

PAC Meeting Agenda  
8 April 2011  
1:00 Eastern Standard Time

Attending

Mike Hosey, SAW  
Jamie, Gyolai, MVP  
Alana Mesenbrink, NWS  
Allen Gwinn, NAD  
Chris Rapenchuk, LRL  
Heather Burke, HQ National Partnership Program Manager

1. Completed approval of 15 March Minutes that will be posted on the Gateway  
**Action Officer Chris R.**
2. APPL Housekeeping
  - a. Status of Thank You Letters. - Alana/Heather. Sent 8 April to Jonathan for signature. **Action Officer Heather** to insure they are signed and mailed. Signed by Mike Ensich on 15 April. Will send out on 18 April.
  - b. APPL Minutes Posted and After Action Posted on Gateway.
  - c. Partnership Award – Posted on Awards Page of the Gateway and Article in Engineers Update confirmed.  
Status of Dorie Murphy training session on Volunteer to post on Gateway with the other APPL Training. Dorie will send presentation at a later date.
3. Gateway Corrections
  - a. MOU Definition –delete the “word informal” from definition has been requested by Alana.
  - b. Comments on Gateway changes – Send Alana consolidated list ASAP of recommendations. Heather will send mock-ups. **Action Officers ALL**
  - c. A committee was developed to update the gateway. Alana, Heather, Jamie, Chris R. and Ginny Dickerson will met in Cincinnati area at Caesar Creek July 25 to 28 to update and organize the Gateway. When completed the team will have an opportunity to comment and approve the final product. **Action Officers Alana, Heather, Jamie, Chris R.**
    1. **Actions Officer Chris R.** will set up hotel and conference arrangements and notify.
4. Handshake Update
  - a. Completed - Forward reminders that 1 August is the deadline for Handshakes.
  - b. One signed Handshake received to date.
  - c. **Action Officer Mike** Pending is list of past Handshake recipients and forward the list to all.
  - d. All but one of the 2009 and one 2008 Handshake Progress/Completion has been received. They will be posted on the gateway. **Action Officer - Mike**

5. Completed -Status of accomplishments or milestones since the PAC was formed was presented by Chris G. with input from Jeff, Mike, and past members. The list is for internal use at this point by the PAC and may be released externally once a package/marketing plan is developed. **Action Officers** -All please review the document to decide on how to present to others.
6. OMBIL Update - Alana /Heather
  - a. Delay Update- Multiple test have been conducted and programming errors continue to occur. We can not release to the field until a solution can be found. **Action Officers: Alana and Heather** continue to work with Dena Williams who is working the contractor to make the corrections. Contractor fixed errors. Submissions re-opened to the field on April 14 through July 1.

We have three choices at this time.

1. Do not open to the field until the next update period and live with the existing data.
  2. The data errors noted on the excel sheet could be given to the OMBIL contractor to input, but this could be long process and maybe beyond their scope. The field would be given an opportunity to review the data changes upon completed.
  3. **Action Officer Heather/Alana** – will continue to send Dena a list of corrections and Heather will ask if it is possible for the Contractor to enter the data once the programming errors are corrected.
  4. Get the programming errors corrected and open it up this recreation season to the field with a support letter from Mike E. Field method is preferred as this give the projects ownership. Selected this option. Mary Coulombe sent a message to all OPMs on April 14, followed by email from Heather to all OPMs, District/MSD NRM staff.
7. Volunteer Wizards
    - a. No additional action right now. User definitions are needed for FY11 annual OMBIL updates.
  8. Cooperative Management – released on 15 March
    - a. HQ has instructed Divisions to execute at their level and implement.
    - b. Mike reports that his Division is developing a regional solution plan with guidelines and examples of leases that will be approved at the division level.
    - c. Once the plan is developed he will share the document with other PAC members. **Action Officer Mike**
9. Contribution Plans

- a. Develop template for an OMP appendix and/or a template of a Contribution Plan that will includes all the plan components or requirements. **Action Officer Jamie**
  
10. USACE Recreation Strategy/Outdoors
  1. Chiefs of Operations were briefed on 4 April
  2. Stakeholders, Partners and other teams will also be briefed in mid to late April.
  3. Realigning PAC Charter with Strategy and Great Outdoors.
    - a. There appears to be no time available for all of the PAC to met face to face before the fall meeting, thus a planning committee consisting of Allen and Jamie, with Heather assisting will realign the Charter. The team will virtually review and adopt once approved. **Action Officers Allen and Jamie**
  
11. Face-to Face Meeting Dates/Place
  - a. Date - the first week in October was finalized.
  - b. Location is pending and Chris R sent list under separate cover of potential locations that will be discussed at the next call. **Action Officers All** – Please review the location E-mail
  
12. Corps Foundation Update – Once the Rec Strategy is released they plan to send letters to OPMs with focus on supporting development of Cooperating Associations and other localized assistance.
  
13. Training Update- Webinar for Partnership 101 – **Action Officer Heather** – she is making corrections to the presentation and the team decided that one session would be conducted per Division with a possible release timeframe of July/Aug.
  
14. New Business
  1. Heather will be briefing Operations Chiefs in D.C. April 19 on the Partnership program.
  2. Develop “Partnership Talking Points” for partners to garner support for legislative changes for the USACE program – **Action Officer Heather and Team**
  3. National Environmental Foundation – **Action Officer Heather** She will be meeting with the group to discuss the potential for developing a USACE Health Care prescription program similar to the USFWS Program.
  4. Safeway Partnership –New Hogan Lake (SPK) has offered to host a partnership event. Waiting on Safeway to make selections for this year.
  
15. Next Call Date 13 May at 1:00 EST.

Respectfully Submitted Chris Rapenchuk

Call Outs

**Action Officer Chris R.** – post 15 March Minutes on Gateway.

**Action Officer Heather** – Insure that APPL Thank you letter are signed and mailed.  
DONE

**Action Officers ALL** - Comments on Gateway changes – Send Alana consolidate the list. Heather will send mock-ups. (Sent mock-ups to Gateway team on April 8)

**Actions Officer Chris R.** will set up gateway hotel and conference arrangements and notify.

**Action Officer Mike** Pending is completed list of past Handshake recipients.

**Action Officer Mike** posted 2009 Handshake Progress/Completion on the gateway. (1 pending for 2008 and 2009)

**Action Officers All** - review the PAC accomplishments list and we need to decide on how to package the information.

**Action Officers: Alana and Heather** continue to work with Dena Williams who is working the contractor to make the corrections. DONE

**Action Officer Mike** – keep the team briefed on Cooperative Management regional solution plan with guidelines and examples being developed in his Division.

**Action Officer Jamie** - Develop a Contribution Plan appendix example of a Contribution Plan that will include all the components or requirements.

**Action Officers Allen and Jamie** - Realign the PAC Charter with Red Strategy and Outdoors with assistance from Heather.

**Action Officers All** – Please review the location list for face to face in October. To be finalized at the next call.

**Action Officer Heather** – corrections to the presentation and firm up webinar time frame.