

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

**Meeting Specifics**

<b>Purpose</b>	<b>Time</b>	<b>STS Foundation Board Chair</b>
Monthly Meeting	10:00AM Central	Kimberly Thielen Cremers (MN)
<b>Date</b>	11:00AM Eastern	<b>Location</b>
November 1, 2023	<b>Minutes Approved:</b> December 6, 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 01-NOV-23**

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

**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 <input type="checkbox"/> James Goethe	<b>Ohio:</b> <input type="checkbox"/>	<b>Tennessee</b> <input type="checkbox"/> Hannah Hollowell	<b>Virginia</b> <input type="checkbox"/> David Gianino <input type="checkbox"/> Ben Templeton	<b>West Virginia</b> <input type="checkbox"/> Andy Stotts
<b>Wisconsin</b> <input type="checkbox"/> Brian Kuhn (WI)	<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 type="checkbox"/> Patrick Engelken <input checked="" 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"/> Michael Palazzo	<b>Guests</b> <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:**

<b>Agenda (all times listed are in Eastern time)</b>		
<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 Grant and budget spreadsheets Audit committee report STS Update APHIS Update Miscellaneous business	Kimberly Thielen Cremers Carl Harper Kimberly Thielen Cremers Kimberly Thielen Cremers Georgia Brock/Tom Coleman Phil Marshall Tom Coleman Kathryn Bronsky Kimberly Thielen Cremers
	Adjournment	All

<b>Status Update of Grant Agreements and Action Items</b>						
<b>2022-23 APHIS Regulatory Grant Info as of 30-OCT-23</b>						
<b>2022-23 Regulatory Grant</b>	<b>Awarded</b>	<b>Disbursed</b>	<b>Pending</b>	<b>Deobligated</b>	<b>Balance</b>	
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>	
<b>Item</b>	<b>Assigned to</b>			<b>Due Date</b>		
<b>2022-23 APHIS Regulatory Grant Reporting</b>						
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		
<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>						

<b>Status Update of Grant Agreements and Action Items</b>						
<b>2023-24 APHIS Regulatory Grant Info as of 30-OCT-23</b>						
<b>2023-24 Regulatory Grant</b>	<b>Awarded</b>	<b>Disbursed</b>	<b>Pending</b>	<b>Deobligated</b>	<b>Balance</b>	
Illinois	\$22,600.00	\$470.23	\$0.00	\$0.00	\$22,129.77	
Minnesota	\$50,000.00	\$4,038.45	\$0.00	\$0.00	\$45,961.55	
West Virginia	\$30,000.00	\$9,561.94	\$0.00	\$0.00	\$20,438.06	

Wisconsin	\$40,400.00	\$13,841.56	\$0.00	\$0.00	\$26,558.44
<b>Total Regulatory</b>	<b>\$143,000.00</b>	<b>\$27,912.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$115,087.82</b>
<b>Item</b>	<b>Assigned to</b>			<b>Due Date</b>	
<b>2023-24 APHIS Regulatory Grant Reporting</b>					
FSR (07/01/23 – 12/31/23)				01/16/2024	
Accomplishment Report (07/01/23 – 12/31/23)				01/16/2024	
Final FSR (07/01/23 – 06/30/24)				08/15/2024	
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Period: October 1 – December 31, 2023	IL, MN, WV, WI			01/15/2024	
Period: January 1 – March 31, 2024	IL, MN, WV, WI			04/30/2024	
Period: April 1 – June 30, 2024	IL, MN, WV, WI			07/31/2024	
<b>2023-24 APHIS Regulatory Grant Action Items:</b>					
<b>2021 STS Trapping and Treatment Grant Info as of 30-OCT-23</b>					
<b>2021: Total of \$4,768,007</b>					
<b>Grant #: 19-DG-11083150-004 Mod. 4</b>					
<b>2021 Subgrants to States for STS</b>	<b>Award</b>	<b>Deobligated (subtracted)</b>	<b>Disbursed</b>	<b>Pending</b>	<b>Balance</b>
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>	\$5,005,007.00				
Subtotal Disbursed/Pending in subgrants	\$3,281,965.23				
Subtotal Foundation Expenses	\$1,476,685.90				
Total Spent	\$4,758,651.13				
<b>Balance</b>	\$246,355.87				
Obligated but not Spent	\$246,355.87				

