

Bi-Annual PAC Meeting Minutes
3-7 October 2011
Philpott Lake

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
Bart Dearborn, HQUSACE CAP
Chris Rapenchuk, LRD

Approval of Minutes from 9 September Call – Approved and Posted on Gateway.

PAC Personnel

1. Recognition of SWD representative Jeff Boutwell for his years of leadership and service to the PAC as he pioneered the initial platform to develop the USACE Partnership Program.
 - a. A letter of appreciation signed by HQ and PAC members was provided to Mr. Boutwell. Jeff will be missed.
2. Welcome to the new SWD representative Titus Hardiman.
3. Acknowledgement of Barbara Bazar service to the PAC as she will continue to act as the financial POC. She does plan on retiring and her replacement will continue to serve as the financial POC.
 - a. A letter of appreciation signed by HQ and PAC will be mailed and she will also be receiving an OTS for her years of service.
4. Future Rotations
 - a. Mr. Michael Hosey, SAW will be rotating off the PAC in 2012. A replacement request to his respective division is underway. Allen Gwinn, NAD will assume duties as the coordinator for the Handshake Program in 2012.
 - b. Chris Gallagher will also be rotating off the PAC sometime in 2012.
5. The PAC Chairman was selected and Chris Rapenchuk will be serving as the Chairman as outline in the PAC Charter.

Partnership 101 Webinar

1. A total of seven partnership webinars was conducted with a total of 219 participants from seven divisions.

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| Session 1 | 14 |
| Session 2 | 21 |
| Session 3 | 27 |
| Session 4 | 18 |
| Session 5 | 31 |
| Session 6 | 68 |
| Session 7 | 40 |

2. The PAC recognizes that project participation is impacted by the season or time frame when the webinars are conducted, thus future webinars may be structured differently to build partnership competency levels at all levels.
 - a. One webinar will be held quarterly, with 101 being offered once or twice each year and rotating partnership topics be utilized for the remaining quarterly webinars. Possible topics include Handshake, Cooperating Associations, Contribution Plans, Volunteers, Grant writingetc.
 - b. A preparatory Handshake webinar should be conducted in July and September to address questions and to define the processes.
 - c. Maximum 45 minutes for each webinar.

OMBIL Webinars

1. A total of 27 webinars was held with nine webinars focusing on partnership with one PAC member on each to address partnership data questions.
2. Future Partnership Ombil Enhancements
 - a. Volunteer Decision Tree has been developed to address where volunteer data should be entered in Ombil. The decision tree is intended to provide guidance on separating project volunteers from volunteers associated with partnership activities. The document has been posted on the Gateway.
 - b. A 100% completion message will now occur when all data is entered.
 - c. Many users are not scrolling over to complete the data entry.

OMBIL

1. FY 10 data entry: Our Lands and Water Foundation had \$0 value and was placed in inactive status.
Action Officer -Jeff will follow up on why.
2. Data entry closes 31 October 2011 for FY11 data.

Cooperative Management of Parks

1. The team is receiving field questions if future O&M budgets will be impacted by the implementation of these agreements. The team will prepare a letter to RLAT/ERDC/SAT that field projects are concerned that funding levels or staffing levels could be reduced if they implement the program without incentives in the budget development phase. **Action Officer- Chris R.**
2. It is believed that O&M Budgets will not be impacted for a 2 to 3 years period after the agreement is in place. This will allow the respective projects an opportunity to benefit from the agreement by utilizing the current funding levels to make backlogged improvements.
3. Legislation has been introduced by Virginia Foxx (Released 14 October) to change the authority to allow the the collection of user fees along with entrance fees, and to allow 50% of the collections to be utilized for administrative fees and a portion of the funds can be used offsite or not in the area that the fee collection occurred.
4. Titus is developing a guide of "How to Develop a Cooperative Management Agreement" document. **Action Officer- Titus**

Boy Scout Partnership Workshop Update

1. Chris Rapenchuk attended a workshop 20-23 September sponsored by the Boy Scouts with 12 other organizations that supports the scouting program. The intention of the workshop was to address how each organization could support their program thru the existing MOU.
2. Items related to USACE include the following possibilities:
 - a. The existing MOU is dated 1987 and needs to include the Boy Scouts, Sea Scout, and Venture Scouting Program. **Action Officer Chris R.**
 - b. Potential Scouting Events that USACE has be invited or committed to attend.
 1. USACE Committed Events
Bechtel Summit 2013 – Pam Doty, USACE Water Safety Committee is coordinating the event.
 2. Potential Events
 - a. 2012 Order of the Arrow Conference, 30 July to 4 August, Michigan State University, 7,500-8,000 scouts between the ages of 13-17. USACE focus would be career development in the NRM community of practice. POC is Mike Hoffman at mikeazben.com or 602-249-2030.
 - b. 100 Years of Scouting Celebration, 2015 in Indiana, TBD.

3. Marketing Improvements with BSA and USACE Projects.
 - a. Enhance the NRM Gateway page by adding the Council's web locator so projects have access to current contact information for the councils in their respective area. Discuss at next call. **Action Officer Chris R.**
 - b. Develop a "How to Work with BSA" document that can be placed on the NRM Gateway. Discuss at next call. **Action Officer Chris R.**
 - c. Add more BSA and USACE partnership success stories to gateway that will be provided by either party. **Action Officer - All**
 - d. BSA would consider adding a USACE link to their web page of projects that offer conservation projects, scouting events, or partnership activities.

