



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 26, 2022	Minutes Approved: December 7, 2022	Virtual Meeting via Microsoft Teams

Proper notice having been duly given to each Board member; a conference call of the Board of Directors was held on the above date.

Board Members 26-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 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

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 type="checkbox"/> Sara Lalk	Ohio: <input checked="" type="checkbox"/> Jonathan Shields	Tennessee <input checked="" type="checkbox"/> Hannah Hollowell	Virginia <input checked="" type="checkbox"/> David Gianino <input checked="" 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 type="checkbox"/> Derek Puckett <input checked="" type="checkbox"/> Chris Hayes <input type="checkbox"/> David Mausel <input type="checkbox"/> Tim Tomon	USDA APHIS <input checked="" type="checkbox"/> Kathryn Bronsky <input 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
Auditor Recommendations	Joy Goforth
STS Program Updates (racemic disparture quote, early STS funding, 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-OCT-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-OCT-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	\$12,385.41	\$0.00	\$0.00	\$17,614.59
Wisconsin	\$40,400.00	\$6,377.14	\$0.00	\$0.00	\$34,022.86
Total Regulatory	\$143,000.00	\$18,762.55	\$0.00	\$0.00	\$124,237.45

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-OCT-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	\$480,660.00	\$0.00	\$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	\$3,281,965.23	\$0.00	\$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			
2021 STS Trapping and Treatment Grant Reports					
Annual FSR	(01/01/21 – 12/31/21)	<i>All receiving funds</i>	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-OCT-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	\$0.00	\$26,626.61
Indiana STS	\$230,968.00	\$0.00	\$0.00	\$14,587.71	\$216,380.29
Iowa STS	\$80,405.00	\$0.00	\$27,618.10	\$17,685.45	\$35,101.45
Kentucky STS	\$44,000.00	\$0.00	\$5,953.75	\$1,466.45	\$36,579.80
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$508,941.00	\$0.00	\$28,134.84	\$0.00	\$480,806.16
North Carolina STS	\$107,608.00	\$0.00	\$19,713.98	\$0.00	\$87,894.02
Ohio STS	\$421,705.00	\$0.00	\$0.00	\$185,111.77	\$236,593.23
Tennessee	\$88,658.00	\$0.00	\$32,144.77	\$0.00	\$56,513.23
Virginia STS	\$671,632.00	\$0.00	\$97,713.14	\$0.00	\$573,918.86
West Virginia STS	\$349,031.00	\$0.00	\$62,374.99	\$116,413.50	\$170,242.51
Wisconsin STS	\$795,214.00	\$0.00	\$465,783.95	\$172,616.07	\$156,813.98
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
Subtotal STS Grants	\$3,456,402.00	\$0.00	\$831,067.91	\$507,880.95	\$2,117,453.14

Total Funds in Grant	\$4,300,944.00
Subtotal Disbursed/Pending in subgrants	\$1,338,948.86
Subtotal Foundation Expenses	\$549,089.44
Total Spent	\$1,888,038.30
Balance	\$2,412,905.70
Obligated but not Spent	\$2,412,905.70

Item	Assigned to	Due Date
2022 STS Trapping and Treatment Grant Reports		
Annual FSR (01/01/22 – 12/31/22)	All receiving funds	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:		
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Assigned Action Items as of 26-OCT-22

Item	Assigned to	Due Date
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.	ALL STATES	On or before October 31, 2022



<p>STS Foundation Board Performance Review of Auditors Action: Review of the STS Foundation Board auditors (MPC) performance of the Boards finances at the March 2023 Board meeting.</p>	<p>The STS Foundation Board</p>	<p>March 2023</p>
<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>	<p>The STS Foundation Board/Tom Coleman (FS)</p>	<p>In Progress</p>

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 11:02AM 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"> October 5, 2022, Board Minutes <ul style="list-style-type: none"> Motion by Phil Marshall (IN), Seconded by Dave Adkins (OH), Passed with requested revisions.
<p>4. Grant and budget spreadsheets (10212022 spreadsheet_final official.xlsx, STS 2023 draft budget (10-19-22).xlsx)</p>	<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"> Have received WI and WV requests for reimbursement. Still need IL and MN request for reimbursements <ul style="list-style-type: none"> Requests due on or before October 31, 2022. 2021 FS; Georgia Brock (STS Foundation) <ul style="list-style-type: none"> All states have sent in deobligation paperwork Reserving \$890,002.08 for racemic 2022 FS; Georgia Brock (STS Foundation) <ul style="list-style-type: none"> FS has slowed down on getting the reimbursements processed. Reimbursement requests 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"> Reimbursement requests are due by October 31, 2022 for those states that haven't done so at this point. Each state is encouraged to remind their financial departments/units that process requests for reimbursement to review the guidance from the STS Foundation regarding the request schedule.



