

**PAC Meeting Minutes**  
**16 October 2024**

**Corps Foundation Update-**

- CF member stickers status update: board voted to create a couple different versions of a sticker
- Traveling Miss T's Math Maps – announcement was put on the website. Heather will share internal to the Corps
- Will be looking for a contractor that they can share with a cooperating association for web needs
- Video Contest Winners & Honorable Mentions – Notifying two winners of 55- and 25-second videos (\$5,500 and \$2,500) and four honorable mention winners (\$250). Check “Please wear It” in the next few weeks. Slight hold up in paying the winners.
- Cooperating Assoc Scholarship to PLA –Announcement was sent out this week.

**PAC Team Discussion**

- **Prospect Classes update**
  - **UPDATES Needed:**
    - **All:** Add location, district, state to all slides in your assigned topics\*\*\*
    - **All:** Add origin story for all examples in your assigned topics
    - **Taylor:** Update Contributions slide to announce photo contest/request pictures that tell a partnership story- finished and will send to Heather
    - Designate course host to download all slides for a backup computer:
      - KC (Keith)
      - Raystown (Jared)
    - Collect new videos- especially Economy Act–
      - Francis follow up with Chad/Rob/Megan on SAJ Invasives video.
      - Mike will follow up on Challenge Partnership Handshake video.
    - All existing instructors do NOT need to take a “Train-the-Trainer” course 073, but we will need to get the two new team members to the class ASAP.
  - Falls/Jordan- 16-19 September 24 (Heather, Taylor, Francis, Keith, Jared, Sig)
    - Recap class comments-
      - Case study for bringing in new partnerships (Bay Model example) Taylor develop for Building Capacity section
      - Make a graph that shows percentages of each partnership agreement type- visualize which types are most common/ which are underutilized- DONE
      - More time for activities- some felt rushed
      - Have students fill out volunteer worksheets minus any PII- decided not to add
      - New activity- mad libs partnerships edition- will think about for KC
  - FY 25 PROSPECT classes-
    - Rend Lake: Oct 21-24, 2024 - Phil Lead
      - Heather, Phil, Jennifer, Mike
      - Field Trip Development- Complete
      - Lunch and Dinners- Buffet stop for the field trip, dinner list sent to students
      - Bus has been confirmed
      - MIPRs received 10/16

- Kansas City District: April 28-May 2, 2025- Keith Lead
  - Heather, Keith, Jared, Taylor, Mike\*, SAD/SWD audit
  - Classroom confirmed- 1<sup>st</sup> floor conference room
  - Field Trip – in past visited 3 sites. Keith work with NWK staff to develop
  - Lunch and Dinners- Keith/Heather work with NWK staff for list of options
  - Instructor Travel - Need to assign someone to get a rental car
  - Heather booked hotel at same place as the KC PAC meeting downtown. Heather sent info. Everyone book ASAP
  
- Raystown: July 21 – 24, 2025 – Jared Lead
  - Heather, Jared, Mike, SAD or SWD, Francis\*, Phil\*, Taylor\*
  - Classroom- VAC
  - Field Trip- Jared/Heather develop with Allen
  - Lunch and Dinners- Jared work with staff for recommendations
  - Instructor Travel- Need to assign rental car
  - Jared promising a boat ride- Juneata college
  - Hotel: Comfort Inn has GOV rate. Will check on Marriott Fairfield for GOV rates as it gets closer
  
- FY26 Prospect Courses:
  - Bay Model (Taylor lead)
    - Field Trip to Sonoma Hatchery, friends group, tribes / Mendocino economic development / After hours kayak trip or sail
    - Time Frame: March/April 2026 – Need to pick dates, Heather will send dates to avoid
  
  - New England District Office (Jared lead)
    - Field Trip: Cape Cod Canal
    - Time Frame: July/Aug Need to pick dates, Heather will send dates to avoid
  
- **Volunteer program**
  - Volunteer Coins: PAC members should request volunteer recognition from their division.
  - PAC members should send out the volunteer recognition form to your division reps
  - Include a picture of the coins.
  
  - Volunteer Poster and Handout
    - PAC discussed current text content in the volunteer brochure and volunteer poster. Found on the gateway.
    - New members to the PAC will be POCs to work with Tara on new design and refresh for brochure.
    - All PAC sent Francis 2 volunteer photos
    - Add project location caption to photos
  
- **FY 25 Handshake program –**
  - \$125k set aside for FY 25
  - FY24 Challenge Partnerships agreements. (All received)
  - Missing final reports from 1 project from FY22 Projects (Perry)

