

PAC MEETING NOTES
16 DECEMBER 2015

PRESENT: GREG MILLER (CNREF), ALLEN GWINN, MIRIAM FLEMING, STACY SIGMAN, ALLISON WALKER, HEATH KRUGER, TAYLOR JOHNSON, HEATHER BURKE, ALANA MESENBRINK, TITUS HARDIMAN

ABSENT: NONE

1. Corps Foundation update – Greg Miller

- **EKIP Grants** – Corps Foundation serving as the partner for grants awarded to Ouachita and Libby. The grants will be administered by the projects.
- **Enduring Service Award** – Moving forward with this. Received a grant from Bass Pro to go along with the award. It will consist of a plaque and gift certificates. It will be announced in January with nominations due April 30. Will recognize long-term volunteers similar to the ARC Legends award. This is specifically for the Corps of Engineers volunteers. It will be an individual and family award. The award will be advertised through the Foundation's newsletter. The PAC will not be involved so gift certificates can be included. Mary indicated we could distribute the nomination announcement through Corps channels. The intent is to have volunteers nominate their peers for these awards.
- **Advisory Council** – Council is filled out with one vacancy. George Tabb is heading this group. Announcements were sent to stakeholders.
- **Website Rehab** – Site was totally revamped. The original software wasn't friendly for changes. Another software package will be used to allow the site to be more dynamic and social media savvy. The site address remains the same.
- **Brochure** – The idea for a brochure came up at the September meeting and was a result of the survey they conducted that indicated the Foundation wasn't visible enough. It will primarily be distributed as a pdf for local printing.
- **Retiree contacts** – Will send out an inquiry to District PAOs to get contacts of District retiree groups.

2. Tulsa Travel MIPR returns – If you haven't returned your funds, do so now.

3. NWD Replacement – Welcome Heath Krueger

4. EIP / Volunteer

- **Nomination reviews** – **Reviews completed by 8 January**. Call scheduled for January 12.
- **EIP award week April 4** – Heather and Stacy have conflicts with the original dates so we need to shoot for the week of the 4th. Backup week will be March 28.

5. Handshake Updates

- **FY13-16** – Still waiting for a finalization on a packaged from Sonoma for 2011. Three FY 13 outstanding. Nine of the FY 14 packages are still in the works. Allen has contacted all of these.

- **Semi-annual reporting** - We have access to MIPR reporting but not FAD. A semi-annual reporting requirement is now attached to better account for outstanding funds.

6. CA toolkit – Stacy e-mailed toolkit out yesterday. Stacy will be off the first week of January so we might be able to send it out the second week of January. **Team should provide notes to Stacy by December 31.**

- Once Stacy finalizes the document, **Heather will send the document to the Corps Foundation** and the following PAC team members need to send the document to their cooperating associations for input: **Allison- Friends of Caesar Creek; Stacy- Keeping DeGray Lake Beautiful, Allen- Friends of Tioga or Friends of Jennings Randolph; Alana/Heath- Libby; Miriam- Friends of MST or Clean Jordan Lake; Titus- Beaver Lake Foundation; Taylor- Friends of Lake Sonoma.** Need their input back by March 18.

7. Prospect

- **KC review – handshake exercise, comments, etc.** – Heather reviewed comments, etc. The partners talked to the class during the field trip. This was very effective.
- **Bay Model planning – icebreaker exercise proposal** – Instructors thought we should do something Tuesday morning. Allison had a bingo idea. Stacy suggested Truth or Lie and the class has to guess if it's true or false. **Everyone should have an idea for the February meeting with a description.** The assigned seats went well but comments suggested doing it every day.
- **FY17 – Little Rock AR, Caesar Creek OH. Possible shortening of class to M-Th** – Little Rock is Oct 31 – Nov 4 2016. Caesar Creek is Jun 12 – 16 2017. Sections will have to be eliminated and evaluations would have to be done on Thursday. Exercises could be shortened and some of the sections on Water Safety and Schools and Universities.

8. Cooperative Agreement SOP – Heather has received comments from the 3 people. Those who responded said it looks good. **Heather will send to HQ chief of contracting in early January for review.**

9. OMBIL review for FY2015 – When the primary business line for many of the partnerships was changed to ES, the record for the partnerships moved out of Rec. Need to run a report for ES and REC to get all the partnerships entered. Dena is working on a correction in EDW.

10. ATB / Volunteer passes – Volunteer.gov contract expires in February. The National Park Service is taking over the site until a new contract is set up. This may cause a gap in certain services. There is not one central volunteer tracking tool currently available on Volunteer.gov for the ATB passes. Volunteer hours can be entered through our NRMG volunteer tracking site until the tracking system is set up on Volunteer.gov. If you have a volunteer from another agency, you will need to track their hours through supervisor contact.

11. Bass Pro events – Heather is going to back off trying to work with their corporate HQ. Heather suggested taking it off the agenda for now.

12. Troop labor update to Contributions – Skip over for now.

13. Law enforcement contracts vs coop agreements – The language in the law says the Corps may do law enforcement contracts. It did not say contracts or cooperative agreements. Since it doesn't give us the specific authority, we had to switch to contracts. The law was read broadly by OC in the 90's. "Upon further review," legal says it was interpreted incorrectly.

14. Ranger Conference participation – The Corps Foundation would like to participate if possible. Heather will participate in SPD/SWD (Feb 23-26), and SAD (Mar 21-25). The SPD conference is a managers meeting. Taylor will present on partnerships at the SPD ranger conference Feb 1-5.

15. Gateway pages updates – Page 4 of Tulsa notes shows who is supposed to review. **Updates should be sent to Ginny Dickerson and be completed by December 31.** Identify the webpage with the link to the site and then provide instructions for what needs to be fixed on that particular page. Provide new links for broken links, and updated files where files need to be replaced or added.

16. Kathy Perales proposal for nonprofit NRMG page – **Go back and look at Kathy's e-mail and provide comments to Heather.**

17. Webinar schedule (101 and volunteer... need dates) – **Stacy and Titus need to provide dates by Christmas**

Due Outs –

All: EIP/Volunteer scores due by Jan 8.

Provide Toolkit comments to Stacy by 31 Dec.

Bring an icebreaker idea to the February meeting.

Update your Gateway Pages.

Provide NRMG inputs to Heather.

Heather: Send Cooperating Agreements SOP to HQ, Chief of Contracting.

Miriam: Set up a scoring orientation for Allison, Taylor & Heath.

Stacy: Provide date for 101 Webinar before Christmas

Titus: Provide date for Volunteer webinar before Christmas.