	<ul style="list-style-type: none"> ▪ The STS Foundation encourages each state to have a conversation with your financial units to see about getting monthly requests to the Foundation. <ul style="list-style-type: none"> • Monthly requests are preferred but quarterly requests are required. ○ 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"> ▪ Under continuing resolution until December and it is uncertain with the mid-term elections. ▪ Early forecast is that the budget currently is holding flat. ▪ Foundation has around \$1 million that can be used for early awards. <ul style="list-style-type: none"> • This would help the STS Foundation get payments out early for the program needs such as trapping contracts. • Setting this up will probably be more up-front work but should make it easier in the long run for administering reimbursement requests. ▪ Tom Coleman (FS) is going to ask more questions to be sure what the STS Board can and can't do. ▪ Bob Rabaglia is considering retirement from Forest Service and has been a champion of the Slow the Spread work. ▪ The quicker the states put forth a budget for the work the more accurate the modification can be.
<p>5. Audit Committee Report</p>	<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.
<p>6. Auditor Recommendation (2022 Audit Proposal Review Recommendation.docx)</p>	<ul style="list-style-type: none"> • Joy Goforth (NC): <ul style="list-style-type: none"> ○ Committee met and sent out proposals and received bids ○ MPC was the lowest bid and upon further investigation of the firm it seems that MPC would be able to do the audit work required by our organization. ○ Committee moves <i>"The Audit Review Team recommends selecting MPC for the STS Foundation audit needs for one year with a planned evaluation to determine if we wish to continue to use their services for subsequent years."</i> Carl Harper (KY) seconds the committee recommendation ○ Discussion: <ul style="list-style-type: none"> ▪ Will moving to this new firm will it be more work for the Foundation? Georgia Brock (STS Foundation) does not think so. ○ Motion passes



	<ul style="list-style-type: none"> ○ Action Item: Board will review the contract at the March 2023 Board meeting
<p>7. STS Program Updates (racemic disparlure quote, etc.)</p>	<ul style="list-style-type: none"> ● Racemic disparlure quote; Tom Coleman (FS) <ul style="list-style-type: none"> ○ ATGC was contacted that they won the bid and are moving forward with the order. ○ Should have the product in April 2023
<p>8. Miscellaneous</p>	<ul style="list-style-type: none"> ● Discussion Items <ul style="list-style-type: none"> ○ Parliamentary Rules/Board Protocol; Kimberly Thielen Cremers (MN) <ul style="list-style-type: none"> ▪ At the beginning of today’s meeting, Kimberly Thielen Cremers (MN) reminded the STS Foundation Board some basic parliamentary rules, the rules for guests and voting for board. These rules allow for the Board to work through its agenda more efficiently. ○ Desk guide; Kimberly Thielen Cremers (MN) <ul style="list-style-type: none"> ▪ Follow up regarding the USDA, APHIS portion. Kimberly Thielen Cremers (MN) worked with Anthony Man-Son-Hing (USDA APHIS) regarding language in the desk guide under “Monitoring Reporting and Accomplishments”. The following language was added <i>“The USDA, APHIS monitors the GM STS Foundation’s performance through reporting requirements as prescribed by the Notice of Award. APHIS also provides an annual accomplishment report to the Board at the annual Board of Directors meeting in February.”</i> <ul style="list-style-type: none"> ● Motion to accept changes of the desk guide as presented by Larry Nichols (VA), Tivon Feeley (IA) seconds, motion passes ● The desk guide will be moved to the website. ○ Annual Board Meeting <ul style="list-style-type: none"> ▪ Discussion: <ul style="list-style-type: none"> ● Do we want to have an in-person annual board meeting in 2023 or continue with virtual? <ul style="list-style-type: none"> ○ If we meet in person, then make sure the auditors are invited to attend and meet us in North Carolina. ● Consensus was to have it in person but will still have a virtual option available for those unable to attend in person.



	<ul style="list-style-type: none"> o Date will be February 22, 2023, in Raleigh, NC. o Joy Goforth (NC) will send an email with hotel details o Notification of Server Migration; Mannin Dodd (VT) <ul style="list-style-type: none"> ▪ Server migration will be going on during the Annual Review on Wednesday, November 2, 2022
9. 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 12:03p

2022 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 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	Held (*rescheduled for October 26, 2022, due to ALDR)
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 26, 2022, unless otherwise indicated by the Board.

Carl Harper, Secretary