

**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>
March 20, 2024	<b>Minutes Approved:</b> April 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 20-MAR-24**

<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"/> David Gianino (VA)	
<input 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"/>	<b>Minnesota</b> <input type="checkbox"/>
<b>North Carolina</b> <input 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"/> Ben Templeton	<b>West Virginia</b> <input 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 type="checkbox"/> Tom Coleman <input type="checkbox"/> John Kyhl <input 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 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"/> <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)		
Time	Agenda Item	Presenter/Facilitator
11:00a	Call to order: Roll call Call for additional discussion items Approval of minutes Administrative Support Contract Timeline Review Letter of Support Miscellaneous business	Kimberly Thielen Cremers Carl Harper Kimberly Thielen Cremers Kimberly Thielen Cremers Kimberly Thielen Cremers Kimberly Thielen Cremers Kimberly Thielen Cremers
	Adjournment	All

Status Update of Grant Agreements and Action Items					
2022-23 APHIS Regulatory Grant Info as of 11-DEC-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
<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>
Item	Assigned to			Due Date	
<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>					

Status Update of Grant Agreements and Action Items					
2023-24 APHIS Regulatory Grant Info as of 11-DEC-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
<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>

Item	Assigned to	Due Date			
<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			
Final Accomplishment Report (07/01/23 – 06/30/24)		08/15/2024			
<b>2023-24 APHIS Regulatory Reimbursement Requests Due</b>					
Period: July 1 – September 30, 2023	IL, MN, WV, WI	10/31/2023			
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 11-DEC-23</b>					
<b>2021: Total of \$4,768,007</b>					
<b>Grant #: 19-DG-11083150-004 Mod. 4</b>					
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>	\$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 11-DEC-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 11-DEC-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	\$10,684.29	\$0.00	\$39,957.71
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
<b>Subtotal STS Grants</b>	<b>\$3,628,637.00</b>	<b>\$0.00</b>	<b>\$2,136,068.35</b>	<b>\$0.00</b>	<b>\$1,520,309.65</b>

<b>Total Funds in Grant</b>	\$4,813,741.00
Subtotal Disbursed/Pending in subgrants	\$2,136,068.35
Subtotal Foundation Expenses	\$489,775.53
Total Spent	\$2,625,843.88
<b>Balance</b>	\$2,187,897.12
Obligated but not Spent	\$2,215,638.12

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 STS Trapping and Treat Funding Requests Due</b>	<b>All receiving funds</b>	
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	

<b>2023 STS Trapping and Treatment Action Items:</b>		
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Assigned Action Items as of 20-MAR-24		
Item	Assigned to	Due Date
<b>RFP for STS Foundation Board Administrator:</b> <b>Action:</b> October 2024 review the salary of Georgia Brock STS Foundation Board for 2025.	STS Foundation Board	October 2024
<b>Quickbooks Online Account Review:</b> <b>Action (11-OCT-23):</b> 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.	STS Foundation Board	9 months after transition date – Nov or Dec 2024
<b>Annual Contract Review of STS Foundation Board Administrator:</b> <b>Action:</b> Annual review the STS Foundation Board Administrator contract.	STS Foundation Board	February 2025
<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.	STS Foundation Board/Tom Coleman	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 11:03 AM by President Kimberly Thielen Cremers (MN)</li> </ul>
2. Roll call	<ul style="list-style-type: none"> <li>Secretary Carl Harper (KY) did roll call and quorum was met.</li> </ul>
3. Approval of minutes	<ul style="list-style-type: none"> <li>February 22, 2024, Annual Face-to-Face Board Minutes               <ul style="list-style-type: none"> <li>Motion by Phil Marshall (IN), Seconded by Jonathan Shields (OH), Approved with requested edit.</li> </ul> </li> </ul>
4. Budget overview update	<ul style="list-style-type: none"> <li>Kimberly Thielen Cremers (MN) update from Tom Coleman (FS)               <ul style="list-style-type: none"> <li>Waiting on final budget numbers</li> <li>Should be finalized this week.</li> <li>New grants by FS grants shop are being worked on</li> <li>Task order for MD should be to AI's Aerial any day now.</li> <li>STS eradication and suppression has hit major hurdles with R8 aviation – There will be a lot to share at the April meeting.</li> </ul> </li> <li>Georgia Brock (STS Foundation Board)               <ul style="list-style-type: none"> <li>This is a new award and new federal cycle.                   <ul style="list-style-type: none"> <li>More paperwork is needed than normal.</li> </ul> </li> <li>All get their subawards in as soon as possible to Georgia.</li> <li>Thanks to Tivon Feely (IA) for getting his subaward already in!</li> </ul> </li> </ul>

