

**PAC Meeting Minutes**  
**20 March 2024, 1100 ET**

**Corps Foundation Update-**

- Question from SAD park ranger- could we provide other types of volunteer “swag” besides the coins?
  - Won \$500 worth of giveaways at PLA silent auction. Could look into that, or use those items for membership incentives
  - Looking for suggestions for swag ideas. Examples: Stickers
  - Sticker Idea: Have an artwork competition
- Enduring Service – 9 Nominations reviewed. Will announce winners (single and couples) in April, May timeframe.
- American Park Network-Art proof reviewed for lifejacket loaner stations sign. Still looking for corporate sponsorship from an insurance company.
- FICOR Transportation grant: Included all federal agency foundations: National Park Foundation, National Forest Foundation, BLM Foundation, National Fish and Wildlife Foundation, Marine Sanctuaries Foundation, CF
  - Start coordinating on how all foundations could collaborate together.

**PAC Team Discussion**

• **Prospect Classes update**

- **UPDATES Needed:**
  - Update Volunteer Slide notes (Taylor)
  - 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.)
- New England- **Date May 13-17** (Heather, Scott, Jennifer, Keith, *Jared*)
  - Heather has updated all slides and posted to Sharepoint. **Each instructor needs to review and make any of their own edits**
  - MIPR Info has been provided.
- Mark Twain- **24-27 June 24** (Heather, Mike, Francis, Jennifer, **Phil**, Sig, *Jared audit*)
  - Presentation schedule is posted on SharePoint
  - Phil has reached out to Mark Twain to start finalizing plans
  - **OPM provided for list places to eat for lunches and class dinners- Phil follow up for daily lunch options**
  - Jared will select one session to teach after attending NAE class
  - **Phil: Field Trip Development-** Forest Council-Cooperative Assoc and EIP winner
    - Handshake Projects (archery, equestrian, trails, pond)
    - **Lunch- Pre-ordered lunch from Subway- Need order forms**
- Falls/Jordan- 16-19 September 24 (Heather, Taylor, **Francis**, Keith, Jared, Sig)
  - Presentation schedule is posted on SharePoint
  - **Francis: 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
- Instructors welcome to travel prior Fri/Sat for Raleigh/Durham fun.
- FY 25 PROSPECT classes- Select instructors at June PAC meeting  
Locations submitted to ULC:
  - Rend Lake: Oct 21-24, 2024
    - Heather, Phil, Jennifer, Mike?, \_\_\_\_\_
  - Kansas City District: April 28-May 2, 2025
    - Heather, Mike, Keith, \_\_\_\_\_, \_\_\_\_\_
  - Raystown: July 21 – 24, 2025
    - Heather, Francis, Phil, Jared, \_\_\_\_\_
- **Annual Meeting/EiP ceremony dates- week of June 10<sup>th</sup>**
  - EiP Ceremony on June 11<sup>th</sup> in Jefferson City, MO
  - Meeting location is Kansas City District Office, with a trip to Jefferson City on the 11<sup>th</sup> for the EiP ceremony. Heather will get with Keith on items needed for Ceremony (Read-Aheads, cake, etc)
  - Potential site visit to nearby Smithville Lake.
  - Draft meeting agenda- team send discussion topics to Francis
    - Working time for webpage, handout, and volunteer poster/brochures
    - NRM Gateway updates
    - Develop Partnerships/Volunteers Photo Contest? Tag along with water safety photo contest
    - Succession planning- Jennifer and Francis rotating off this year
    - CF sticker artwork competition development
    - Handshake timeline changes
    - Prospect review of 2 topics to improve
    - September newsletter topics to highlight- partnerships focusing on reducing O&M? Tribal partnerships?
    - MOUS- discussion about which to continue pursuing or drop
    - CWBI changes, review of user manual and screens with whole team
    - Smithville partnerships field trip- horse trail, wetland construction, fish habitat, riprap with Clay County and University of MO?
  - Mike needs to make travel arrangements and include a vehicle
  - Phil will also have a vehicle to assist with transportation.
  - Each team member pick 2 class topics that they are the least comfortable teaching and send to Francis. During the meeting we can go into depth and edit the slides
- **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- Heather will check with Taei.
  - Each team member send text and photos to Heather- Due date for submissions: 1 April