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					
Reserved \$890,002.08 for Racemic					
<b>2022 STS Trapping and Treatment Grant Info as of 30-OCT-23</b>					
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	\$109,257.00	\$0.00	\$0.00
Indiana STS	\$230,968.00	\$0.00	\$161,235.32	\$0.00	\$69,732.68
Iowa STS	\$80,405.00	\$0.00	\$80,405.00	\$0.00	\$0.00
Kentucky STS	\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$0.00
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$508,941.00	\$0.00	\$508,941.00	\$0.00	\$0.00
North Carolina STS	\$107,608.00	\$0.00	\$82,784.71	\$0.00	\$24,823.29
Ohio STS	\$421,705.00	\$0.00	\$236,472.30	\$0.00	\$185,232.70
Tennessee	\$88,658.00	\$0.00	\$72,213.99	\$0.00	\$16,444.01
Virginia STS	\$671,632.00	\$0.00	\$529,709.55	\$0.00	\$141,922.45
West Virginia STS	\$349,031.00	\$0.00	\$349,031.00	\$0.00	\$0.00
Wisconsin STS	\$795,214.00	\$0.00	\$795,214.00	\$0.00	\$0.00
Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$3,917.31	\$0.00	\$6,082.69
Derek Johnson (VCU)	\$29,983.00	\$0.00	\$29,959.57	\$0.00	\$23.43
<b>Subtotal STS Grants</b>	<b>\$3,456,402.00</b>	<b>\$0.00</b>	<b>\$3,012,140.75</b>	<b>\$0.00</b>	<b>\$444,261.25</b>
<b>Total Funds in Grant</b>	\$4,300,944.00				
Subtotal Disbursed/Pending in subgrants	\$3,012,140.75				
Subtotal Foundation Expenses	\$607,770.58				
Total Spent	\$3,619,911.33				
<b>Balance</b>	\$681,032.67				
Obligated but not Spent	\$681,032.67				
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 – 05/31/23)		07/15/2023			
<b>2022 STS Trapping and Treatment Action Items:</b>					

**2023 STS Trapping and Treatment Grant Info as of 30-OCT-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	\$260,887.70	\$0.00	\$36,521.30
Indiana STS	\$309,743.00	\$0.00	\$157,271.24	\$0.00	\$152,471.76
Iowa STS	\$87,267.00	\$0.00	\$14,306.23	\$20,970.82	\$51,989.95
Kentucky STS	\$50,642.00	\$0.00	\$1,441.39	\$101.67	\$49,098.94
Michigan - Calibration fly-in	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00
Minnesota STS	\$535,112.00	\$0.00	\$296,304.55	\$0.00	\$238,807.45
North Carolina STS	\$130,784.00	\$0.00	\$21,204.26	\$0.00	\$109,579.74
Ohio STS	\$371,494.00	\$0.00	\$148,998.72	\$58,588.22	\$163,907.06
Tennessee	\$49,733.00	\$0.00	\$21,369.63	\$24,789.55	\$3,573.82
Virginia STS	\$586,840.00	\$0.00	\$263,566.26	\$0.00	\$323,273.74
West Virginia STS	\$430,836.00	\$0.00	\$62,702.32	\$137,210.37	\$230,923.31
Wisconsin STS	\$749,777.00	\$0.00	\$394,877.15	\$149,392.45	\$205,507.40
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
<b>Subtotal STS Grants</b>	<b>\$3,628,637.00</b>	<b>\$0.00</b>	<b>\$1,651,929.45</b>	<b>\$391,053.08</b>	<b>\$1,585,654.47</b>

<b>Total Funds in Grant</b>	\$4,813,741.00
Subtotal Disbursed/Pending in subgrants	\$2,042,982.53
Subtotal Foundation Expenses	\$468,429.23
Total Spent	\$2,511,411.76
<b>Balance</b>	<b>\$2,302,329.24</b>
Obligated but not Spent	\$2,302,329.24

Item	Assigned to	Due Date
<b>2023 STS Trapping and Treatment Grant Reports</b>		
Annual FSR (01/01/23 – 12/31/23)	<b>All receiving funds</b>	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
<b>2023-24 STS Trapping and Treat Funding Requests Due</b>		
Period: January 1 – June 30, 2023	<b>All receiving funds</b>	07/31/2023
Period: July 1 – September 30, 2023		10/31/2023
Period: October 1 – December 31, 2023		01/31/2024
Period: January 1 – March 31, 2024		04/30/2024
Period: April 1 – May 31, 2024		07/15/2024
<b>2023 STS Trapping and Treatment Action Items:</b>		



