

PAC Meeting Agenda
15 March 2011
1:30 Eastern Standard Time

Attending

Chris Gallagher, SPN

Mike Hosey, SAW

Jamie, Gyolai, MVP

Alana Mesenbrink, NWS

Allen Gwinn, NAD

Chris Rapenchuk, LRL

Heather Burke, HQ National Partnership Program Manager

1. Approval of APPL Minutes – Approved will be posted on the Gateway.
2. APPL Housekeeping
 - a. Be sure to return unused MIPR funds to Barbara after your travel orders are closed.
 - b. Thank You Letter to all Presenters and Host.
Action Officer Alana – Alana will prepare, and get the letters to Heather so either Mike or Mary can sign. Name of Speakers and Field Trip organizers was sent to Alana to track down addresses. There have been delays or failures in the past and they may be addressed to the respective OPM. Heather will discuss with Mary.
 - c. Participants are forwarding photos to Chris R. and a select few will be posted on the Partnership Gateway as a promotional.
Action Officer Chris – the document is ready and will be posted on the Gateway.
 - d. Post-action or recap memo to participants and commanders.
Action Officer Heather – completed
 - e. Engineer Update Article to highlight the conference
Action Officer Allen – completed. **Article in Feb/Mar Engineer Update. Will be posted on website soon.**
 - f. News article for APPL newsletter
Action Officer Chris G. – completed monthly. If you have articles for APPL get it to Chris G for the monthly submissions which is due on the 19th of each month.
 - g. Get all of the Corps presentations posted on the training page of the Gateway. **Action Officer Heather**- forwarded to Ginny Dickerson for posting. Heather contacted Dorie Murphy for Volunteer presentation. She is developing slides and will send when ready

3. OMBIL Update - Alana /Heather

1. The Division Partnership Pages have identified many data entry problems, or missing data.
 - a. Active Partnership should list values.
 - b. Inactive Partnerships should be used if there is no value.
 - c. Formal vs Informal – plan is delete “informal” from OMBIL in FY11 and better define the types of partnerships. Many informals are contributions.
 - d. Many of the errors of omission may have occurred because there is a two part process to entering OMBIL partnership types and the value of the partnership.
 - e. A spreadsheet was developed that pinpoints the OMBIL data errors.
2. Gateway Correction – **Action Officer Alana** – currently the MOU definition on the Gateway uses the word “informal” is to be deleted.
3. An Ombil Report was generated to identify those that selected “informal” for future reference to assist those individuals in selecting the correct type of partnership.

Action Officer - Heather and CDM. Completed. Heather sent report to PAC team on March 17 and requested that each member canvas their divisions, districts, and projects for Contributions plans
4. Communication with Users. Heather researched those that enter data and there are other 3,000 names, thus we will continue to notify the DO Ombil POC.
5. Ombil Data Entry will re-open for one month. Start date TBD by contractor.

4. Volunteer Wizards - **Action Officer Heather**

1. Why do we separate out Partnership Volunteers and Project Volunteers with the two wizards?
2. Volunteer are a contribution?
3. Heather followed up with Mary and Carolyn why they have been separated out. I had the discussion with Carolyn Bauer and Mary Coulombe today about how to capture volunteer data in OMBIL. I explained what we had discussed on the PAC call and in our emails about putting all data under partnerships. Their concern about moving all volunteers to be captured in the partnership wizard is that you have to go through a lot more steps to collect the same basic data and they think this will be a deterrent to the field user to accurately report their

volunteer data. They have a valid point. So without typing out our entire discussion, here's the bottom line:

Mary and Carolyn would like to keep the system as it is currently set up, but with the following instructions:

