

PAC Agenda 13 February 2014  
1:00 – 2:00 pm EDT

Attending

Heather Burke, HQUSACE  
Chris Rapenchuk, LRD  
Titus Hardiman, SWD  
Joel, Miller, SPN  
Alana Mesenbrink, NWS  
Courtney Wilson, MVD

Absent

Allen Gwinn, NAD  
Miriam Fleming, SAM

1. PAC Minutes approved from Concord Meeting and will be posted on the NRMG. **Action Officer Chris**
2. Prospect Class
  - a. The new Huntsville POC is Anthony Edwards.
  - b. Recap of Atlanta Prospect/Lessons Learned.
    1. Weather impacts cancelled the field trip and closed the Federal Building for two days but the class continued in the hotel during the closure period.
    2. Lesson Learned
      - a. Instructors should take the AV equipment and support documents back to their hotel if inclement weather is forecasted.
      - b. The OMBIL session will be revised into scenarios vs. demonstrating data entry. **Action Officer Alana**
      - c. At the end of each session the test questions will be added to insure that each question is addressed. **Action Officers – Heather, Allen, Miriam, and Titus**  
**Suspense is 14 February**
  - c. Portland Prospect class 15-20 June.
    1. MIPRS – pending is Alana's, Courtney's and Joel's, please get these to Heather. **Action Officer Alana, Courtney, Joel**
      - a. Courtney will be auditing the class, but will also be funded by Huntsville since Heather will not be on travel status.
    2. Slide updates-Heather will send to Anthony on his Sharepoint site.
    3. Student Reporting Instructions (SRI) have been sent to Anthony.
    4. Test Edits – Completed and sent to Anthony.
    5. Field trip – Same as the first class. Heather is working bus contract and final logistics.
    6. Hotel for Students – Blocked rooms at the Doubletree by the Lloyd Center.
    7. Hotel for Instructors is also at the Doubletree, but Chris will contact the Embassy Suites to see if four rooms are available for the instructors at the Government rate. **Action Officer Chris**
3. PAC Meeting - Eugene 14-18 April
  1. MIPR Request Sent to each PAC member on 13 February – Please forward your MIPR request to Chris. **Action Officers All - Suspense is 21 February 2014**
  2. Flights
    - a. If flying into PDX plan on arriving no later than 1:00 or 2:00 pm.
    - b. If flying into Eugene pick up will be after 3:00 or 4:00 pm or the hotel does have a free hotel shuttle.
    - c. Try not to fly out too early on Friday from Portland, unless one car wants to drive up Thursday

night and stay at one of the airport hotels. Trip is about 2 hours from Eugene to Portland.  
d. Chris will consolidate flight time schedule. **Action Officer Chris**

3. Hotel Reservations for 10 at the Hilton in Eugene. Heather will send each PAC the confirmation number so each of you can confirm your reservation. Note: that if you plan to leave on Thursday you must notify the hotel when you confirm your reservation or a one night penalty will apply. **Action Officers – Heather and All**

4. Car Rentals – Heather has Ford Escape for 4-5 people.  
Chris will also reserve a vehicle for 4-5 people.

#### 4. EIP Award - Logistics

1. Debby from the Corps Foundation and Mary will be at the EIP award ceremony
2. Ceremony Date is 15 April 1:00-2:00 pm with Erik Petersen, OPM, Senior Leadership and Partner.

##### Draft Agenda

##### Tuesday 15 April

- a. Short business meeting with Mary at hotel.
- b. Drive to Project with lunch in route.
- c. Ceremony will be at the Sweet Home Senior Center.  
A cake and refreshments will provided by the PAC.
- d. Site visit to partner project areas
- e. Return to Hotel.

##### Wednesday 16 April

Business Meeting at Eugene Office- Mary will be attending the morning portion of the meeting.  
Afternoon site visits to partnership projects

##### Thursday 17 April

Business Meeting at Eugene Office with project site visits.

##### Friday 18 April

Flights Home

#### 3. Joel Status of Plaque and MSC Certificates.

- a. Joel has the Plaque and is working the language for the MSC certificates and will send to Heather for approval,. Joel will print.
- b. Chris has sent Joel a copy of the certificate that was used in 2012 as an example.

4. EIP regional awards plans – certificate distribution - Chris, Courtney, Miriam, and Joel- please follow up with your Division and/or District office NRM staff to see if they plan on doing some kind of ceremony at the local level. **Action Officer Chris, Courtney and Miriam.**

#### 5. APPL/Partners Outdoors

- a. Approval has been obtained for 5 people to attend APPL. Heather will represent the PAC.
- b. Approval has been requested for 4 people to attend Partner Outdoors. Heather will represent the PAC.

