

PAC Minutes 29 October 2013

1:00 – 3:00 pm EDT

Attending:

Allen Gwinn, NAD
Heather Burke, HQUSACE
Chris Rapenchuk, LRD
Titus Hardiman, SWD
Joel, Miller, SPN
Alana Mesenbrink, NWS
Miriam Fleming, SAM
Courtney Wilson, MVD

Absent
None

1. Handshake Ranking and Decision Announcement.

- a. Allen has received all scoring sheets from the team and will tally the results, then forward them to the team before 1 November. A total of 26 nominations were received for the 2014 Handshake Program.
- b. Once the results are released, please review and send a e-mail if we need to discuss the scores as a team. If we all agree and there are no concerns about the 13 top scoring nominations, Allen and Heather will prepare the announcement memo for signature and distribution. Memo signed by Jim Hannon 7 November.

Reminder do not share results - HQ will release the Winning Nominations

c. Distribution of Handshake Funds

Division Distribution

0	North Atlantic Division
3	South Atlantic Division
2	Great Lakes & Rivers Division
3	Mississippi Valley Division
3	Northwestern Division
1	Southwestern Division
1	South Pacific Division
0	Pacific Ocean Division

Distribution of Funds by Business Lines

Recreation	10
Environmental Stewardship	3

- d. Please send Allen application comments that define good and poor examples or components so he can incorporate them into training sessions in the future. Suspense is 8 November. **Action Officers All**

2. Rescheduling Fall Team Meeting.

- a. Allen will contact Kim and provide two dates in January.
- b. The date selected for the meeting will be 6-10 January, 2014 and the new agenda will be presented in the future along with hotel and travel information upon final confirmation. **Action Officers Heather/Chris**

3. Rescheduling the Nashville Prospect and Atlanta Prospect Class.

- a. Atlanta Class 27-31 January 2014
 1. Planned Atlanta Instructors: Allen, Titus, Miriam, Heather.

2. Courtney my audit the class if she is available.
3. Atlanta MIPRS using Huntsville Funds
 - I. Heather will send MIPR request to each instructor, except Miriam as she will be using other funding.
 - II. Please return them to Heather ASAP. **Action Officers Heather, Allen, Titus.**
 - III. Travel will be on Sunday, 26 January. All Prospect class schedules have been adjusted back to an 8:00 a.m. start time on day one and end around noon on Friday.

4. Hotel Reservation- please make your hotel reservation as 30 rooms are blocked in a hotel 20 miles from downtown and no other rooms are available due to a downtown convention. Heather will send each instructor the Student Reporting Instructions for hotel information. **Action Officer Heather, Allen, Titus and possibly Courtney.**

5. Atlanta Field Trips

- I. Miriam is working with Linda Hartsfield on field trip options.

b. Nashville Class

1. The Nashville Class the last week of October was cancelled due to the Government shut down.
2. Heather will make contact with LRN to determine if the class could be rescheduled to the week of 16 or 23 June 2014. **Action Officer Heather**
3. Planned Nashville Instructors: Alana, Heather, Joel, Chris

4. Partnership Video Next Steps.

- a. Heather will contact Kevin to determine what is needed next to proceed. **Action Officer Heather**
- b. Kevin does need B roll footage and Miriam is trying to get additional footage, but this will not occur until January at Altoona during the Prospect class.

5. Annual Work Plan Update

- a. The team reviewed the 1st quarter objectives in the work plans and will make changes and additions during the January meeting.

6. Corps Foundation Update.

- a. The Foundation plans to shift focus to work as a advocacy group with other Cooperating Associations and Foundations.
- b. The current plan is to expand the Board to 9 members and to create an Advisory Board as they have limited capacity in the current organizational structure.
- c. Volunteer Award Support – they are willing to assist in the procurement if they can locate a sponsor and understand the potential size of the commitment. Heather has sent out a data call to the Districts Volunteer Coordinators requesting information on the number of volunteers that donated 50, 100, 250, 500, 1000 hours per year.
- d. Their web page has been revised and operational.
- e. Their bylaws have been updated.

