

**PAC Meeting Minutes**  
**10 OCTOBER 23, 1300 ET**

**Corps Foundation Update-**

- Sticker Design Contest
  - Taylor B: Described a sticker design promotional idea. Will send notes to Greg with proposal.
  - Create a competition for Corps Foundation
- USACE and Corps Foundation MOU webinar-PAC Feedback
  - 70 participants
  - Nancy represents the Corps Foundation well.
- Enduring Service Call for Nominations- may push back the deadline to mid-Feb to allow project volunteers that were submitted for NVOY award and not selected as national winner to be submitted for Enduring Service if served at least 6 years
- Advocacy Alerts for House Bill and Toolkit update now on website
- New roles for Directors; Kent Dunlap- Communications Director, Sam Wagner -Membership Director
- General Spellmon is looking for a partner feedback session on DEC 4<sup>th</sup>. Heather has submitted the Corps Foundation for this engagement.

**PAC Team Discussion**

- **Prospect Classes update**
  - Summersville- 11-14 September 23 (Heather, Scott, Taylor, Phil, **Mike**, Francis)
    - Recap of Summersville class, what went well/ could be improved
    - Class comments
    - **UPDATES Needed:**
      - Updated contributions slides (Francis)
      - Update Volunteer Slide notes (Taylor)
        - Volunteer tracking and Volunteer.gov (Heather)
      - Update Grant Slides (Heather)
      - Update Military Slides (Heather)
      - Update CWBI slides (Heather)
      - Update Locations and Origin of partnerships (ALL)
      - Update Handshake
      - GENERAL: Update Volunteer Poster and Volunteer Brochures (Add this to the Charter)
    -
  - New England- 13-17 May 24 (Heather, Scott, Jennifer, Keith)
    - Heather: updated schedule of instruction file on sharepoint with instructor assignments
    - All: Add location, district, state to all slides in your assigned topics
    - All: Add origin story for all examples in your assigned topics
    - All: Add placeholder slide to link to the Gateway before the last question slide for examples of agreement documents (For those who have a document to review – please link to the gateway page to pull up the template doc for the students to see.)
    - All Instructors will need to make hotel reservations - Hilton Garden Inn Boston/Waltham, Gov rate \$168
    - list places to eat for lunches and class dinners- Jared work with NAE staff to develop
  - Mark Twain- 24-27 June 24 (Heather, Mike, Francis, Jennifer, **Phil**, *Jared audit*)
    - All: Add location, district, state to all slides in your assigned topics
    - All: Add origin story for all examples in your assigned topics

- All: Add placeholder slide to link to the Gateway before the last question slide for examples of agreement documents (For those who have a document to review – please link to the gateway page to pull up the template doc for the students to see.)
    - All Instructors will need to make hotel reservations - Holiday Inn Express Hanibal Medical center, GOV \$107
    - Phil reaching out to OPM for list places to eat for lunches and class dinners-
    - Phil: Field Trip Development- Forest Council-Cooperative Assoc and EIP winner
      - Handshake Projects (archery, equestrian, trails, pond)
      - Examples of MOU, FLTP, University's?
      - Lunch- Pe-ordered bag lunch, pizza, something that is quick and can handle a large group of people.
    - Phil spoke with acting OM last week. Mark Twain is working on putting together a field trip agenda/schedule. Mark Twain has also sent a food option list.
  - Falls/Jordan- 16-19 September 24 (Heather, Taylor, **Francis**, Keith, Jared)
    - All: Add location, district, state to all slides in your assigned topics
    - All: Add origin story for all examples in your assigned topics
    - All: Add placeholder slide to link to the Gateway before the last question slide for examples of agreement documents (For those who have a document to review – please link to the gateway page to pull up the template doc for the students to see.)
    - All Instructors will need to make hotel reservations- Embassy Suites by Hilton Raleigh Durham Airport Brier Creek
    - list places to eat for lunches and class dinners
    - Francis: Field Trip Development-
      - Falls Lake is 30 min drive: YCC, FMST, Handshake Fishing Pier, Pollinator Garden, Volunteers, Forest Ridge Park – Leased Area
      - Jordan Lake is 45 min drive: Clean Lake Jordan, Bald Eagle Monitoring Vols ,Safe Kids, NCSU Aquatic Vegetation CESU
      - Lunch- Stop at shopping center near Falls with a number of options
  - FY 25 PROSPECT classes- select potential locations/dates, select instructors  
Possible Locations Include:  
Raystown (Scott will check availability- Proposed Sep 21-24, 2025)  
Rend Lake- Oct 21-24, 2024 (Phil will confirm)  
Kansas City District (Keith will check availability- Apr/May 2025- need to work around National NRM conference once the dates have been set) NWK is open to options
- **Corps Lakes partner webpage and handout** -Keith, Taylor, Mike, Francis, Jared
  - All-download 20 recent partnership photos to include in the photo carousel to the PAC Teams site by Nov PAC call
  - Next Steps- finalize mockup, collect/update photos and graphics, send to Ginny for updating
  - Handout-
    - Taylor will update the 2nd page with success stories
    - Mike will update the charts/graphs
    - Keith will update the text on the first page and Corps Foundation
    - Provide a template for projects to create a local version
- **FY 24 Handshake program – short discussion on scoring and timeline for selection**
  - Phil: Sent out applications and score sheet/reference (Due Wednesday, NOV 1<sup>st</sup>)
  - Team members will have the month of October to review and score.
  - Team members will discuss and finalize winners in the November meeting.

