



## National CAPS Committee (NCC) Conference Call

January 8, 2015

### Minutes

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#### Participants

John Bowers	Saul Vaiciunas	Dan Mackesy	Jennifer Cook
Brian Kopper	Sherry Aultman	Joel Floyd	Godshen Pallippambil
Terry Bourgoin	Dale Anderson	Susan Schechter	Jaap B. van Kretschmar
Piera Siegert	Ian Foley	Eileen Luke	Tonia Quintero
Yolisa Ishibashi	Melinda Sullivan	Umesh Kodira	
Carol Motloch	Talitha Molet		

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#### Annual NCC Meeting

The Annual NCC Meeting will be held in Sacramento, CA, at the CDFA offices on February 3-4, 2015. Updated logistics for the meeting were sent to participants. Meeting documents will begin to be posted on the NCC page of the CAPS R&C site. The draft agenda is being revised, and will be posted soon. The NCC is advised to review the minutes to last year's NCC meeting. The Farm Bill Management Team will be attending, and we are looking forward to some good discussion and interaction.

In preparing the final agenda for this meeting, the NCC needs to know what is important to the CAPS community. What issues and/or topics does the NCC need to talk about to meet the needs of the community? Is there something that the NCC needs to address? Do you have suggestions that will benefit the CAPS program? Please discuss this opportunity among your constituency to get what is on your mind out on the table. Please speak up as everyone has a role and responsibility to improve this Program.

A main thrust of the NCC meeting will be to flesh out a 2-3-day agenda for the National CAPS Meeting in December. This is needed for the approval process. The time is now to get your needs and ideas on the table for consideration. To make it worthwhile for those attending the meeting, the NCC needs to talk with their constituency on what they would like to get out of the meeting. What information, training, workshops, etc., will make attending this meeting a positive experience? Specifically, what information do you need to perform your job better? All ideas and suggestions will be considered in the effort to make this gathering an outstanding experience for all.

#### National CAPS Meeting

Planning for a national CAPS community meeting for December 2015, tentatively in Albuquerque, New Mexico, begins now. It will be a no frills working meeting. It will be 5 years since our last national meeting, and we have a lot of catching up to do. As of now, there will be

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Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



no registration fee and no official banquet. We may have a “pay as you go” banquet. More details will be forthcoming as planning proceeds. Ideas and suggestions are always welcome.

There is a plan to supplement CAPS agreements for the explicit purpose of facilitating SPRO and SSC travel to the meeting, pending meeting approval. The NCC should begin discussion with their constituency to determine who and who does not need additional funding to attend the meeting. Keep in mind that any extra funding will be based on need, travel to the meeting, and not for any other purpose. We would like to have as close to 100% state participation as possible. Let John and Brian know by the end of February who is in need.

### **2015 CAPS Recognition**

The 2015 version of CAPS Recognition is about to begin. The call for nominations will go out the week of January 12. Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated. This will include a description of the activity/achievement, its significance to Pest Detection activities, and the impact of the effort. Narratives should be no more than two pages in length, and shall be submitted along with the nomination form, to the National CAPS Program Manager by March 15. As last year, awardee will be recognized publically at the 2015 National Plant Board Meeting. See Appendix Q of the 2015 National Survey Guidelines for more detailed information. Consider nominating a worthwhile individual or group.

### **Survey Summary Form**

A formal change request process will be implemented to request changes in the Survey Summary Form. The idea is to keep the Survey Summary Form up-to-date with survey activities in the states. This applies to state cooperators and PPQ, and will ensure current information is available when requested. Any changes in activities from what was planned and entered into the Survey Summary Form, through the development of cooperative agreements, and throughout the survey season till the development of an Accomplishment Report, need to be updated and kept current. The end result should be a Survey Summary Form that outlines surveys completed and pests targeted, and matches the contents of the Accomplishment Report the same way as the planned Survey Summary Form matches the contents of the work plan that is submitted prior to conducting surveys. Additionally, the CAPS Accountability report draws upon the Survey Summary Form when matching surveys to data entry. Any changes not recorded in the Survey Summary Form will not be mirrored in the Accountability Report. This may result in blanks for data entry and an incomplete Accountability Report, which will trigger calls from the PDMT. Until the formal process goes live, please direct all requests to Brian for consideration.

### **The next NCC call TBD**

Please forward to your NCC representative any agenda topics for discussion on the next NCC call.