

Minutes of the Board of Directors of The Spongy 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
December 6, 2023	Minutes Approved: January 3, 2024	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 06-DEC-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 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

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 <input type="checkbox"/> Ben Templeton	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 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 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 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 17-NOV-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	\$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
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:		

Status Update of Grant Agreements and Action Items

2023-24 APHIS Regulatory Grant Info as of 17-NOV-23

2023-24 Regulatory Grant	Awarded	Disbursed	Pending	Deobligated	Balance
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
Total Regulatory	\$143,000.00	\$27,912.18	\$0.00	\$0.00	\$115,087.82

Item	Assigned to	Due Date
2023-24 APHIS Regulatory Grant Reporting		
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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2023-24 APHIS Regulatory Reimbursement Requests Due		
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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
2023-24 APHIS Regulatory Grant Action Items:		

2021 STS Trapping and Treatment Grant Info as of 17-NOV-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	\$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
Balance	\$246,355.87
Obligated but not Spent	\$246,355.87

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					
Reserved \$890,002.08 for Racemic					
2022 STS Trapping and Treatment Grant Info as of 17-NOV-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	\$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
Subtotal STS Grants	\$3,456,402.00	\$0.00	\$3,012,140.75	\$0.00	\$444,261.25
Total Funds in Grant	\$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				
Balance	\$681,032.67				
Obligated but not Spent	\$681,032.67				
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 17-NOV-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	\$279,047.11	\$0.00	\$56,101.89
Indiana STS	\$309,743.00	\$0.00	\$215,771.63	\$0.00	\$93,972.37
Iowa STS	\$87,267.00	\$0.00	\$35,277.05	\$0.00	\$51,989.95
Kentucky STS	\$50,642.00	\$0.00	\$9,284.60	\$0.00	\$41,357.40
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	\$28,489.05	\$0.00	\$102,294.95
Ohio STS	\$371,494.00	\$0.00	\$207,586.94	\$0.00	\$163,907.06
Tennessee	\$49,733.00	\$0.00	\$46,159.18	\$0.00	\$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	\$199,912.69	\$0.00	\$230,923.31
Wisconsin STS	\$749,777.00	\$0.00	\$544,269.60	\$0.00	\$205,507.40
Dylan Parry (SUNY)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Subtotal STS Grants	\$3,628,637.00	\$0.00	\$2,134,668.66	\$0.00	\$1,521,709.34

Total Funds in Grant	\$4,813,741.00
Subtotal Disbursed/Pending in subgrants	\$2,134,668.66
Subtotal Foundation Expenses	\$489,692.28
Total Spent	\$2,624,360.94
Balance	\$2,189,380.06
Obligated but not Spent	\$2,217,121.06

Item	Assigned to	Due Date
2023 STS Trapping and Treatment Grant Reports		
Annual FSR (01/01/23 – 12/31/23)	All receiving funds	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

2023-24 STS Trapping and Treat Funding Requests Due	All receiving funds	
Period: January 1 – June 30, 2023		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	

2023 STS Trapping and Treatment Action Items:		
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Assigned Action Items as of 06-DEC-23

Item	Assigned to	Due Date
RFP for STS Foundation Board Administrator: <i>Action: Develop a new RFP for the STS Foundation Board Administrator.</i>	The STS Foundation Board	February 2024

<p>Quickbooks Online Account Review: Action (11-OCT-23): Review whether or not to move to our own QuickBooks Online Account or continue with MPC's sub account, nine (9) months after the transition date.</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.</p> <p>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>STS Foundation</p> <p>The STS Foundation Board/Tom Coleman (FS)</p>	<p>9 months after transition date</p> <p>In Progress</p>
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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"> Called to order at 11:01 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"> November 1, 2023, Board Minutes <ul style="list-style-type: none"> Motion by Phil Marshall (IN), Seconded by Tivon Feely (IA), Approved.
4. Grant and budget spreadsheets (11172023 spreadsheet_final official.xlsx, STS 2024 budget (12-04-23).xlsx)	<ul style="list-style-type: none"> Tom Coleman (US FS)/Georgia Brock (Foundation) <ul style="list-style-type: none"> 2023-2024 Regulatory <ul style="list-style-type: none"> Need ASAP the reimbursement requests for October – December as well as the annual financial report and the accomplishment report. <ul style="list-style-type: none"> Due before January 15, 2024. 2023 FS <ul style="list-style-type: none"> Need ASAP the reimbursement requests for October – December as well as the annual financial report and the accomplishment report. <ul style="list-style-type: none"> Due before January 31, 2024. With the audit, it needs to be earlier so that the auditors can do their work. Georgia Brock (STS Foundation Administrator) <ul style="list-style-type: none"> The audit is progressing well with the auditors. 2024 STS Program Budget <ul style="list-style-type: none"> No changes for net available for the STS Program since the initial release. Still holding around the \$7 million budget range. <ul style="list-style-type: none"> May know more later this month or early next month.

	<ul style="list-style-type: none"> ▪ Tom Coleman (US FS) is waiting for state budget requests. <ul style="list-style-type: none"> • He needs them by December 15, 2023. ▪ Tom Coleman (US FS) is working with some remaining funds on older grants to spend those out for treatments. ▪ States need to go ahead and fill out their treat acres in the planning editor so that pre-work can be done to help with the budget planning process. <ul style="list-style-type: none"> • The Planning Dashboard currently shows 43,3817 acres of MD, 31,857 acres of Larvicide. • Plan to finalize the treat acres at the Winter Operation meeting. ▪ STS Foundation Board will be starting a new grant process this year. <ul style="list-style-type: none"> • Grants and Agreements Request Form and Checklist shared. • Tom Coleman (US FS) will reach out to the states after the holidays to let the states know what is needed so he can compile the documents and get them submitted early. • Look for information requests come January 2024.
5. Audit committee report	<ul style="list-style-type: none"> • Phil Marshall (IN) <ul style="list-style-type: none"> ○ Reviewed November 2023 financial statement and all was in order.
6. STS Update	<ul style="list-style-type: none"> • Tom Coleman (US FS) <ul style="list-style-type: none"> ○ Updated some website information on the STS website is happening and updates are taking place. ○ Winter Operations meeting is coming up. Make hotel reservations before the end of December. ○ The STS Foundation annual board meeting is coming up and make your hotel reservation for that too. ○ Tom Coleman (US FS) has approval to send out a job announcement for a position he needs to fill in his office. He has received a lot of interest.
7. Miscellaneous	<ul style="list-style-type: none"> • Discussion Items <ul style="list-style-type: none"> ○ Joy Goforth (NC): <ul style="list-style-type: none"> ▪ Georgia Brock (STS Foundation Administrator) contract renewal letter <ul style="list-style-type: none"> • Reviewed the authorization letter and clarified the information. • Phil Marshal (IN) moved to accept the letter and Tim Brown (WV) seconds. Motion passes. • In February 2024, the board will need to develop a new RFP for continuance since the expiration is near.

8. Adjournment	<ul style="list-style-type: none"> Phil Marshall (IN) made a motion to adjourn, Carl Harper (KY) seconded the motion. The motion passed. Adjourned 11:31a
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2023-2024 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	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	Held
January 3, 2024	Microsoft Teams Call	Pending
February 22, 2024	Annual Face-to-Face Meeting	Pending (Raleigh, NC and via Teams)

The foregoing motions and actions, by unanimous consent, are to have full force and effect as of December 6, 2023, unless otherwise indicated by the Board.
Carl Harper, Secretary