



**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 (MN)
<b>Date</b>	11:00AM Eastern	<b>Location</b>
December 7, 2022	<b>Minutes Approved:</b> January 4, 2023	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-DEC-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 type="checkbox"/> Nancy Johnson	<b>Indiana</b> <input checked="" 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	<b>Tennessee</b> <input checked="" type="checkbox"/> Hannah Hollowell	<b>Virginia</b> <input checked="" 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 checked="" type="checkbox"/> Tom Coleman <input checked="" type="checkbox"/> John Kyhl <input checked="" type="checkbox"/> Patrick Engelken <input type="checkbox"/> Derek Puckett <input type="checkbox"/> Chris Hayes <input type="checkbox"/> David Mausel <input type="checkbox"/> Tim Tomon	<b>USDA APHIS</b> <input checked="" type="checkbox"/> Kathryn Bronsky <input 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>MPC (Auditors)</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

**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/Tom Coleman



	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**

**2022-23 APHIS Regulatory Grant Info as of 05-DEC-22**

2022-23 Regulatory Grant	Awarded	Disbursed	Pending	Deobligated	Balance
Illinois	\$22,600.00	\$0.00	\$1,391.04	\$0.00	\$21,208.96
Minnesota	\$50,000.00	\$0.00	\$3,838.64	\$0.00	\$46,161.36
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
<b>Total Regulatory</b>	<b>\$143,000.00</b>	<b>\$18,762.55</b>	<b>\$5,229.68</b>	<b>\$0.00</b>	<b>\$119,007.77</b>

  

Item	Assigned to	Due Date
<b>2022-23 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>2022-23 APHIS Regulatory Reimbursement Requests Due</b>		
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
<b>2022-23 APHIS Regulatory Grant Action Items:</b>		

**2021 STS Trapping and Treatment Grant Info as of 05-DEC-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
<b>Subtotal STS Grants</b>	<b>\$3,337,181.00</b>	<b>\$0.00</b>	<b>\$3,281,965.23</b>	<b>\$0.00</b>	<b>\$55,215.77</b>

<b>Total Funds in Grant</b>	\$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
<b>Balance</b>	\$901,253.32
Obligated but not Spent	\$1,138,253.32

Item	Assigned to	Due Date
<b>2021 STS Trapping and Treatment Grant Reports</b>		
Annual FSR (01/01/21 – 12/31/21)	<b>All receiving funds</b>	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>		
Items highlighted in green above in the 2021 balance for each state has been deobligated		

**2022 STS Trapping and Treatment Grant Info as of 05-DEC-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	\$102,639.22	\$0.00	\$6,617.78
Indiana STS	\$230,968.00	\$0.00	\$66,156.08	\$0.00	\$164,811.92
Iowa STS	\$80,405.00	\$0.00	\$45,303.55	\$0.00	\$35,101.45
Kentucky STS	\$44,000.00	\$0.00	\$7,420.20	\$1,835.71	\$34,744.09
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$508,941.00	\$0.00	\$328,124.33	\$0.00	\$180,816.67
North Carolina STS	\$107,608.00	\$0.00	\$26,185.82	\$0.00	\$81,422.18
Ohio STS	\$421,705.00	\$0.00	\$185,111.77	\$0.00	\$236,593.23
Tennessee	\$88,658.00	\$0.00	\$65,199.47	\$0.00	\$23,458.53
Virginia STS	\$671,632.00	\$0.00	\$198,230.05	\$0.00	\$473,401.95
West Virginia STS	\$349,031.00	\$0.00	\$178,788.49	\$0.00	\$170,242.51
Wisconsin STS	\$795,214.00	\$0.00	\$638,400.02	\$0.00	\$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
<b>Subtotal STS Grants</b>	<b>\$3,456,402.00</b>	<b>\$0.00</b>	<b>\$1,850,559.00</b>	<b>\$1,835.71</b>	<b>\$1,604,007.29</b>
<b>Total Funds in Grant</b>	<b>\$4,300,944.00</b>				



Subtotal Disbursed/Pending in subgrants	\$1,852,394.71
Subtotal Foundation Expenses	\$552,762.94
Total Spent	\$2,405,157.65
<b>Balance</b>	<b>\$1,895,786.35</b>
Obligated but not Spent	\$1,895,786.35