- a. ALL volunteer data should be captured in the recreation wizard. This wizard only asks for total number of volunteers, total number of hours, and total incidental expenses for each operating project and is a fairly easy and familiar thing for users to fill out.
 - b. Volunteers that are part of a partnership such as a cooperating association, MOU/MOA, challenge partnership, or handshake agreement will ALSO be counted in the partnership wizard, where more details are provided about the partnership and the volunteer work being accomplished.
 - c. When we tally our annual reports, we will be able to communicate our overall total of the volunteer program, and the breakdown of volunteers by partnership agreement type. In other words, if you have a total of 55,000 volunteers for a year accounted for in the recreation wizard, with 4,000 counted under one of the 4 partnership types listed above, by default you could say that 51,000 volunteers fall under the Contributions partnership type (which is the catch-all category for those individual volunteers that weren't working as part of another overarching partnership). We wouldn't actually have the users enter those 51,000 volunteers in the partnership wizard as Contributions, but we would be able to make that inference from the data.
 - d. I think this would help with the confusion OMBIL users were having when they were asked to make that "either/or" decision about where to place their volunteer data. We would still be able to take credit for volunteer hours under the various partnership types, and Mary/Carolyn would have their total volunteer numbers separated out.
5. Division Contract List on Gateway is current and should be checked annually for updates.
 6. Handshake Update
 1. Mike reports that he has received one package from Francis E Walter.
 2. **Action Officer Mike** – Forward reminders that 1 August is the deadline.
 3. **Action Officer Mike** – he will update the list of previous recipients and forward the list to all.
 7. Face to Face Meeting

1. Location Projects with multiple Handshake Projects that could be visited include:
 - a. Nashville – 5
 - b. Little Rock – 4
 - c. Atlanta -3
2. A Tentative Date of 12-16 September was discussed but not confirmed as the team may need to meet before September to discuss Charter modifications.
3. **Action Officers All** – forward Chris R. a list of dates from now until the end of September when you are available to meet and make suggestions on a location.
4. Jeff Boutwell Status - **Action Officer Chris R.** Chris will contact Jeff via e-mail to determine his availability to be present or participate a call-in's
5. Potential Meeting Topics
 - a. Charter alignment with Recreation Strategy and America's Great Outdoors initiative.
 - b. Modifications to the Gateway.
 - c. Contributions plan template development and push for establishment of plans in all districts
8. Gateway Update **Action Officers Alana, Heather, Chris R. and Jamie**
 1. **Action Officers ALL-** Please review the contents on the Gateway and get a list of recommended changes to Alana before the April call. There are many links that do not work, outdated data, ect. This is the first attempt to identify errors and they will not all be resolved overnight.
 2. Alana, Heather, Jamie, and Chris R. will discuss the process and develop a strategy to update the gateway and report back to the team. **Action Pending: Conference Call**
9. PAC Accomplishments – **Action Officers Chris G. Mike, and Jeff**
 1. A list of accomplishments or milestones since the PAC was formed is to be presented at the next call.
10. Legislative Update
 1. Susan Greenwood (HQ Office of Counsel) has almost finished the fee retention, partnerships, and volunteers legislative language. Language to retain shoreline fees and administrative costs may be included. When ready, this will be shared with the ASA (CW) Ms. Darcy and OMB
 2. Cooperative Management –New guidance was released by Mike Ensich on 16 March.

11. USACE Recreation Strategy

1. Ms Darcy was briefed last month. Chief's of Operations will be briefed on 4 April. A letter from General Grisoli supporting implementation of the Rec Strategy will be sent to District Commanders on 31 March.
2. Stakeholders, Partners and other teams will also be briefed in mid to late April.

12. Corps Foundation

1. They now have the ability to accept donations and memberships electronically on their website.
2. Their new focus is to support the development of friends groups at Corps lakes. There is potential to utilize a BLM grant program
3. They would like to establish a paid Executive Director position.
4. The Foundation has established a Face book page. Encourage all team members to 'Like' the page. Will not send out a mass email launching the page until they have established more content.

13. New Business

1. Training – **Action Officer Heather**
 - a. Heather will be developing a Webinar for Partnership 101 and ask that each Pac Division Representative participates during your Division session.
 - b. Timeframe-by the end of the Fiscal Year.

14. Next Call – 8 April 1:00 eastern standard time.

Respectfully Submitted
Chris Rapenchuk

Action Items:

1. **Action Officer Alana/Heather** – Alana will prepare, and get the letters to Heather so either Mike or Mary can sign. Heather will discuss with Mary.
2. **Action Officer Chris** – Post minutes and APPL Photos on the Gateway.
3. **Action Officer Allen** – Allen will prepare an article and posted on website before the next PAC call.
4. **Action Officer Chris G.** – If you have an article for APPL get it to Chris G for the monthly submissions which is due on the 19th of each month.
5. **Action Officer Heather-**. Heather will contact Dorie Murphy for training session on Volunteer to post on Gateway with the other APPL Training.

6. Gateway Correction – **Action Officer Alana** – currently the MOU definition on the Gateway uses the word “informal” as is to be deleted.
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