

**PAC Minutes**  
9 September 2011  
1:00 Eastern Standard Time

1. Minutes Approved for July and August and posted on the Gateway.
2. APPL Las Vegas–Chris G.
  - a. Corps Workshop Length will be 1 1/2 day.
  - b. USACE forum/round table discussion Monday night.
  - c. APPL will forward a generic e-mail to potential participants. We will need to develop a specific program in October.
  - d. Main Sessions
    1. Chad Eller is currently the only USACE speaker.
    2. Tuesday 10:00-11:30 Session is available if any other USACE presenters occur.
3. Team Update
  - a. Welcome to Titus Hardiman, SWL, who we replace Jeff Boutwell's respective Division.
4. Partnerships Webinars- Feedback on Partnership 101 Webinars – Heather

SPD/POD on Aug 4 with 14 attendees.  
MVD on Aug 10 with 21 attendees.  
LRD on Aug 24 with attendees.  
NAD with 18 attendees.  
SAD with 55 attendees.
5. Charter Update and team discussion – Jamie and Allen
  - a. Feedback by team on draft charter due by 9 September.
  - b. The team will finalize the charter and vote to on the charter, develop the 1 year and 5 year work plans, assign task leads and support teams at October meeting.
6. Handshake Update: Michael
  - a. Challenge Partnership Agreements for 2011 received was 4 since the last meeting. (Total is 7)
  - b. No 2012 applications received yet.
  - c. Heather will send a reminder e-mail to projects on 15 September and note that no extensions will be granted. **Action Officer- Heather**
7. Face to Face Meeting 3 -7 October 2011.
  - a. Travel MIPRS Processed –please get travel orders in place.
  - b. Agenda has been prepared and is attached. Will be adding two items:
    1. Conference Call to Foundation.
    2. Handshake Waiting Period.
  - c. Project review of Handshake reviews will occur on Thursday.
8. Contributions Plan- Status of HQ review. Correspondence with Cpt Rice July 28 and on 31 August. Will continue to correspond and push for finalization of template. **Action: Heather**
9. Partnership Award
  - a. The announcement is currently is HQ and pending signature and distribution.
  - b. Project suspense is 15 November.
  - c. The award team will consist of Chris G, Allen, and Chris R.

10. New Business

- a. APPL workshop in Portland has 11 USACE registered with Titus and Heather attending also.
- b. OMBIL Workshops – Module #2 is Partnerships section and Heather will attend as many as possible, but will also forward team sessions that still need PAC representation.
- c. Consider “OTS” award for Barbara – Heather will check.

11. Next Call: Face to Face Meeting 4-7 October, 2011

**Action Items/Due Dates**

- August 12: Return unused MIPR funds: JAIME
- August 31: Thank you letters drafted for Jeff and Barbara and sent to team for input. Pend HQ signature and will be signed by team at October meeting: HEATHER
- September 9: PAC Charter edits to Jaime/Allen: ALL
- Ongoing: Continue coordination with HQ OC, Captain Rice for Contributions plan: HEATHER