PAC Charter Reviewed and Accepted

1. The PAC Charter was adopted with approval from all PAC Members.
2. Annual and Five Year Work Plans were created as performance measures.
3. The PAC members elected Chris Rapenchuk as the PAC Chairman.
4. Service Term Limits were established, along with a planned member rotation schedule.
5. Finalize the Charter and Workplans. **Action Officer – Jamie and Allen**

NRM Gateway Team Review

1. The Team reviewed and accepted the changes made to the Gateway during the workshop in July 2012 in Cincinnati, Ohio, with the following recommendations.
 - a. Add more success stories and agreement examples as they are available.
 1. Economy Act – NPS Trail Project – **Action Officer Mike H**
 2. Cooperative Agreement – LECA – **Action Officer Chris R.**
 3. Philpott Lake – Bower Park Recreation Area Gate House – built by U.S. Army. **Action Officer Mike H.**
3. Add Cooperative Agreement Link to Cooperating Association and Cooperative Management pages. **Action Officer – Heather (completed)**

Handshake Program

1. Hand Shake funds could increase to \$300K in FY13.
2. Handshake Applications will be retained for three years on the NRM Gateway, then archived to manage the amount of associated data.
3. Allen Gwinn will assume the lead responsibilities for the program in 2012.

Build Partnership Competency Levels Goals

1. Develop a cost comparison on developing Prospect vs a Stand Alone/APPL Partnership Course. **Action Officer – Jeff B.**
2. Develop curriculum for a expanded include 101 course with grant writing, structure of cooperating associations, partnership philosophy, bridging the agency with non-profits....etc.

Discuss with the Career Development Committee if the proposed course can be added to the competencies for the NRM community of practice, as this would also support the goals of the strategic plan. **Action Officer- Heather**

3. APPL Support for a USACE Partnership Course
 - a. APPL will prepare a cost proposal to develop the course with an outline provided by the PAC. **Action Officer- Heather**

APPL Support for USACE Program

1. APPL would like to have representation on their Training Corps Team which is a two year commitment. Dorie Murphy was on the team, but has resigned due to a promotion. Carolyn Bauer or Alana was discussed as a potential candidate.

APPL 2012 – Winning Hands for Public Lands

1. The agenda outline of the conference and USACE training session was established. Currently Miriam Fleming serves as the USACE representative to assist in developing the conference.
 - a. Inter-Agency Meeting Monday night with Foundation and Mary.
 - b. The 1 ½ day training session outline was developed.
 - c. There will be no field trip.
 - d. Reminder will be sent to the field that APPL is in March.
Action Officer- Heather
 - e. Mary will be presenting the USACE Partnership Award
 - f. Doug Cox will represent USACE on the “Bridging Agencies between Non-Profits” Session.
 - f. Invite the Foundation to attend, but no presentation will occur at the 1 ½ day training session. **Action Officer- Heather/Chris G.**

Philpot Lake Handshake Partner Meeting and Handshake Review

1. The team toured the completed and in-progress projects that were selected as Handshake recipients.
2. The team was briefed by the project manager on their NRM partnership Program and met with many of their partners throughout the day. The multiple partners all share a vision “To improve the quality of life in their community”. The project’s partnership program is extensive with 25

different partners supporting their NRM program.

Miscellaneous

1. Contribution Plan Review by Captain Rice - **Action Officer-Heather & Bart.**
2. Develop partnership material to develop awareness of a culture that supports relationships and trust building - similar to 21 Partnership Success Stories. **Action Officer-Jamie**
3. Heather will be attending an APPL Multi-Agency meeting on 24 October to share agency partnership initiatives with focus on the Recreation Strategy
4. Chris R. will be presenting Partnership 101 at the LRL Division Training Workshop the last week in October.

Call Outs

Volunteer Decision Tree review– **Alana/Team**

Our Lands and Water Foundation has \$0 value and placed in inactive status? **Action Officer Jeff B. & Chris R. will follow up with Jeff**

Budget Letter Impacts of Cooperative Mgt. to ERDC, RLAT, SAT- **Action Officer- Chris R**

Develop Step-by-step guide “How to Develop a Cooperative Management Agreement” document. – **Action Officer- Titus**

New MOU with Boy Scouts- **Action Officer -Chris R.**

Finalize the Charter and Workplans – Allen and Jamie – **Completed**

Success Story Addition - Economy Act – NPS Trail Project – **Action Officer- Mike H.**

Example of Cooperative Agreement – LECA – **Action Officer –Chris R.**

Enhance the NRM Gateway page by adding the Council's web locator so projects have access to current contact information for the councils in their respective area. Discuss at next call. **Action Officer Chris R.**

Success Story-Philpott Lake – Bower Park Recreation Area Gate House – built by U.S. Army. **Action Officer - Mike H.**

Develop a cost comparison on developing Prospect vs a Stand Alone/APPL Partnership Course. **Action Officer – Jeff B.**

Discuss with the Career Development Committee if the proposed course can be added to the competencies for the NRM community of practice, as this would also support the goals of the strategic plan. **Action Officer- Heather**

APPL will prepare a cost proposal to develop the course with an outline provided by the PAC. **Action Officer- Heather**

Reminder will be sent to the field that APPL is in March.
Action Officer- Heather

Invite the Foundation to attend APPL 1 ½ day training session. **Action Officer-Heather/Chris G.**

Contribution Plan Review by Captain Rice - **Action Officer-Heather & Bart.**

Develop partnership material to develop awareness of a culture that supports relationships and trust building - similar to 21 Partnership Success Stories. **Action Officer-Jamie**

Develop a “How to Work with BSA” document that can be placed on the NRM Gateway. Discuss at next call. **Action Officer Chris R.**

Add more success BSA and USACE partnership success stories to gateway that will be provided by either party. **Action Officer - All**