

PAC Minutes 7 September 2012

1:00 pm est

Attending:

Alana Mesenbrink, NWS	Chris Rapenchuk, LRD
Jamie Gyolai, MVD	Greg Miller, CNREF
Heather Burke, HQUSACE	Titus Hardiman, SWD
Debbie Chenoweth, CNREF	Chris Gallagher, SPN
Allen Gwinn, NAD	Joel, Miller, SPN

1. Minutes approved for August and have requested they be posted on the Gateway on 12 September.
Action Officer Chris R.

2. Update on Prospect training development committee Joel, Heather, and Chad.
 - a. Class Registration Course #328 – Limit is 30 Students.

SESSION	LOCATION	DATE	SLOTS AVAILABLE	REGISTERED
13-01	Portland, OR	4-8 Feb	0	30

PAC Team Assigned – All

Support – Chris Gallagher, Jeff Boutwell, and Debbie Chenoweth

1. PAC will fund travel cost for Chris G. and Jeff Boutwell.

Action Officer Chris R.- Determine Fund Availability.

13-02	Ft. Worth, TX	22-26 Apr	22	8
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PAC Team Assigned - Heather, Jamie, Titus, Joel, and Chad if transferred.

Support - Jeff Boutwell, Doug Cox and Debbie Chenoweth. (CNREF will pay for her travel cost)

FY14 – East Coast Proposed Locations 28 Oct to 1 Nov 2013

NAD is very interested in hosting the course. Allen will verify availability and

NAD sites. **Action Officer- Allen**

Nashville District Office.

Pittsburg District Office

Southbridge.

*Final site determination will be made at the October Meeting.

PAC Team Assigned - Heather, Alana, Chris R. Allen and Chad if still on east coast.

- b. Assigned PowerPoint Presentations will be finalized at the October meeting, please begin sharing your presentations with the PAC for review and comment before the October meeting.

ACTION OFFICERS- ALL

1. Heather has sent outline to define timeframes for each module.
2. Printed materials must be presented 3 months in advance of the course.

Status Report

Topic	Presentation Review	Instructor	Comments
Welcome, Housekeeping, Pre-test	Submitted	Heather lead, all introduce self	
Partnership Program History	Discussion	Jeff/ Chris G.	
Partnership 101	Submitted	Heather	
Who are our partners/building partnership capacity	Exercise/Workshop	Jamie/Chris G.	
Rules of Partnerships/Ethics	Submitted	Jeff	
Contributions		Chris R.	
MOU/MOA		Chris R.	
Challenge Partnerships	Submitted	Joel	Draft
Handshake Program		Allen	
Closing Remarks		Heather	
Handshake Exercise		Allen lead/class	
Handshake Reports		Allen lead/class	
Volunteers		Joel	
Economy Act		Alana	
Cooperative Agreements		Heather	
CNREF		Debby	
Grants		Debby	
Developing Grants with your Partners Exercise	Exercise/Workshop	Debby lead/class	
Closing Remarks		Chris R	
Cooperating Associations		Titus	
Cooperative Management		Titus	
Bridging Agency and Nonprofit Cultures		Chris G.	
Understanding For Profit Partners	Submitted	Jamie	
University Partnerships		Chad	
Military Partnerships		Alana	
Water Safety Partnerships	Submitted	Chad	
Putting Principles and Tools into Action Exercise		Jamie?	
Closing Remarks		Heather	
Partnerships and Social Media		Chad	
Awards, Incentives, and Special Events w/ Partners		Joel	
NRM Gateway Partnership Pages		Alana	
Partnerships in OMBIL		Heather/Alana	
Post-Test and Review		Chris R/Heather	

3. Partnership 101 Webinar – 17 September at 1:00 pm est. **Action Officer- Heather/Chad**

1. A reminder will be sent to the field after 10 September. **Action Officer- Heather**

4. CNREF Update – Greg Miller – Update

a. Board Meeting Greg/Heather

1. Foundation request list of partners, associations or contributor.
2. Developing Communication Plan
 - a. Improve Foundation Web page
 - b. Chat Room development
3. Defining Key Role – Act as an umbrella for friends group to improve networking and to act as a mechanism to accept grants on behalf of projects that do not have friends groups.
4. Defining purposes, priority and creating action items. Heather has shared the PAC's Charter and work plans as a possible format.

5. Handshake Update - Allen

- a. Allen reports that 12 of the 13 have received MIPR/FAD request to transfer funds. Pending is J. H. Kerr Scott Lake and have requested a one week extension. Allen has been in contact with the Project. **Action Officer- Allen**
- b. A total of 6 of 12 final reports have been received from 2010 to date, a total of 2 are due from 2009 and 2 are overdue from 2008. Allen will contact each project that they will not be able to apply in the future unless the reports are submitted. **Action Officer- Allen**
- c. Handshake Applications for this FY was released and closes 1 October.
- e. Handshake Webinar date is 10 September. **Action Officer-Allen/Heather**
- f. Success Stories Submissions – Heather is maintaining a list of projects that submitted success stories for the additional bonus points. All stories should be submitted to Heather, who will distribute them to Ginny for posting on the NRM Gateway.

