

PAC Meeting Minutes
8 July 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
Chris Gallagher, SPN

1. Minute approval for 10 June- posted on the Gateway.
2. APPL 2011 Update – Las Vegas
 - a. Lead for PAC workshop development. **Action Officer Chris G.**
 - b. APPL is hosting a workshop with focus on “Friends Groups” 13-15 September in Portland. Heather will attend and others are invited. .
3. Gateway Correction/Travel to Cincinnati Area.
 - a. Final travel logistics reminder will be sent under separate cover. **Action Officer Chris R.** with Allen, Alana, Heather and Jamie attending from the PAC.
4. Cooperating Associations National List Update has closed. If additional projects need to register their Cooperating Association send them to Heather along with a copy of their agreement.
5. Handshake Update -Mike
 - a. Draft Application has been supplied to all PAC and comments were provided by the PAC.
 - b. The Handshake Announcement will be signed by Mike E. then distributed to the field in July with a deadline of 14 October 2011. There will be no extensions in 2011.
6. Charter Update – Jamie and Allen
 - a. Progress Update – they have been working diligently and plan to present a draft at the July Gateway Workshop in Cincinnati, Ohio. The Charter will be released to all PAC members for comment upon completion.
7. OMBIL Update-Alana/Heather
 - a. As of 8 July partnership value captured in OMBIL has grown to \$9.5 million. Some data is still missing, but will be captured during the next update in FY11.
 - b. Heather will send out an E-mail to Dena thanking her for her efforts and attach any final edits.

8. Contribution Plans – Heather met with Captain Rice Office of Counsel on 19 July to discuss the draft that was delivered to him on 13 June 2011. **Action Officer-Heather**
9. Face to Face Meeting 3 October to 7 October - Philpot Lake Travel Mon and Friday.
 - a. Agenda Ideas
 1. APPL mentioned they might like to meet with us to discuss the development of a stand-alone partnership training course. **Action Officer-Heather will contact APPL**
 2. We will also want to finalize our charter.
 3. NRM Gateway review.
 4. Recreation Strategy Alignment.
 5. OMBIL and FY 11 data entry/webinars
 6. Contributions and Recognition Plan template
 7. APPL 2012 Las Vegas conference planning
 8. Partnership in Excellence Award.
 9. Phone call with Greg Miller/Lynn Nether at leads in the Strategic Plan.
 - b. Logistics with Project. Mike
 1. The plan is for 1 or 2 days of PAC business meetings and 1 day with the project folks?
 2. A block of hotel rooms will be blocked for the meeting by Mike –please call and verify your reservation with the Hampton.
 3. Airport Selection - Triad International Airport - Greensboro NC - approximately 60 miles. Chris R will reserve a van to car pool from the airport.
 4. Get MIPR request to Chris R. by Mid August. **Action Officer Chris R.**
 5. Heather is going to prepare a thank you letter for Barbra Bazar for managing the MIPRS and PAC funds. We hope to get Mike E. signature. **Action Officer Heather.**
10. Webinar – Heather
 - a. Webinar Dates released to field and Allen will do a test run with Heather 15 July.
11. Partnership Award – One nomination per Division.
 - a. Mid September time frame to begin preparation efforts with announcement being released by HQ in early October.
 - b. Team is Allen, Chris G, and Chris R.
 - c. Heather will send our reminder messages to the field of the upcoming award in mid-August.
 - d. Chris R. is to send file from previous years to Heather. **Action Officer Chris R.**
12. Form Examples-Chris R.
 - a. Underway – examples had been provided by Mike H, **Action Officer Chris R.**

13. Recreation Strategy Support -Mike

- a. A Summary Page or Fact Sheet of Handshake values to support goal 2.1.d was prepared by Mike and has been forwarded to Greg and Lynn the Partnership Champions for review.

14. New Business

- a. USACE Partnership Prospect course development. Maybe create a 3 ½ day course and test run portions of it at the upcoming APPL conference.

15. Next Call 5 August 2011, 1:00 EST.

Previous Call Outs

ASSIGNMENTS/Due Dates:

- Test Run of webinar 15 July– **Action Officer Allen and Heather**
- Completed - Final travel logistics reminder will be sent under separate cover-**Action Officer Chris R.**
- Release of Handshake Applications- **Action Officer Mike.**
- Handshake Application reminders at 60, 30, and 15 days to deadline. Last reminder can say we will not be extending deadline. **Action Officer Heather**
- APPL mentioned they might like to meet with us to discuss the development of a stand-alone partnership training course. **Action Officer-Heather will contact APPL**
- Chris R is to send file from previous years to Heather. **Action Officer Chris R.**
- Get MIPR request for October meeting to Chris R. by Mid August. **Action Officer Chris**
- Chris R is to send file from previous years to Heather. **Action Officer Chris R.**
- Heather is going to prepare a thank you letter for Barbra Bazar for managing the MIPRS and PAC funds. **Action Officer Heather**
- Follow up with Captain Rice Office of Counsel on 19 July to discuss the draft Contribution Plans. **Action Officer-Heather**