**PAC Minutes**
15 November
1:00 Eastern Standard Time

Attending:
Chris Gallagher, SPN
Mike Hosey, SAW
Alana Mesenbrink, NWS
Allen Gwinn, NAD
Jamie Gyolai, MVD
Heather Burke, HQUSACE
Jeff Boutwell, SWD
Titus Hardiman, SWD
Chris Rapenchuk, LRD
Joel, Miller, SPN

1. Minutes Approved for October and Posted on the Gateway.

2. Personnel
    1. Welcome to Joel Miller from SPN who will replace Chris G in 2012.
    2. The PAC members forwarded their votes and a brief justification to Chris R. for the three nominations provided by SAD. The nomination was forwarded to Mary C. on 18 November for approval per the PAC Charter.

3. Development of Prospect Course
    1. The team reviewed options to develop a 36 hours Partnership Training course that would be developed either by contractors such as APPL, CHM, Indiana University (Eppley University) or the U.S. Army Corps of Engineers USACE Learning Center (ULC). Based on the cost analysis performed by Jeff, the team will pursue developing a course with the ULC.
    2. Mary C. was been advised and supports the development of the prospect course.
    3. A prospect training development committee consisting of Jeff B., Chris G., Joel, and the SAD representative to be named was formed to develop course framework.
    4. Committee Milestones
        1. Jeff will submit the 4713-R to Huntsville to set up the frame work for the course.
        2. Target year for course implementation is FY13, if the course makes the cut before course schedules are released by ULC for FY13. Jeff will confirm with ULC.
        3. Once the course is accepted by ULC, the committee will meet to develop course outlines, training materials, identify core instructors or support organizations like APPL, locations, and finalize details with ULC.
        4. Heather will contact APPL that we plan to develop prospect course vs a course developed by contractors, but the committee would like to include APPL in course outline that is underdevelopment.
        5. Heather contacted CHM Government Services and determined that he are not in the business of developing a training program, but they may be able to help with an assessment of USACE cooperating associations fund raising ability.

4. Handshake Program – Mike/Allen
  1. Handshake recipients were reviewed and accepted by the team.
  2. Mike forwarded the announcement letter to Heather for approval by HQ.
  3. Mike will complete the transfer of files to Allen who assumes responsibly as the Handshake Coordinator.

5. Nominations for Partners Outdoors Williamsburg, VA Jan 8-10. The PAC will be represented by Allen and Titus. Others may be attending if nominated as your Division Representative, but will be funded at the MSC/Project level. Heather is to submit national list of participants to HQ by COB on 18 Nov.
  1. Allen and Titus please forward your MIPR requested to Chris R. before 30 November.

6. Volunteers
  1. Volunteer Pass – Pep Persio and Rachel Garren are preparing a memo to gather input from field managers on the feasibility of implementing a volunteer pass program.

7. Contributions Plan
  1. Non-mandatory template on the gateway not posted yet, but project can use other examples.
  2. Delay on posting template is related to Capt Rice concern that contributions utilized or related to building structures could be impacted by 460D authorities if no lease is established or USACE does not assume O&M responsibilities. He is revising the memo to stipulate 460D authorities and the template should be released soon. Heather will follow-up.
  3. Once the template is released HQ will forward to the field as all projects or districts are required to have a contribution plan.

8. Boy Scouts MOU Update - Chris R. provide the BSA National Office with a copy of 1987 MOU and examples of other MOUs as examples. They want to update and will provide a draft to Chris R. who will forward to Heather or HQ contact for consideration.

9. Gateway Updates
  1. Success Story Addition - Economy Act – NPS Trail Project – Mike.
  2. Success Story Addition Philpot Lake–Gate House – built by U.S. Army- Mike.
  3. NRM Gateway Scouting Page amended with Council's web locator so projects have access to current contact information for the councils in their respective area. See attached link:
       http://corpslakes.usace.army.mil/partners/national.cfm?Partner=boy

10. OMBIL – 14 millions dollars captured to date – closes 31 December.
  1. The PAC is responsible for quality control of OMBIL partnership data.
  2. Corrections to "Detail" Sheet that is listing previously inactive or deleted partnerships should be corrected soon by CDM and Heather will continue to pursue with Dena Williams.
  2. There are 7 projects with a 0% completion rate –please contact the respective project in your Division.

| ST. PAUL | LOCK #8 - MISSISSIPPI R. BETWEEN MISSOURI AND MPLS MN |
|---|---|
| NEW ENGLAND | BUFFUMVILLE LAKE |
| NEW ENGLAND | EAST BRIMFIELD LAKE |
| NEW ENGLAND | WESTVILLE LAKE |
| SEATTLE | ALBENI FALLS DAM |
| LITTLE ROCK | ARTHUR B. ORMOND LOCK (J.W. ROCKEFELLER) - POOL 9 |
| LITTLE ROCK | TOAD SUCK FERRY LOCK (POOL 8) - MCCLELLAN-KERR ARK RVR NAV |

3. If the Detail sheet is not corrected by 31 December there is a possibility that Ombil will be opened again for data corrections.