6. October Meeting – 1-5 October 2012

- a. Draft Agenda was developed on 11 September and pending confirmation from Bass Pro. Once confirmed the agenda will be distributed to the PAC. **Action Officers – Chris R. and Heather**

b. Confirmation of Flights and Cell Phone Number

Airline Flights	Flight Arrival	Flight Departure	Cell Phone
Chris R.	12:45 pm	10:20 am	937-325-2411
Allen G.	1:30 pm	9:48 am	814-599-7732
Chad	2:03 pm	3:57 pm	336-262-9722
Joel	12:55	5:10 pm	707-217-2281
Heather	5:09 pm	Saturday	678-972-3824
Alana	Driving		406-291-0926
Titus	Driving		501-772-9491
Jamie	Driving		641-780-9440

Touring Bass Pro HQ on 1 October pending confirmation. Confirmed Time 3:00 pm in Springfield.

7. PAC Funds

- a. There are two additional open accounts.
 1. Suzanne R. Estock to accept the TPIA Award.
 2. Heather – DC Meeting
- b. Fund Balance – \$11,578.84.
- c. Funds to be requested in FY 13 will be approximately \$39,000.00, for a total of \$50 with FY12 carry-over .

8. Update on “Why Partner with the Corps” - Chris

- a. Submitted for review on 3 September to team - **Action Officer Chris R.**
- b. Team will submit comments for revisions for a front and back side document to Chris R.

9. Partnership with American Park Network (Oh Ranger!) and AllState – Heather/Greg

- a. Partner defined locations for the distribution of 100 interpretive panels, which are being sent from the Depot to the respective Districts for distribution.

10. Bass Pro –Heather/Titus

- a. Heather and Titus will be meeting with Bass Pro on Friday 5 October to discuss the project wish list that was submitted from the Project Managers to Bass Pro and goals of the partner.

11. Excellence in Partnership Award

- a. The name of the award will remain “Excellence in Partnership” Award.
- b. Allen will have the announcement to HQ next week with a submission deadline of mid-Nov.
Action Officer- Allen
- c. The POC will rotate to either Chad or Joel with Allen training the new POC.
- d. This year the entire team and one POC from CNREF will be reviewing and scoring the submissions.

12. New Business

- a. Wilderness Inquiry - Please see this link for more info:

<http://www.urbanwildernesscanoeadventures.org/canoemobile>

Louisville: Oct 6 – Great Lakes and Rivers – Louisville District is committed & coordinating.
Cincinnati: Oct 8-12 Great Lake and Rivers- Louisville District is committed & coordinating.

- b. Updating Public Gateway – will be addressed in October Meeting.

c. ES OMBIL Webinar -Partnership

1. 18 September 12:00 pst – Jamie or Alana will be on call. **Action Officers Jamie or Alana**
2. 27 September 10:00 est – Chris R. will be on call. **Action Officer Chris R.**
3. Heather will cover the remaining Webinars.

- d. Outdoor Alliance – Heather reports they are an umbrella foundation for non-motorized groups and have requested a summit meeting in either Georgia or Portland for an open forum meeting with USACE.

- e. FLW (Forrest L. Woods) Tournament - produced 12,000 contacts at previous fishing derbies and is offering free booth space to USACE in the future. They plan to expand USACE participation in High School and College level tournaments at Corps Lake.

f. Volunteer Background Checks – all MSC have been asked if they conduct background checks. Project or District data call is anticipated.

g. Capturing volunteer hours and incidental expenses for SCA Students. PAC Recommendations:

Count SCA volunteer hours in the annual update, but not incidental expenses. Count their hours also in the partnership update as part of a cooperative agreement, and claim the costs by the Corps in the Corps Value section. We don't have a column that fits exactly, but I would put our expenses in the Contract Funds column, for lack of a better option. We'll need to make sure that we also record the value provided by the SCA organization itself for the partnership (not just the value of the volunteer hours worked by the intern).

Heather will send out guidance to the field on October 1 when OMBIL opens again for the annual update, along with the volunteer data entry flow chart with specific instructions for SCA since they are a different animal than the typical volunteer. **Action Officer- Heather**

13. Next Call: TBD - November

Action Officer Items:

1. ALL - Please share your PowerPoint Presentations with the PAC for review and comment.
2. Allen- Handshake Webinar date is 10 September.
3. Joel- Advise of Flight arrival times.
4. Heather- Confirmation of Bass Pro Tour on Monday 1 October.
5. Chris R. -Forward October Agenda.
6. Allen- Handshake Webinar 10 September.
7. Chris R. – Complete Why Partner with the Corps
8. Chad - Partnership 101 Webinar 17 September at 1:00 pm.
9. Chris R.- Determine PAC Fund Availability for Jeff and Chris G Travel 4-8 February 2013.
10. Allen- NAD Location for East Coast Prospect 28 Oct to 1 Nov 2013
11. Heather -Partnership 101 Webinar reminder to field after 10 September.
12. Heather -Foundation request list of partners, associations or contributor.
13. Allen-One week extension for J. H. Kerr Scott Lake Handshake.
14. Allen - Overdue Handshake Report contact each project that they will not be able to apply in the future unless the reports are submitted.
15. Allen – Announcement to HQ for “Partnership in Excellence”
16. ES OMBIL Webinar -Partnership
 - Jamie or Alana - 18 September 12:00 pst
 - Chris R. - 27 September 10:00 est.
 - Heather will cover the remaining Webinars.

Respectfully Submitted
Chris Rapenchuk