<p>5. Administrative Support Contract Timeline Review</p>	<ul style="list-style-type: none"> <li>• Kimberly Thielen Cremers (MN) <ul style="list-style-type: none"> <li>○ Current Administrative Contract Overview <ul style="list-style-type: none"> <li>▪ Went over the past timeline for the STS Administrative Position. <ul style="list-style-type: none"> <li>• Initial request for quotes starting in September 2018</li> </ul> </li> <li>▪ Went over the initial contract. <ul style="list-style-type: none"> <li>• Initial contract signed – May 20, 2019</li> <li>• Option to exercise four additional years, not to exceed five years.</li> <li>• Contract ends May 19, 2024.</li> </ul> </li> <li>▪ The board met on December 6, 2023, to discuss and review the contract as it stands.</li> </ul> </li> <li>○ Proposed New Administrative Contract Timeline <ul style="list-style-type: none"> <li>▪ NOTE: Georgia Brock (STS Foundation Board) the current administrator did step away from the meeting during the contract discussions.</li> <li>▪ Request for Quotes – suggested solicit responses due back by April 10, 2024. <ul style="list-style-type: none"> <li>• There was a review of the RFQ letter. <ul style="list-style-type: none"> <li>➤ Joy Goforth (NC) will send the letter to the board for another quick review to be done by 2p on March 20, 2024.</li> <li>➤ Joy Goforth (NC) is ready to send out the letters (emails) to the firms for RFQ and will get them out by the afternoon of March 20, 2024.</li> </ul> </li> </ul> </li> <li>▪ Email it out to a minimum of four firms. <ul style="list-style-type: none"> <li>• We do have a list of firms the board sent to in the past but will make sure that we have a good list to send to.</li> </ul> </li> <li>▪ Committee to make a selection - week of April 22 to present a recommendation to STS Foundation Board Meeting on May 1, 2024.</li> <li>▪ The STS Foundation Board will make an official selection at the May 1, 2024, Board meeting.</li> <li>▪ The administrative officer will be selected and notified no later than May 3, 2024</li> <li>▪ Anticipated start date for the administrative officer will be May 20, 2024</li> </ul> </li> </ul> </li> </ul>
<p>6. Letter of Support</p>	<ul style="list-style-type: none"> <li>• Kimberly Thielen Cremers (MN) <ul style="list-style-type: none"> <li>○ Reviewed the letter of support for spongy moth budget.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ Note that there were constraints but focusing on the flat budget having an impact and how it would be going into the future.</li> <li>○ Discussion by the board on the letter of support for spongy moth budget. <ul style="list-style-type: none"> <li>▪ Motion to accept the letter with needed corrections, David Gianino (VA) moved, Tivon Feeley (IA) seconded, motion passed.</li> </ul> </li> <li>○ Discussion by the board of who the letter is to and the cc list for distribution. <ul style="list-style-type: none"> <li>▪ Motion that the letter will be distributed to those listed via email, David Gianino (VA) moved, Scott Schirmer (IL) seconded, motion passed</li> </ul> </li> </ul>
7. Miscellaneous	<ul style="list-style-type: none"> <li>• Discussion Items <ul style="list-style-type: none"> <li>○ None requested</li> </ul> </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 12:25p</li> </ul>

2024-2025 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 3, 2024	Microsoft Teams Call	Held
February 22, 2024	Annual Face-to-Face Meeting	Held - Raleigh, NC and via Teams
March 20, 2024	Microsoft Teams Call	Held (moved from March 6, 2024)
April 3, 2024	Microsoft Teams Call	Pending
May 1, 2024	Microsoft Teams Call	Pending
June 5, 2024	Microsoft Teams Call	Pending
July 3, 2024	Microsoft Teams Call	Pending
August 7, 2024	Microsoft Teams Call	Pending
September 4, 2024	Microsoft Teams Call	Pending
October 2, 2024	Microsoft Teams Call	Pending
November 6, 2024	Microsoft Teams Call	Pending
December 4, 2024	Microsoft Teams Call	Pending
*January 8, 2025	Microsoft Teams Call	Pending <i>*moved to second Wednesday due to holiday.</i>
*February 19, 2025	Annual Face-to-Face Meeting	Pending <i>*Approximate date, pending availability of members.</i>





The foregoing motions and actions, by unanimous consent, are to have full force and effect as of March 20, 2024, unless otherwise indicated by the Board.

Carl Harper, Secretary