

Minutes of the Board of Directors of The Gypsy Moth Slow the Spread Foundation, Inc.

Meeting Specifics

Purpose	Time	STS Foundation Board Chair
Monthly Meeting	10:00AM Central	Kimberly Thielen Cremers (MN)
Date	11:00AM Eastern	Location
June 7, 2023	Minutes Approved: August 14, 2023	Virtual (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 07-JUN-23

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 type="checkbox"/> Jonathan Shields (OH)	<input type="checkbox"/> Larry Nichols (VA)	
<input checked="" type="checkbox"/> Tim Brown (WV)	<input checked="" type="checkbox"/> Renee Pinski (WI)				

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 <input type="checkbox"/> James Goethe	Ohio: <input type="checkbox"/>	Tennessee <input checked="" type="checkbox"/> Hannah Hollowell	Virginia <input type="checkbox"/> David Gianino	West Virginia <input checked="" type="checkbox"/> Andy Stotts
Wisconsin <input type="checkbox"/> Brian Kuhn (WI)	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 type="checkbox"/> Chris Hayes <input type="checkbox"/> David Mausel <input type="checkbox"/> Tim Tomon	USDA APHIS <input checked="" type="checkbox"/> Kathryn Bronsky <input checked="" type="checkbox"/> Anthony Man-Son-Hing	Virginia Tech <input type="checkbox"/> Mannin Dodd
Michigan State <input type="checkbox"/> Travis Perkins	MPC (Auditors) <input type="checkbox"/> Michael Palazzo	Guests <input type="checkbox"/> Sonia Bruck (USFS SRS) <input type="checkbox"/> Matt Sloggy (USFS FWS)		

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 Grant and budget spreadsheets Audit committee report STS Update (expiring grants, advance grant payments, treatments) Miscellaneous business	Kimberly Thielen Cremers Carl Harper Kimberly Thielen Cremers Kimberly Thielen Cremers Georgia Brock/Tom Coleman Phil Marshall Tom Coleman Kimberly Thielen Cremers
	Adjournment	All

Status Update of Grant Agreements and Action Items

2022-23 APHIS Regulatory Grant Info as of 31-MAY-23

2022-23 Regulatory Grant	Awarded	Disbursed	Pending	Deobligated	Balance
Illinois	\$22,600.00	\$22,600.00	\$0.00	\$0.00	\$0.00
Minnesota	\$50,000.00	\$21,420.43	\$0.00	\$0.00	\$28,579.57
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	\$114,420.43	\$0.00	\$0.00	\$28,579.57

Item	Assigned to	Due Date
2022-23 APHIS Regulatory Grant Reporting		
FSR (07/01/22 – 12/31/22)		01/16/2023
Accomplishment Report (07/01/22 – 12/31/22)		01/16/2023
Final FSR (07/01/22 – 06/30/23)		08/15/2023
Final Accomplishment Report (07/01/22 – 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 31-MAY-23

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	\$586,311.44
Total Spent	\$3,868,276.67
Balance	\$899,730.33
Obligated but not Spent	\$1,136,730.33

Item	Assigned to	Due Date
2021 STS Trapping and Treatment Grant Reports		
Annual FSR (01/01/21 – 12/31/21)	All receiving funds	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 31-MAY-23