7. CJM Legislative Update

- a. The associated Districts have returned collections of \$10.1 million to the U.S. Treasury.
- b. One question that has occurred is the ability to use Real Estate Lease authority directly with the Foundations to operate and maintain the recreation area, similar to leases with cities or states. Heather will ask Mary on her thoughts and may ask RE in HQ. **Action Officer Heather.**
- c. WRDA changes did not include CJM.
- d. Three senators have proposed amendment for CJM, but they have not been forwarded to the full senate for floor discussions.

e. USACE continues to be excluded from the Federal Lands Recreation Enhancement Act (FLREA) which has been extended one year to expire in Dec 2015. Thus we currently do not have the same authority as the other five federal land management agencies to retain entrance and recreation fees.

8. Webinar Schedules

- a. December 10, 11:00-12:00 Pacific - Intro to Partnerships – Heather
- b. December 12, 12:00-1:00 Pacific - How to Navigate the NRM Gateway Partnership Pages –Heather
- c. Partnership 101 sessions need to be scheduled for 2014.
- d. Handshake Pending July/ September 2014.
- e. Potential Webinar development for Grants, Military Partnerships, and a series of Volunteer trainings.

9. EIP award Schedule

- a. The suspense date reminder will be sent to the Districts/Divisions by Joel. Each Division is permitted to send one nomination. **Action Officer Joel**
- b. The award will no longer be presented at the APPL convention due to current conference restrictions.
- c. Timing of the award nomination process and award presentation date was discussed. Further discuss will occur at the January Meeting. **Action Officer Chris** – add to Jan. Meeting Agenda.
- d. There is a recommendation that the team travels to the winning nomination location to conduct one of the face-to face PAC meetings and to present the award with local management support. It may also be possible to invite Mary or Ms. Darcy to attend the meeting and to present the award.

10. 2014 Conferences.

- a. APPL- February 2014 in Albuquerque New Mexico.
 - I. Due to current conference restrictions the team does not plan to attend. However, if Albuquerque District has local funds and can comply with the current conference restrictions they may have limited participation. If they do participate Heather may attend.
- b. Partner Outdoors – the conference format is changing and the meeting will be held during “Go Week 24-27 June in DC” (Great Outdoors Week). Participation will be limited, a decision if and who attends will occur after January.
- c. The conference restrictions policy was released for the fiscal year and is limited to \$10,000 with approval by the Chief of Engineers. Meetings do not need require HQ approval and Prospect Classes are exempt for the restrictions.

12. New Business.

- a. SCA Cooperative Agreement update is being led by Steve Austin in HQ. Heather is conducting a Nationwide search to determine which District Contracting Offices have grants and agreements officers and the capacity to coordinate the financial portion of the agreement.

- b. There is a recommendation that a Virtual Contribution button be added to the public Corps Lakes web pages so the projects/districts with Contribution Plans could except donations. Heather is working the concept idea and asks that each PAC member contact their District to determine how a check would be addressed. **Action Officer ALL**

Example: MVR states that checks should be made to FAO, USACE, Rock Island; NWO state F&AO, USAED, Omaha; SWL states F&AO, USAED, Little Rock; SWF F&AO, USAED, Fort Worth).

c. OMBIL Field reminders for data entry will be sent out by Alana on 5-6 November. **Action Officer Alana**

13. Next Call 19 November at 1:00 Eastern Standard Time

CALLOUT ACTION ITEMS

- ~~Handshake Reminder do not share results HQ will release the Winning Nominations Completed~~
- All – Send Allen comments on Handshake Applications
- Heather/Chris - Pac Meeting 6-10 January, 2014 Agenda and Travel Coordination
- Titus, Allen Heather - Atlanta MIPRS using Huntsville Funds to Heather
- Courtney will you be auditing the Atlanta Class?
- Heather, Allen, Titus and possibly Courtney - Atlanta Hotel Reservation- please make your hotel reservation. Heather will send each instructor the Student Reporting Instructions for hotel information.
- Heather, Allen, Titus Travel MIPRS To Heather for Atlanta
- Heather - will make contact Nashville District to determine if the class could be rescheduled to the week of 16 or 23 June 2014
- Heather - contact Kevin to determine what is needed next to proceed with the Video
- Heather ask Mary on her thoughts of direct leases with Foundations
- ~~Joel – suspense reminder to field on EIP Award. Completed~~
- All – Get Heather how donation checks would be addressed for the Virtual Contribution Program concept.
- Alana - OMBIL Field reminders for data entry