthony Man Son Hing's review of the APHIS language.
  - Kimberly Thielen Cremers (MN) is working on this.
- Tennessee to join the STS Foundation; Kimberly Thielen Cremers (MN)
  - Tom Coleman (FS) will touch base with Hannah Hollowell
- An agenda item for the October Board Meeting
  - Put NICRA discussion as an agenda item
- ALDR will be meeting in November (November 1 – 3, 2022) in Minneapolis, MN.
- ESA's Better Common Names Project; Kimberly Thielen Cremers (MN)
  - Regarding the Asian Complex renaming.
  - Many of our group are on this committee.
  - Kathryn Bronsky gave an update.





	<ul style="list-style-type: none"> <li>USDA is talking with other countries and are trying to get a common name that all countries will intend to use.</li> <li>Lots of areas (online, etc.) that still have the word 'gypsy' and will take time to get updated.</li> <li>APHIS will likely default to the scientific names.</li> </ul>
7. Adjournment	<ul style="list-style-type: none"> <li>Carl Harper (KY) made a motion to adjourn, Tivon Feely (IA) seconded the motion. The motion passed.</li> <li>Adjourned 12:21p</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	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	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 September 7, 2022, unless otherwise indicated by the Board.

Carl Harper, Secretary