2022: Total of \$4,412,357
Grant #: 19-DG-11083150-004 Mod. 7

2022 Subgrants to States for STS	Award	Deobligated (subtracted)	Disbursed	Pending	Balance
Illinois STS	\$109,257.00	\$0.00	\$108,786.80	\$0.00	\$470.20
Indiana STS	\$230,968.00	\$0.00	\$119,295.90	\$0.00	\$111,672.10
Iowa STS	\$80,405.00	\$0.00	\$74,093.47	\$0.00	\$6,311.53
Kentucky STS	\$44,000.00	\$0.00	\$33,282.70	\$0.00	\$10,717.30
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$508,941.00	\$0.00	\$492,041.24	\$0.00	\$16,899.76
North Carolina STS	\$107,608.00	\$0.00	\$69,739.89	\$0.00	\$37,868.11
Ohio STS	\$421,705.00	\$0.00	\$205,825.19	\$0.00	\$215,879.81
Tennessee	\$88,658.00	\$0.00	\$72,213.99	\$0.00	\$16,444.01
Virginia STS	\$671,632.00	\$0.00	\$392,799.71	\$0.00	\$278,832.29
West Virginia STS	\$349,031.00	\$0.00	\$252,092.94	\$0.00	\$96,938.06
Wisconsin STS	\$795,214.00	\$0.00	\$702,453.48	\$0.00	\$92,760.52

Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$1,913.27	\$0.00	\$8,086.73
Derek Johnson (VCU)	\$29,983.00	\$0.00	\$0.00	\$0.00	\$29,983.00
Subtotal STS Grants	\$3,456,402.00	\$0.00	\$2,533,538.58	\$0.00	\$922,863.42
Total Funds in Grant	\$4,300,944.00				
Subtotal Disbursed/Pending in subgrants	\$2,533,538.58				
Subtotal Foundation Expenses	\$603,725.60				
Total Spent	\$3,137,264.18				
Balance	\$1,163,679.82				
Obligated but not Spent	\$1,163,679.82				
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 – 05/31/23)			07/15/2023	
2022 STS Trapping and Treatment Action Items:					
2023 STS Trapping and Treatment Grant Info as of 31-MAY-23					
2023: Total of \$4,813,741					
Grant #: 19-DG-11083150-004 Mod. 9					
2023 Subgrants to States for STS	Award	Deobligated (subtracted)	Disbursed	Pending	Balance
Illinois STS	\$297,409.00	\$0.00	\$0.00	\$0.00	\$297,409.00
Indiana STS	\$309,743.00	\$0.00	\$0.00	\$0.00	\$309,743.00
Iowa STS	\$87,267.00	\$0.00	\$0.00	\$0.00	\$87,267.00
Kentucky STS	\$50,642.00	\$0.00	\$0.00	\$0.00	\$50,642.00
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$535,112.00	\$0.00	\$0.00	\$0.00	\$535,112.00
North Carolina STS	\$130,784.00	\$0.00	\$0.00	\$0.00	\$130,784.00
Ohio STS	\$371,494.00	\$0.00	\$0.00	\$0.00	\$371,494.00
Tennessee	\$49,733.00	\$0.00	\$0.00	\$0.00	\$49,733.00
Virginia STS	\$586,840.00	\$0.00	\$0.00	\$0.00	\$586,840.00
West Virginia STS	\$430,836.00	\$0.00	\$0.00	\$0.00	\$430,836.00
Wisconsin STS	\$749,777.00	\$0.00	\$0.00	\$0.00	\$749,777.00
Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Derek Johnson (VCU)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Subtotal STS Grants	\$3,628,637.00	\$0.00	\$9,000.00	\$0.00	\$3,619,637.00
Total Funds in Grant	\$4,813,741.00				
Subtotal Disbursed/Pending in subgrants	\$9,000.00				
Subtotal Foundation Expenses	\$109,879.49				
Total Spent	\$118,879.49				
Balance	\$4,694,861.51				
Obligated but not Spent	\$4,694,861.51				

Item	Assigned to	Due Date
2023 STS Trapping and Treatment Grant Reports	All receiving funds	
Annual FSR (01/01/23 – 12/31/23)		01/29/2024
Annual Performance Report (01/01/23 – 12/31/23)		01/29/2024
Final Performance Report (01/01/23 – 12/31/23)		07/15/2024
Final FSR (01/01/23 – 05/31/24)		07/15/2024
2023 STS Trapping and Treatment Action Items:		