11. APPL/USACE Workshop
    1. Registration opens 20 November and Heather will forward a reminder to the field with Mike E. signature before the end of the month.
    2. Titus- Cooperative Management Session – he has contacted his respective RM, OC, Real Estate and the Lake Managers associated with the agreement and currently they all plan to attend.
    3. A final outline of detail sheet on the USACE Workshop is due in January and the four hours currently planned for Cooperative Management of Parks may be reduced and back filled with Handshake Writing/Proposals lead by Allen.
    4. APPL USACE Workshop PAC Presenters – Please provide a brief description, time frame of the program listed below.  This is a draft.

|  | Thursday |  |  |  | Friday |  |
|---|---|---|---|---|---|---|
| 8-9 | Partnership 101 | Chris R |  | 8-9 | Handshake Overview /Success Stories | Allen |
| 9-10 | Building a Friends Group | Chris G. |  | 9-10 | Partnering with Health/ Military/ University | Alana |
| 10-11 | How to partner with a Cooperating Association | Titus |  | 10-11 | OMBIL | Alana |
| 12-1 | Lunch |  |  | 11-12 | Contribution Planning | Chris R. |
| 1-2 | Cooperative Management/ Intro | Titus |  | 12-1 | GO HOME | Allen |
| 2-3 | Cooperative Management/ RE & RM | Titus |  |  |  |  |
| 3-4 | Cooperative Management/ Council | Titus |  |  |  |  |
| 4-5 | Cooperative Management/ Q&A | Titus |  |  |  |  |

12. EIP award
    1. The PAC members agreed that the Corps of Engineers Natural Resource Education Foundation should be included.  As a joint award program the foundation will have vote and provide up to $200.00 for the trophy annually.  Debbie Chenoweth will represent the foundation.
    2. Committee members Allen, Chris R, and Debbie will review the 7 applications on 22 November and advise the PAC on the winner for 2011 upon Mary C. approval.
    3. The award will be presented at APPL and the PAC will be provide funding for invitational travel orders for the 2011 winner.

13. Cooperative Management Feedback from Field to prepare Letter on Budget Concerns -Chris R. will have draft letter week by 22 November for comment.  Feedback due by 1 December from PAC.

14. Work Plan Progress
    1. October
        Partnership 101 – Completed
        Handshake –In Progress –Target Completion-Feb. Mike/Allen
        EIP Award-In Progress – Target Completion Dec. -Allen
        Budget Letter-In Progress-Target Completion Dec. Chris
        Military Links – Update Alana – Gathering  maps and contact information for military installations around the county that are near USACE Projects.

| Action Items | Owner(s) | Knowledge | Capacity | Funding | Policy | Rec Strategy | October | November | December | January | February | March | April | May | June | July | August | September |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Goals** | | | | | **Time Line** | | | | | | | | | | | |
| Partnership 101 | Heather | 1a | | | 1 | | | | | | | | | | | | | |
| Handshake | Allen | 2c | | 1a | | | | | | | | | | | | | | |
| Gateway Updates | Everyone | 1b | 3 | | | | | | | | | | | | | | | |
| Trust building competencies at APPL | Jamie | 1c | | | | | | | | | | | | | | | | |
| Step-by-Step Guide | Titus | 1d | 1a | | | 1a | | | | | | | | | | | | |
| Training Course Cost Analysis | Jeff | 1f | | | | 4 | | | | | | | | | | | | |
| Career Development | Heather | 1g | | | | | | | | | | | | | | | | |
| CNREF | Heather | 2a | 1b | | | 1b, 1c | | | | | | | | | | | | |
| Partner Outreach | Chris R. | 2d | 1b | | 3 | | | | | | | | | | | | | |
| ID partners | Jamie | 2e | | | | 1a | | | | | | | | | | | | |
| APPL | NEW | 3 | | | | | | | | | | | | | | | | |
| Coop Assoc inquiry & selection | Jamie | | 1c | | | 1a | | | | | | | | | | | | |
| OMBIL | Alana | | 4 | | | | | | | | | | | | | | | |
| EiP Award | Allen / NEW | | 5 | | | | | | | | | | | | | | | |
| Budget letter ERDC, RLAT, SAT | Chris R. | | | 1b | | | | | | | | | | | | | | |
| Grants | Heather | | | 2b | | 2a | | | | | | | | | | | | |
| Contribution Plan | Heather | | | | 2b | | | | | | | | | | | | | |
| Volunteer & Partnership Handbook | NEW | 1h | | | 3 | | | | | | | | | | | | | |
| Military links | Alana / NEW | | | | | 3 | | | | | | | | | | | | |
| Handshake Webinars | Allen | | | | | | | | | | | | | | | | | |
| OC/RM/RE Partnership Training | Everyone | | | | 1b | | | | | | | | | | | | | |

2. New December Projects expectations or goals
      Trust Building – Jamie
      Partner Outreach-Chris

15. New Business.
      Titus- NRM Smartbook Contact Change.
      Joel- NRM Smartbook Contact Change.

16. Next Call 15 December 2011 at 1300 eastern standard time
      Foundation Rep will be invited.

Call Outs

**Jeff Boutwell** will submit the 4713-R to Huntsville to set up the frame work for the course.

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**Heather** - Contributions Plan - Capt Rice -  follow-up.

**Chris R. -**  provided the BSA National Office with a copy of 1987 MOU and examples of other MOUs as examples.  They want to update and will provide a draft to Chris R. who will forward to Heather or HQ contact for consideration.

Gateway Updates
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**Titus, Jamie,  Alana**, There are 7 projects with a 0% completion rate –please contact the respective project in your Division.

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**Heather** - Corrections to Ombil "Detail" Sheet pursue with Dena Williams.

**Titus, Chris G, Alana, Allen, Chris R.,  Jamie**,  - APPL USACE Workshop PAC Presenters provide a brief description of the program  that you will be covering to Chris R. by 15 December. Final outline of detail sheet on the USACE Workshop is due in January.

**Chris R**. -Cooperative Management Feedback from Field to prepare Letter on Budget Concerns draft letter week by 22 November for comment.  Feedback due by 1 December from PAC.

**Titus**- NRM  Smartbook  Contact Change.
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