	grant dollars may be diminished based on projections.
5. Audit committee report	<ul style="list-style-type: none"> <li>• Phil Marshall (IN) <ul style="list-style-type: none"> <li>○ No report – waiting on October statements.</li> <li>○ Will be sending out letters to the states regarding any potential internal audits in their organization.</li> </ul> </li> </ul>
6. STS Update	<ul style="list-style-type: none"> <li>• Tom Coleman (FS) <ul style="list-style-type: none"> <li>○ After getting the Racemic bid. <ul style="list-style-type: none"> <li>▪ ATGC was informed that they won the bid.</li> <li>▪ Should be no concerns about receiving the product this year. <ul style="list-style-type: none"> <li>• All know what paperwork and hurdles to go through for receiving an international shipment after last year.</li> </ul> </li> </ul> </li> <li>○ In the middle of planning season with the different states. <ul style="list-style-type: none"> <li>▪ It does look like a busier year with trapping and treatments.</li> <li>▪ Let Tom Coleman (FS) know about trap orders.</li> </ul> </li> <li>○ Technician Position for US FS to work with Tom Coleman <ul style="list-style-type: none"> <li>▪ A GS 9/11 grade level</li> <li>▪ Location – probably remote out of Atlanta area with trapping, treatments, suppression, etc. <ul style="list-style-type: none"> <li>• Job position still in the works for getting hired.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
7. USDA-APHIS Update	<ul style="list-style-type: none"> <li>• Kathryn Bronsky (APHIS) <ul style="list-style-type: none"> <li>○ Looks to be a busier year next year with delimits and treatments.</li> <li>○ Looking at how to support S&amp;T Forest Pests Methods Lab with real-time PCR analysis. <ul style="list-style-type: none"> <li>▪ Ports of entry trapping analysis will continue as scheduled.</li> <li>▪ Still would like traps sent for first report of a county.</li> </ul> </li> <li>○ Enjoyed ALDR meeting!</li> <li>○ Looking to see if Dave Gruchot (APHIS) could attend the STS Foundation Board meeting. <ul style="list-style-type: none"> <li>▪ All are in agreement.</li> </ul> </li> <li>○</li> </ul> </li> </ul>
8. Miscellaneous	<ul style="list-style-type: none"> <li>• Discussion Items <ul style="list-style-type: none"> <li>○ Annual Meeting of Board in February: Kimberly Thielen Cremers (MN) <ul style="list-style-type: none"> <li>▪ Consider having the meeting moved to February 22, 2024, with travel days on February 21 and 23.</li> <li>▪ All are in agreement so that allows the chair to be available in person.</li> <li>▪ Site location to be in Raleigh, NC. <ul style="list-style-type: none"> <li>• Joy Goforth (NC) is working on this and will let us know.</li> </ul> </li> </ul> </li> <li>○ ALDR Update: Carl (KY), Jonathan Shields (OH), Nancy Johnson Timmons (IL) <ul style="list-style-type: none"> <li>▪ Well attended ALL 3 days.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ A lot of opportunities for networking were available and a lot of the attendees took advantage.</li> <li>▪ Ben Templeton of Virginia, brand new to the program was at the ALDR meeting and during his state report reported that “I am in the right room” when attending spongy moth operations and ALDR. It says a lot about our group and our program and how we embrace and help one another.</li> <li>▪ The breakout sessions were well received and allowed for open conversation.</li> <li>▪ The longer breaks and lunchtime allowed for a smoother meeting as well.</li> <li>○ New spongy moth trap glue style update             <ul style="list-style-type: none"> <li>▪ Information is still being compiled.</li> <li>▪ She is invited to speak to the board at any time she is ready to do so.</li> </ul> </li> </ul>
9. Adjournment	<ul style="list-style-type: none"> <li>• Phil Marshall (IN) made a motion to adjourn, Carl Harper (KY) seconded the motion. The motion passed.</li> <li>• Adjourned 12:02p</li> </ul>

2023 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 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	Cancelled
August 2, 2023	Microsoft Teams Call	Held on August 14, 2023, due to scheduling needs
September 6, 2023	Microsoft Teams Call	Held
October 4, 2023	Microsoft Teams Call	Held on October 11, 2023, due to scheduling needs
November 1, 2023	Microsoft Teams Call	Held
December 6, 2023	Microsoft Teams Call	Pending

The foregoing motions and actions, by unanimous consent, are to have full force and effect as of November 1, 2023, unless otherwise indicated by the Board.

Carl Harper, Secretary