- **FY 25 Handshake program –**
  - \$125k set aside for FY 25
  - Changes to next years application/scoring.
    - Time frame for submittal – Keep SEP 31 (Look shorten next year)
    - Time frame for CPA – Change to JULY 30 (look to shorten next year)
    - No net gain / Nothing New unless partner is taking on O&M (replace something old, gain efficiencies, remodel, consolidate, etc) Criteria – describe how your project will have no net gain.
    - Bonus Points-
      - Partnerships with Tribes +200
      - New partner that they have never worked with +50
      - Have never received Handshake funds +100
    - Heather route nomination memo in April
    - Phil select May webinar date and delete August
  
- **Corps Lakes partner webpage and handout -Keith, Taylor, Mike, Francis, Jared**
  - Team- keep putting new pictures into the Teams folder
  - Next Steps- Ginny is working on an updated website- sent her photos and links
    - Need to figure out the map and graphs/data. Francis- Contact Allison to see if she created the map, or contact Ashleigh or Ben Silvernail in IWR for map assistance.
  - Handout- have drafts of your section ready for sub-team meeting
    - Taylor will update the 2nd page with success stories. Plan to highlight the past two winners of Partnership of the year.
    - Mike will update the charts/graphs.
    - Keith will update the text on the first page and Corps Foundation. Need new Foundation Logo
    - Jared will work on finding partnership photos
    - Provide a template for projects to create a local version
  
- **New National Youth Conservation Corps**
  - Update from Heather and Jennifer- FOA sent back from CT with questions. Tech review team finalizing comments to send back.
  
- **Fall Newsletter-**
  - Due date for articles: Aug 1
  - Look for articles that demonstrate or highlight partners/volunteers reducing O&M, also Tribal partnerships
  
- **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, Boy Scouts, and Ruffed Grouse- Jared working with Scott – Connected with BSA and will provide draft MOU for their editing.
  - NWTF- Mike Has a POC and plans to be in contact soon. (have been in contact with their Federal Liaison to update their MOU, possibly have drafted by end of the year)
  - Paralyzed Veterans Association (PVA)- Keith has a POC and will reach out without any luck so far
  - Kids in Parks: renewal of expired MOU (Heather)

- **Webinar schedule development-**
  - Ruffed Grouse- Jennings Randolph and Tionesta projects, NAE projects to spotlight, Jared work with Scott will set up
  - BHA: 5 Apr, 12:00 ET
  - Handshake Webinars
    - May- Date/time TBD
      - June 18 @1300 CT
      - July 24 @1000 CT
- **Regular weekly PAC working hour- (Virtual Study Hall)**
  - Francis will schedule more
- **Qlik-**
  - Ashleigh has implemented requested updates, working on transfer to new Power BI platform.
- **PLA Conference-** Heather recap
  - Oregon Parks Forever- interested in fundraising to pay for Track Trails projects and electric ATV wheelchairs with USACE in Oregon
  - Sequoia Parks Conservancy- interested in expanding marketing efforts at Lake Kaweah
  - Southern California Mountains Foundation- interested in a MOU with SPN, SPK, SPL to set up youth conservation corps teams at all USACE projects in California
  - Traveling Miss T- wants to partner with USACE to develop STEM-related math maps of all Corps projects. Meeting next week with partner, Roseana, and Pam
- **Tribal partnerships-**
  - Survey sent to all Ops chiefs and OPMs, due 29 Feb. Heather will be presenting at Tribal Liaison meeting 26 March and will report to PAC afterwards.
- Next Meeting- April 15-17, 26 (after 2:00 eastern), 29-30
- **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	