

**PAC Minutes**  
17 February 2012  
1:00 Eastern Standard Time

Attending:

Chris Gallagher, SPN  
Allen Gwinn, NAD  
Heather Burke, HQUSACE  
Chad, Eller, SAW

Jeff Boutwell, SWD  
Titus Hardiman, SWD  
Chris Rapenchuk, LRD  
Joel, Miller, SPN

1. Minutes Approved for January – Will be posted on Gateway. **Action Officer -Chris R.**
2. Prospect training development committee update: Jeff B., Chris G., Joel, Heather, and Chad.
  - a. Prospect Course 328 Natural Resource Management Partnership Authorities Outline: Need input from full PAC team on draft outline before 2 March.  
**Action Officers Alana, Allen, Jamie.**
  - b. Prospect Team Meeting – April 23-26 (Tentative) & Location Ft. Worth. Purpose: Defining and building the outline and material to be presented with PM for 30-40 students. Time required for the course development is being confirmed with the PM and may lengthen the tentative date above. **Action Officer –Jeff B.** (Should have confirmed length on 28 Feb.)
  - c. Materials for the Meeting – Jeff will confirm with the PM the materials needs to support the development of the course outline. **Action Officer Jeff B.**
  - c. MIPRS – Travel for Jeff B., Chris G., Joel, Chad, and Constantine- PM will be funded with PAC funds. Once the dates are confirmed Chris R. will contact each participant requesting the amount of funding required for their MIPR. **Action Officer Chris R.**
  - d. Training Site Restrictions /Approval – We are in the process of developing a PROSPECT course for Partnerships that will start up in FY 13. Right now we're trying to figure out potential meetings spaces in government facilities (military bases, district/division offices, project/field offices) that meet the criteria below: Please forward any known locations in your Division to Jeff Boutwell. **Action Officers- ALL**
    1. Accommodate up to 40 attendees.
    2. Has a large projection screen.
    3. Has internet access. Preferably Wifi, but multiple LAN hook-ups at a minimum.
    4. Has a projector that can be loaned to the class for use during the training.
    5. Tables and chairs set up in rows to accommodate 40 students.
    6. Relatively close to a large airport hub.
    7. Close to suitable hotels.
    8. Local staff that would be willing to help out with the logistics
    9. (Bonus: Location that has partnership successes which might be easily demonstrated to the class with a local field excursion)

### 3. APPL/USACE Workshop

1. To date 44 are registered for both the Conference and the USACE workshop.
2. Session narratives for APPL were confirmed and Heather contacted Claudia to proceed.
3. Submitted PowerPoint's for your sessions were reviewed and placed on the APPL web site. **Remember to bring a copy of your PowerPoint or support materials.**
4. For those that did not submit your PowerPoint's please get them to Chris R. on Monday 5 March, so they can be posted on the APPL Web site and included in the workshop notebook that Claudia is printing. **Action Officer: Titus, Alana, Chad, and possibly Allen's-three handshake presenters.**
5. Meeting with BOR at Boulder City Tuesday 6 March, 10:30. Titus, Allen, Alana, Chris R. to discuss Cooperating Association. **Action Officer Allen to arrange Transportation.**
6. Table format will be classroom. **Action Officer Heather**
7. APPL Registration Fee will be paid by the PAC in 2013 to reduce the financial burden on the projects.
8. The contact phone list was updated and submitted to all PAC members.

### 4. EIP Award – Allen/Chris R.

1. Allen confirmed that he has the EIP National Award from the Foundation.
2. Division Awards have also been confirmed will be delivered at APPL for distribution after conference.

### 5. CHM (Margaret Bailey) proposal to conduct review of Corps cooperating association capacities. Heather discussed with Mary C. she was supportive of the concept, but we do not have funds available this year.

1. Concept Recommendation- to tie the proposal to Special Incentive programs as a way to obtain funding for the review. The Veteran Job Corps Incentive may be a means as the program will be designed to hire veterans that could staff our associations.

### 6. Cooperating Association Updated POC List –Heather is trying to update the POC list and will forward a current list to each PAC member, any assistance in getting the information updated would be appreciated. She will be forwarding a reminder to all groups on the list next week.

### 7. Volunteer Pass Concept: The RLAT/SAT are proposing a program to reward volunteers by providing either Day Passes or Camping vouchers based on the number of volunteer hours. The Volunteer Coordinator across the county will all be receiving a Questioner in the future to determine if field desires or feels there is a need for the reward program.

1. Heather will be forwarding a copy to each PAC Member – Please review and comment.  
**Action Officer All**

8. DC meetings/national initiatives: 21st CSC, FITV, Veteran's Job Corps, CAST MOU, Volunteer ER/EP, RLAT/SAT meeting highlights.

1. Pilot Program in 2014 to test the retention of fees associated with the Cooperative Management Program. Test projects will be selected soon.

2. Disney and Wilderness Inquiry MOU's are being renewed or created.

3. Veteran's Job Corps – no direct government hires, but a means to promote or provide incentives to hire veterans in the private sector

9. Contribution Plans will continue to be posted on the Gateway to verify that each Project or District has a plan.

1. “For any donation valued at \$2,500 or more, the manager must perform a thorough Internet search to determine whether publicly available information exists that raises concerns about the propriety of acceptance.” What are they searching for or what site are they to visit?

**Answer: to verify that they are a legitimate company and there is no Conflict of Interest.**

2. Do they expire every 5 years with the OMP or when there is a change in personnel?

**Answer: the team decided they will expire with the 5 year OMP's.**

3. Heather will post the questions on the Gateway Contributions FAQ for future reference.

**Action Officer Heather**

10. Volunteer Hours update for CY12 will be provided to the field in Feb/March 2012.

11. Handshake Update – Allen reports that 3 of the 12 agreements for FY 12 have been received.

12. Next Call 30 March 2012 at 1:00 est.

Respectfully Submitted  
Chris Rapenchuk