#### 6. Bass Pro Update

- a. Heather has contacted Martin and they plan to discuss the Outdoor Academy concept.
- b. The store events will continue in 2014 and is being coordinated by Pam Doty.

#### 7. SCA

- a. Sole source justification for SCA has been prepared by Pam Doty and is pending acceptance by Contracting in Fort Worth District.
- b. The Delegation of Authority letter is still pending.

#### 8. Partner Video

- a. Heather will be meeting with Kevin after all film footage has been sent to him. Filming that was completed in Atlanta produced great footage that will be used in this video and to create an additional video to support university partnerships. The videographer from SAD will be visiting Thurmond Lake to meet and get military partnership footage of the Warrior in Transition program.

#### 9. RLAT topics 25-27 March Jacksonville, FL

- a. Special Event Fee added to agenda.
- b. Miriam - develop concept for volunteer credit in Rec- Status. **Action Officer Miriam**
- c. Remaining Items.
- d. Allen - Alcohol and Tobacco Partners concept. **Action Officer Allen**

#### 10. Legends Award

- a. Three nominations were accepted and the winner will be announced soon.
- b. The PAC will fund Travel Cost for the Winner to the ceremony and the Partners Outdoors conference.

#### 11. Action Items and Charter from Concord Reminders

1. Jan-Apr: Joel work with Foundation to get EIP plaque
2. Jan-Apr: Allen develop concept for alcohol/tobacco partnerships
3. Feb-May: Heather work with SPK to finish partnership video (after filming in SAD)
4. Feb: Quarterly calls with the MSCs. Don't forget to invite your MSC water safety team rep on the call.
5. Feb-Jun: Courtney develop agreements matrix
6. Mar: Titus volunteer program webinar (Heather will send a message to the field in February announcing the upcoming 'suite' of webinars that the PAC team will be offering. We'll need to select dates/times for the Mar-Jun webinars at that point.)
7. Mar-Apr: Chris present volunteer camping pass concept to PAC team
8. Mar-Apr: Miriam develop concept for volunteer credit in Rec Status
9. Apr: Alana military program webinar
10. May: Miriam NRMG webinar
11. May-Jun: Courtney present Park Perks concept to PAC team
12. May-Jun: Miriam present volunteer award concept to PAC team

#### 12. Webinar Dates

- May: Miriam NRMG webinar Pending **Action Officer Miriam set date and time**  
April: Alana military program webinar – 24 April 1:00 eastern standard time  
March: Titus volunteer program webinar - 11 March 12:00 eastern standard time  
Heather will send email to field with dates

#### 13. Heather Update on recent calls

- a. APPL- the organization has met with Mary to discuss how they can better serve the Corps as an advocacy group or umbrella with the Foundation for our Friends organization.
- b. IMBA is interested in more trail or support projects with USACE. Heather will be sending a survey to the Projects soon.
- c. FITV- Heather continues with monthly calls.
- d. Kids to Parks and Get Outdoors Day – Jill Davis HQ Cap will be coordinating.

14. Quarterly Calls with MSC. – Alana will be providing talking points to all PAC to assist in the call –Please invite your Water Safety Division POC.

Planned

Alana-24, 25, 26 February

Chris 1<sup>st</sup> week of March

Joel- March during Ranger Conference

Titus- Soon

Courtney- Soon

Allen-25 February

Miriam- 18 March

15. New Business

a. Confirmation of 1-5 December meeting in Albuquerque NM

1. Hotel reservation will be made individually by each PAC member once a hotel is selected.

2. District POC is Mary Cartwright.

b. Heather will contact Debra Stokes on position letter released by congressional offices.

**Action Officer Heather**

16. Next Call 17 March at 1:30 eastern standard time.

Action Items

Alana - OMBIL session will be revised into scenarios vs. demonstrating data entry.

Allen, Heather, Miriam, Titus - add test questions to each prospect session - **Suspense is 14 February**

Alana and Joel - Portland Prospect MIPRS to Heather.

Chris - Embassy Suites availability for Portland Prospect for Alana and Joel.

All- Eugene, OR MIPRS to Chris. Suspense 21 February.

Chris - will consolidate flight time schedules for Eugene meeting.

Heather – will send Eugene hotel reservations for Hilton in Eugene to PAC.

All – confirm your hotel reservation for Eugene, OR.

Chris, Miriam, Courtney - EIP regional awards plans within your respective District.

Miriam - develop concept for volunteer credit in Rec- Status for discussion at the RLAT meeting.

Allen – develop Alcohol and Tobacco Partners concept for discussion at the RLAT meeting.

Miriam - NRMG webinar pending setting date and time.

Heather - contact Debra Stokes on position letter released by congressional offices.