- Received email on 9-5-24. 60% reduction in staff and management plan change. Working to get Final Report
  - Missing final reports for 2 projects from FY 23 (Shelbyville (July) Dale Hollow (Aug))
  - All PAC look through previous handshake winners from your division and report back to Phil with good examples of NO-Net Gain examples.
  - Jared to send email to New England class participants for feedback.
  - FY26 changes: Applications will be due in AUG 30 and CPA due JUNE 30
  - FY27 possible changes: Applications will due JULY 31 and CPA due May 31
  - FY25 applications were sent to all. Deadline of NOV 1 to get scores back to Phil
  - Applications are down across the Corps, can we move back to a 2 year execution window and using “no-net-gain” as bonus pts rather than a requirement. Heather will discuss with Jeff and Ryan
- **Teams photo folder:** keep putting new pictures into the Teams folder
- **Partnerships Photo Contest**
    - Heather reached out to the Corps Foundation to support an incentive to the partner (\$100-\$500) in the picture and a free membership to the ranger who submitted the photo. Foundation is amenable to the idea and would like a proposal.
    - Keith is the champion- Francis talked to Pam Doty- they are on board with eventually merging with the water safety photo contest, but we may announce separately the first year.
    - Keith: Need to develop criteria, examples of what we are looking for, the picture should tell a story- DUE by NOVEMBER call
    - The water safety photo contest is held every two years, announced in the fall and pictures due in January. They have a safety officer review all photos.
    - The water safety team will eventually do away with Volunteers in Water Safety category and the PAC will announce and judge two photo contest categories; Partnerships and Volunteers
    - Heather sent copy of the WS photo contest guidelines that we can modify.
    - Winner prizes- some ideas and support from Corps foundation- still need to finalize.
      - Printed photos- possible enlarged and/or printed on nice paper or metal
      - Corps Foundation membership to the winners
      - Prize or \$\$ from Corps Foundation to the winning partnership?
      - Hang winning photos at the project winner location or some other location?
      - Other ideas?
      - Will need certificates for all submittals (could be electronic certificates)
      - PAC need to finalize and be specific on what our “ask” is for prizes. Finalize our criteria and send CF what we want regarding prizes.
      - Will need to create a certificate from the Corps Foundation to present as well.
        - The cert could be emailed as a PDF and printed by the employees supervisor
- **Corps Foundation sticker artwork competition development**
    - Taylor has lead- PAC will put this effort on hold while other new initiatives are being developed
      - Corps foundation is pursuing their own sticker for new members. The PAC will wait on this to proceed.
- **Fall/Winter Newsletter-**
    - Multiple articles from several Divisions- double Fall editions
      - Second fall issue will go out in DEC

- **Update on MOU progress-**
  - Girl Scouts- sent example from MOU with NPS. Phil will draft updated USACE MOU and share with GS. Phil is working on edits to the MOU. Has a example of the NPS and Girls Scout MOU
  - Pheasants Forever -Jared
  - Boy Scouts- Jared work on draft MOU– POC identified and contacted, waiting for a response
  - NWTf- Mike has a draft and will follow up
  
- **Webinar schedule development-**
  - Building capacity webinar: 60 attendees, good feedback
  - EiP and NVoY- Francis and Mike- Oct 17<sup>th</sup> and Oct 30<sup>th</sup>
  - CWBI- Jennifer and Taylor:
    - Tuesday, October 15, 2024 from 11:00 – 12:00 PST
    - Friday, November 1, 2024 from 9:00 – 10:00 PST
    - **Emphasize choosing existing partners/locations instead of adding new orgs**
    - Heather updated and posted user manual
  
- **New SAD/SWD Division Reps**
  - Received one nominee from SWD and 2 nominees from SAD
  - PAC team vote on candidate at October meeting
  - Announce the new PAC members in November.
  - Heather will include spotlight in Dec newsletter issue
  
- **Regular weekly PAC working hour- (Virtual Study Hall)**
  - Francis will schedule more
    - May schedule a few days prior to PAC monthly meetings.
  
- **Qlik/Power BI-**
  - Ashleigh has implemented requested updates, working on transfer to new Power BI platform
  - Everyone needs to review the pages and provide comments back to Francis to consolidate. Send back comments before November call.
  
- National Public Lands Day- Sep 28<sup>th</sup>, 2024
  - Heather and Rachel will share a national recap
  
- National Youth Conservation Corps coop agreement – received multiple proposals (3). Evaluation team has reviewed and will make selection this week.
  
- CWBI- working on consolidating duplicate organizations. Data entry dates:
  - Projects: Oct 1 – Nov 15
  - District/MSc: Oct 1 – Dec 13
  - PAC/user group: Oct 1 – Dec 31
  
- R1S Donations- Questions arising about how those funds are actually dispersed back to the project.
  - 46k has been collected nationally so far, but none of that has been dispersed.
  - HQ is working through some issues on how to collect larger donations/corporate sponsorships.

- PLA Invite- They need presenters, especially for the USACE Forum- Taylor - Feb 2-6
  - Each team member share scholarship opportunity with their coop assns. in their divisions
- MVD Ranger Conf – Feb 2025 – Heather and Phil will present
- EiP and NVoY announcement memo went out, due to Francis by 29 November
  - PAC will review and score in DEC, announce winners in January
  - Mike will take over in Jan and will send out certificates and plaques
  - Francis and Mike will share files
- Francis could deploy soon to western NC debris mission, will keep you all updated on my status and availability. Heather may deploy in Dec/Jan
- Next Meeting- Nov 4, 5, 6, 12, 13, 18-22
- **Gateway updates – All review assigned pages for link functionality, re-organization, relevancy, priorities, new content**

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	