- All, please include your notes when you are scoring projects. This is helpful when explaining to projects that don't receive funds the reasons why.
- **Volunteer of the Year/EIP award program**
  - Applications are due DEC 1st.
  - Team will review during DEC
  - Team will discuss and finalize winners in the January Meeting.
- **Spring Newsletter-**
  - **Articles Due to Heather by Jan 31 2024**
  - NAD – Possible 5 Volunteer Coins handed out recently?
  - SAD – SAW Ranger Podcast episode about Partnerships
  - LRD – 2021 Handshake Project completion
  - MVD-Mark Twain Lake 2021 Handshake (file sent to Heather)  
Also reached out to Saylorville Lake about FLTP Funds received
  - SWD – Volunteer App?
  - SPD – Cooperative Agreement
  - HQ - Vol.gov updates, FY 23 accomplishments, NRMG page, Handshake, EIP and NVOY winners, any new MOUs
  - Everyone should be looking for articles- look at FY 22 NRM Assessment data for ideas and POCs at the projects to reach out to
- **National volunteer week outreach material development April 21-27 2024**
  - Use VOY nominees, coin recipients, enduring service nominees (Promote in advance to field to encourage recognition. – Each team member assigned one day of the week for their MSC
  - **Provide a template to projects of the Volunteer Week cards to allow coordinators to Draft volunteer highlights within the correct format.**
  - **Team members start thinking about or putting feelers out for volunteer recognition in your division.**
  - **Due date for submissions: 1 April**
- **National NRM workshop planning**
  - Waiting on planning committee to finalize schedule/date/location
  - Presentation assignments will be made once schedule is finalized.
- **Update on MOU progress-**
  - Girl Scouts- Phil has reached out to the national page without a response, however, has two local contacts (StL and Wappapello) hopeful that this may lead to conversation.
  - 4H- Jennifer Nothing New at this time
  - **Pheasants Forever and Boy Scouts- Scott – Connected with BSA and will provide draft MOU for their editing.**
  - Ruffed Grouse – Scott should have more info this fall. (working on draft)
  - NWTF- Mike Has a POC and plans to be in contact soon.
  - Paralyzed Veterans Association (PVA)- Keith Has reached out to find a POC.
- **Webinar schedule development-**
  - Volunteer.gov- Oct 10
  - CWBI- Oct 16 and Nov 2
  - EiP/NVoY- Nov 1
  - **Ruffed Grouse- Jennings Randolph and Tionesta projects, NAE projects to spotlight, Scott will set up**
- **Regular weekly PAC working lunch on Teams-**
  - would be optional
  - any days work best? **(Wed/THUR bi-Weekly- Francis will set up)**

- Qlik- follow up with Ashleigh to make corrections identified at Summersville meeting: Francis
  - See PAC NOTES from Summersville.

- Gateway updates –

NRMG Page	Lead	Last Review/Update
Awards	Francis	March 22
Challenge Cost Share Coop Management	Francis	Sep 23
Challenge Partnerships	Keith	
Contributions	Phil	Sep 23
Cooperating associations	Mike	
Cooperative agreements	Jennifer	
Economy Act	Keith	
GETS	Jared	Sep 23
Grants	Taylor	
Handshake	Phil	On going
Health/Fitness/Medical	Mike	
Military	Keith	
MOU/MOA	Jared	Sep 23
National Partners	Jared	
CWIBI-OPS	Taylor/Jennifer	Sep 23
PAC	Jared	Sep 23
SCA	Jennifer	
Schools/Universities	Francis	
Special Events	Taylor	
Volunteers	Jennifer	
Water safety	Mike	

- Next Meeting- Nov 7, 8, 9, 14, or 17. Francis will send out Doodle poll