Assigned Action Items as of 07-JUN-23

Item	Assigned to	Due Date
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.	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 11:01a AM by President Kimberly Thielen Cremers (MN)
2. Roll call	<ul style="list-style-type: none"> Secretary Carl Harper (KY) did roll call and quorum was met.
3. Approval of minutes	<ul style="list-style-type: none"> April 5, 2023, Board Minutes <ul style="list-style-type: none"> Motion by Phil Marshall (IN), Seconded by Scott Schirmer (IL), Approved.
4. Grant and budget spreadsheets (05312023 spreadsheet_final official.xlsx, STS 2023 budget (3-28-23).xlsx)	<ul style="list-style-type: none"> Tom Coleman (US FS) and Georgia Brock (Foundation) <ul style="list-style-type: none"> 2022 - 2023 Regulatory <ul style="list-style-type: none"> All have spent the funds except MN at this point but MN plans to spend it out. 2023 – 2024 Regulatory <ul style="list-style-type: none"> It is getting ready to start. Work plans and budgets are coming in. Budgets need into Georgia to get things moving forward. 2022 FS <ul style="list-style-type: none"> No current activity. Final reimbursements, final 425s, and final performance report from each state due by July 15, 2023. If any states are planning to deobligate, please get that paperwork to Georgia as well so that it can all be done as one process.

	<ul style="list-style-type: none"> ○ 2023 FS <ul style="list-style-type: none"> ▪ Activity is starting. ▪ Payments have been made towards trappers. ▪ No reports currently due. ▪ Indiana needs to submit the signed award letter to Georgia at the Foundation. ○ STS 2023 Budget <ul style="list-style-type: none"> ▪ Upon talking with D. Johnson regarding a travel grant line item for him. The budget line item is going to be moved into travel expenses. Which is what the line item was created for. ▪ Otherwise, no change to the budget currently.
5. Audit committee report	<ul style="list-style-type: none"> ● Phil Marshall (IN) <ul style="list-style-type: none"> ○ Reviewed the STS Foundation Board books, and all were in order.
6. STS Update (expiring grants, advance grant payments, treatments)	<ul style="list-style-type: none"> ● Tom Coleman (FS) <ul style="list-style-type: none"> ○ 5-year term limit STS Foundation grant with the Forest Service <ul style="list-style-type: none"> ▪ Term limit is ending – April 10, 2024. <ul style="list-style-type: none"> ● If you have any funds that need to be spent – states need to do that as quickly as possible. ▪ Can we get a grant extension to help with spending out the grant properly? <ul style="list-style-type: none"> ● It is unusual to get an extension on the grant but Tom Coleman (FS) plans to submit an extension due to COVID and supply chain issues. ▪ This is for ALL grant funds. <ul style="list-style-type: none"> ● The federal grant with the Forest Service expires on April 10, 2024, but the state subawards typically have until <i>May 31, 2024</i>, we may need to spend before April 10, 2024. <ul style="list-style-type: none"> ➤ Will be dependent upon whether the Foundation will be getting the extension or not. If not, then a modification to the subawards may be necessary to reflect the April 10, 2024, date. ➤ We do not want to deobligate any more funds than necessary to the Forest Service. ○ Advance payments vs reimbursement payments <ul style="list-style-type: none"> ▪ Based on job codes ▪ Sounds easier than led to believe. ▪ Tom Coleman (FS) and Georgia Brock (STS Foundation) are looking at the best way to utilize the advance payment option. <ul style="list-style-type: none"> ● i.e., the STS Foundation Administrator salary (Georgia Brock), survey trappers, etc. ● It offers more flexibility if the STS Foundation can utilize the advance payment option as well.