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>		

**Assigned Action Items as of 07-DEC-22**

Item	Assigned to	Due Date
<b>Annual Report Due</b> <b>Action:</b> Annual reports due from the states to the STS Foundation	ALL STATES	On or before January 31, 2023
<b>STS Foundation Board Performance Review of Auditors</b> <b>Action:</b> Review of the STS Foundation Board auditors (MPC) performance of the Boards finances at the March 2023 Board meeting.	The STS Foundation Board	March 2023
<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/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"> <li>Called to order at 11:01 AM 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>• October 26, 2022, Board Minutes               <ul style="list-style-type: none"> <li>○ Motion by Dave Adkins (OH), Seconded by Tivon Feeley (IA), Approved.</li> </ul> </li> </ul>
<p>4. Grant and budget spreadsheets (<a href="#">12052022 spreadsheet_final official.xlsx</a>, <a href="#">STS 2023 draft budget (12-05-22).xlsx</a>)</p>	<ul style="list-style-type: none"> <li>• Grant Spreadsheets               <ul style="list-style-type: none"> <li>○ 2022-23 Regulatory; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>▪ Pending payments have now been sent out.</li> <li>▪ <b>ACTION:</b> Next reimbursement requests due January 15, 2023</li> </ul> </li> <li>○ 2022 FS; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>▪ It is taking longer to get reimbursements from Forest Service.</li> <li>▪ An auto reply is sent to Georgia Brock (STS Foundation) of when payment will potentially be processed.</li> <li>▪ It appears to be approximately 30 days now for payment to be processed.</li> </ul> </li> <li>○ STS 2022 Report; Georgia Brock (STS Foundation)                   <ul style="list-style-type: none"> <li>▪ <b>ACTION:</b> Annual report due January 31, 2023</li> </ul> </li> <li>○ STS 2023 Budget; Tom Coleman (FS)                   <ul style="list-style-type: none"> <li>▪ Be sure to get draft budget to Tom Coleman (FS)</li> <li>▪ Running off a continuing resolution</li> <li>▪ Adjustments of budget still in process.</li> <li>▪ Need NC and IL budgets so that the request for advance funding can be submitted. This way the Foundation Board can pay timelier when requests come in.</li> </ul> </li> </ul> </li> </ul>
<p>5. Audit Committee Report</p>	<ul style="list-style-type: none"> <li>• Phil Marshall (IN):               <ul style="list-style-type: none"> <li>○ Committee reviewed the recent financial report and found it in good standing.</li> <li>○ Look for annual audit letters to be sent out to board members regarding the auditor's requests for information from the audit committee.</li> </ul> </li> </ul>
<p>6. STS Program Updates</p>	<ul style="list-style-type: none"> <li>• Tom Coleman (FS)               <ul style="list-style-type: none"> <li>○ Winter Operations meeting in January 2023 – hotel reservations due by end of December 2022.</li> <li>○ Bob Rabaglia is going to retire soon.                   <ul style="list-style-type: none"> <li>▪ Kudos board to sign for Bob if you want: <a href="https://www.kudoboard.com/boards/izgQc42i">https://www.kudoboard.com/boards/izgQc42i</a></li> </ul> </li> <li>○ Nancy Johnson Timmons (IL) recovering from medical event. Doctor ordered rest for next month and half.</li> <li>○ Larry Bradfield (VA) retiring in January 2023.</li> </ul> </li> </ul>
<p>7. Miscellaneous</p>	<ul style="list-style-type: none"> <li>• Discussion Items               <ul style="list-style-type: none"> <li>○ Ohio Transition; Kimberly Thielen Cremers (MN)                   <ul style="list-style-type: none"> <li>▪ Dave Adkins (OH) retiring. Congratulations!</li> <li>▪ Letter sent to STS Foundation Executive Board from OH designating Jonathan Shields upon the retirement of Dave Adkins on December 31, 2022</li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Auditor Update; Joy Goforth (NC)           <ul style="list-style-type: none"> <li>▪ Selected a new auditor over Williams, Overman, &amp; Pierce.</li> <li>▪ Using new auditor, MPC, for 1 year and reevaluate for following years.</li> <li>▪ This auditor specializes in non-profits.</li> <li>▪ All is going well.</li> <li>▪ Georgia Brock (STS Foundation) has been sending them the information requested and more.</li> <li>▪ Auditors plan to attend the February in-person meeting.</li> </ul> </li> <li>○ February STS Board Meeting is being planned. Hotel information will be forth coming.</li> <li>○ First meeting in January 2023 will be January 4, 2023.</li> </ul>
8. 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 12:01p</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	Held
*November 2, 2022	Microsoft Teams Call	Held (*rescheduled for October 26, 2022 due to ALDR)
December 7, 2022	Microsoft Teams Call	Held

The foregoing motions and actions, by unanimous consent are to have full force and effect as of December 7, 2022, unless otherwise indicated by the Board.

Carl Harper, Secretary