

**PAC Meeting Minutes**  
5 August 2011  
1:00 Eastern Standard Time

Attending:

Chris Gallagher, SPN  
Mike Hosey, SAW  
Alana Mesenbrink, NWS  
Allen Gwinn, NAD  
Jamie Gyolai, MVD  
Heather Burke, HQUSACE  
Bart Dearborn, HQ CAP

1. Awaiting 07 July Minutes to post to Gateway. **Action: Chris R.**
2. Team Update
  - a. Jeff Boutwell will be rotating off the team after October PAC meeting
  - b. Request for nominations sent to SWD with August 12 suspense **Action: Heather and Mary** (initial review of applications, team input/endorsement on final selection)
  - c. Need to draft thank you letter to Jeff with Mike's signature. **Action: Heather (w/team input)**
  - d. Need to draft thank you letter for Barbara Bazar for Mike and PAC signatures. **Action: Heather/team**
  - e. Will need to elect new Chairperson at October meeting. Chris R. has filled in temporarily for Jeff while overseas. The team agreed that they would like to keep Chris as the Chairperson and will take an official vote in October for an initial 2 year term.
  - f. PAC funding process: Heather will work with Pep and Chairperson each year to determine funding needs and track expenditures. Babara Bazar has agreed to continue processing MIPRS for PAC team travel until her retirement in December, with the possibility of transferring the role to her replacement.
3. APPL- Las Vegas. PAC will develop the Corps Workshop. Logistics and details will be coordinated by Chris G. Discussions will be tabled until October meeting with APPL reps.
4. Update on Gateway Workshop -Heather, Alana, Jamie, Allen, and Chris R. met with Ginny Dickerson at Caesar Creek Lake, July 26-28 to update and restructure the NRMG Partnership pages.
  - a. New partnership pages include:
    1. Handshake Partnerships (separate page)
    2. MOUs/MOAs (separate page)
    3. Economy Act Agreements
    4. Cooperative Agreements
    5. Grants/Alternative Funding Sources
    6. Military Partnerships
    7. Health/Medical Community Partnerships
    8. School/University Partnerships
    9. Water Safety Partnerships
    10. Special Events with Partners
    11. Partnership Awards
  - b. New pages and edits will continue to be processed as we receive more files from the field
  - c. Reminder to process travel orders and return any remaining MIPR funds. **Action: Jaime/Allen**
5. Charter Update and team discussion
  - a. The draft charter has been released to the team for review and comment. Edits should be sent to Jaime and Allen by Sep 9. **Action: All members**

- b. The draft Charter was provided to the Strategic Plan Partnership Champions for review to insure that it is aligned with the goals and objectives of the plan. Edits made by Lynn Neher.
  - c. The team will finalize the charter, develop the 1 year and 5 year work plans, assign task leads and support teams at October meeting
6. Handshake Update:
- a. We have received 3 signed Challenge Partnership Agreements so far for 2011.
  - b. Three additional lakes will have agreements by the August 31 deadline. Still waiting to hear back from the remaining projects.
  - c. No 2012 applications have been received yet.
7. Face to Face Meeting 3 -7 October 2011.
- a. Logistics-Mike Hosey has been working with Craig Rockwell to reserve the meeting room and set up tour of handshake and other partnership projects at Philpott. Craig has a full day planned for the team with partners and other district staff. This will most likely take place on Thursday.
  - b. Travel MIPR Request. Please develop your travel plans and submit your MIPR request to Chris R. before 19 August. **Action: All**
  - c. Travel Modes and coordination of arrival times.  
Those flying into GSO should coordinate arrival times to car pool from Triad-Greensboro International Airport. Chris R. will add car rental to travel voucher.
  - d. Agenda still needs to be developed. Tentative plan is to work on team actions Tuesday/Wednesday with tour of project Thursday. **Action: Chris R. and Heather**
  - e. Heather will contact the APPL folks to plan their attendance. Aiming for Wednesday morning. **Action: Heather**
8. Contributions Plan- Status of HQ review. Correspondence with Cpt Rice July 28- in progress. Will continue to correspond and push for finalization of template. **Action: Heather**
9. Partnerships Webinars-First webinar held with SPD/POD on Aug 4 with 14 attendees. Next session will be Aug 10 with MVD
10. DC meeting recap
- a. OPM course- Partnership brief, role of OPMs in partnerships
  - b. Youth Advisory Council meeting took place on July 29 in Washington, DC with 27 attendees from 13 agencies/organizations to develop an action plan for agencies to engage youth in the outdoors
  - c. Master Plan team brief/path forward
  - d. Recreation Strategy/RLAT prep- partnership brief at RLAT, update on Goal 2 action items
  - e. Living Classrooms/FLW partnership at Oachita Lake- Corps participation in world championship tournament
11. Boy Scout Relationships workshop Sep 20-23: Chris R will represent the PAC at the workshop
12. New Business
- a. Project WET phone call- potential MOU patterned after NPS agreement
  - b. AHS partnership discussions will take place at RLAT meeting regarding Remaining Item Funds and prioritization of how that money is spent with partners
  - c. NPLD social media webinars available to assist managers with marketing NPLD events
  - d. NWK/NEEF/Children's Mercy Hospital partnership update- awaiting update from NWK. Heather will share more info when she receives it.
13. Next Call: 9 September, 2011, 1:00 EST

#### **Action Items/Due Dates**

- August 5: Contact APPL to coordinate Oct meeting attendance: HEATHER

- August 12: Approve and post July minutes to NRMG: CHRIS R
- August 12: Return unused MIPR funds: JAIME/ALLEN
- August 19: Selections of top SWD candidates to PAC team for decision/concurrence: HEATHER
- August 19: MIPR requests to Chris R for October travel: ALL
- August 31: Thank you letters drafted for Jeff and Barbara and sent to team for input: HEATHER
- September 2: Draft October meeting agenda for team review: CHRIS R and HEATHER
- September 9: Thank you letter edits to Heather: ALL
- September 9: PAC Charter edits to Jaime/Allen: ALL
- September 30: Obtain Mike's signature on thank you letters: HEATHER
- Ongoing: Continue coordination with HQ OC, Captain Rice for Contributions plan: HEATHER