	<ul style="list-style-type: none"> ○ Racemic has been produced and delivery should be coming on or before August 2023. ○ Looking at getting RFP for racemic contracts sooner than later to account for the April 10, 2024, grant term limit. <ul style="list-style-type: none"> ▪ Storage is the issue. ○ Asking ISCA to update FAQ sheet for next treatment season. <ul style="list-style-type: none"> ▪ NC is looking for a statement on the product in water. ○ Treatments: <ul style="list-style-type: none"> ▪ Started in NC last weekend. ▪ Delays have been longer than normal (windy, rainy, foggy, etc.) ▪ Treatments at Outer Banks occurred on Sunday. ▪ Currently in Virginia. ▪ Building in the buffer in the treatment plan has the schedule still on time at this point.
7. APHIS update	<ul style="list-style-type: none"> ● Kathryn Bronsky (APHIS) <ul style="list-style-type: none"> ○ Survey supplies procurement program <ul style="list-style-type: none"> ▪ 2 vendors are in the testing looking at the delta trap glue, trap color, and how it withstands the season. ▪ If any states are interested in testing that is available. Just message Kathryn Bronsky the number you are interested in. May see about using some of Ksenia's test plots. ▪ This is the first testing in the field and will be looked at from the diagnostics perspective as well.
8. Miscellaneous	<ul style="list-style-type: none"> ● Discussion Items <ul style="list-style-type: none"> ○ Audit Company, MCompany LLP, Review/Discussion <ul style="list-style-type: none"> ▪ Joy Goforth (NC), as Treasurer, thought that this company is 5 stars and above. They worked well with the Treasurer and STS Foundation Administrator. ▪ Georgia Brock (STS Foundation Admin) was very pleased with the current audit company. The audit company suggests using the online version of QuickBooks that would allow movement of documentation to the audit company more seamlessly. <ul style="list-style-type: none"> ● The Treasurer and STS Foundation Admin will investigate whether to have our own QuickBooks online account vs getting a QuickBooks online account via MCompany (cost:benefit) ● The Treasurer and STS Foundation Admin will also investigate who owns the financial data should the STS Foundation need to terminate the contract and the STS Foundation Board's QuickBooks account is through the auditor. ▪ Discussion of MPC performance

	<ul style="list-style-type: none"> • Based on the Treasurer and STS Admin, it seems that the board is fine with moving forward to the full contract. • Phil Marshall (IN) moved, Carl Harper (KY) seconded to extend the auditors, MPCCompany, LLP, contract to November 1, 2027. ○ STS Foundation Board Articles of Incorporation <ul style="list-style-type: none"> ▪ Joy Goforth (NC) talked with the attorney about changes. Not much was gleaned during this conversation. <ul style="list-style-type: none"> • But do the Articles of Incorporation need changed to officially drop 'gypsy moth' name? • Can we still operate properly even if we don't change the name within Articles of Incorporation? • If we do change, the ripple effect of all the organizations that would need to be updated will be very challenging – especially the government organizations (i.e., SAM). • May consider not changing the articles of incorporation and just be a "DBA: STS Foundation Board". Joy Goforth (NC) will look into using a DBA option. ○ Phil Marshall (IN) reminded the STS Foundation Board about the spray meeting coming up August 8, 2023. <ul style="list-style-type: none"> ▪ Emails have gone out. Contact Phil Marshall for more information. ▪ July 7, 2023, is the cut off for hotel reservations.
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 12:13p

2023 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 4, 2023	Microsoft Teams Call	Held
February 22, 2023	Annual Face-to-Face Meeting	Held (Raleigh, NC and via Teams)
March 1, 2023	Microsoft Teams Call	Cancelled
April 5, 2023	Microsoft Teams Call	Held
May 3, 2023	Microsoft Teams Call	Cancelled
June 7, 2023	Microsoft Teams Call	Held

July 5, 2023	Microsoft Teams Call	Pending
August 2, 2023	Microsoft Teams Call	Pending
September 6, 2023	Microsoft Teams Call	Pending
October 4, 2023	Microsoft Teams Call	Pending
November 1, 2023	Microsoft Teams Call	Pending
December 6, 2023	Microsoft Teams Call	Pending

The foregoing motions and actions, by unanimous consent, are to have full force and effect as of June 7, 2023, unless otherwise indicated by the Board.

Carl Harper, Secretary