



CUAHSI BOARD MEETING MINUTES

JANUARY 9, 2014

ROLL CALL

Scott Tyler called the meeting to order at 8:00 AM. Twelve directors present and quorum is achieved. Those present are marked with an X.

X Robyn Hannigan, Past Chair	University of Massachusetts - Boston Environmental, Earth and Ocean Sciences
X Witold Krajewski	University of Iowa IIHR - Hydroscience and Engineering
X Diogo Bolster	University of Notre Dame Civil Engineering and Geological Sciences
Anne Carey	Ohio State University School of Earth Sciences
X Carol Johnston	South Dakota State University Department of Natural Resource Management
X Brian McGlynn	Duke University Division of Earth and Ocean Sciences
X Todd Rasmussen	University of Georgia Hydrology and Water Resources, Warnell School of Forestry and Natural Resources
Peter Troch	University of Arizona Hydrology and Water Resources
X Scott Tyler, Chair	University of Nevada, Reno Geological Sciences and Engineering
X Brian Waldron	University of Memphis Civil Engineering
X David S. White	Murray State University Biological Sciences
Michael Gooseff	Colorado State University
X David W. Hyndman	Michigan State University
X Holly Michael	University of Delaware
X Albert J. Valocchi	University of Illinois at Urbana-Champaign

PRELIMINARY DISCUSSION

1. Scott recognizes Robyn Hannigan for her service as Chair in 2013.
2. Robyn encourages all the board members to work together and lead the efforts of CUAHSI and the science community in working together with colleagues.
3. Rick Hooper discusses the basic process for the board for this meeting. The Board may alter any of the draft resolutions, pass them, reject them, or defer to a future meeting.

ITEM 1. BUDGET OVERVIEW

Hooper presented the material in the attached briefing book and answered questions about the budget items. He emphasized that the budget categories were being streamlined to focus on services delivered rather than on planning.

Valocchi asked a question about the apparent discrepancies in overhead rates as shown in the figures. Hooper responded that this reflects the overbilling of overhead because of the current established indirect rate, resulting in a carry-over of funds which makes the current overhead rate appear lower than it is actually is. The actual overhead rate is approximately 45%; the approved rate is 66.31%. This rate has expired and will have to be negotiated with NSF. In the past, the rate was not set in a timely manner. We will discuss this issue later in the meeting.

Rasmussen asked how tightly the budget was enforced among the categories. Hooper responded that CUAHSI may only perform those activities authorized under the CA, but that costs could be moved easily among budget categories with the exception of Participant Support, which is a restricted category. If budget deviations exceeded 10% of total budget, authorization would be required, but that allows a great deal of flexibility.

It was noted that the Training Coordinator and Communications Manager report to Jennifer. Jennifer herself leads the Community Modeling activity. A brief discussion ensued concerning CUAHSI's role in the EarthCube initiative. McGlynn asked how to communicate this service to our community that Jennifer has been performing. Scott Tyler requests that the CUAHSI Briefing Slides be updated to reflect CUAHSI's involvement in EarthCube.

RESOLUTION #1

Concurrence on CUAHSI 2014 Budget

The CUAHSI Board of Directors,

Noting:

1. The budget negotiations with NSF on the 2014 CUAHSI cooperative agreements, which consist of
 - a. Cooperative Agreement EAR 07-53521 No-cost Extension (Core Cooperative Agreement) in the amount of approximately \$250,000 (February, 2014 to January, 2015)¹
 - b. Cooperative Agreement EAR 12-48152, Water Data Center, Year 2 funding in the amount of approximately \$950,000 (April, 2014-March, 2015)².
 - c. Pending new Cooperative Agreement (Proposal 13-38606), in the amount of approximately \$1.4M for Year 1 (February, 2014- January, 2015)³.

¹ EAR 07-53521 was a five-year cooperative agreement that was awarded in February, 2008 and was scheduled for completion in January, 2014.

² EAR 12-49152 is a three-year cooperative agreement awarded in April, 2013 that ends March, 2016.

2. The distribution of these funds to support the services of the Consortium as described in Item 1 of the 2014 Briefing Book

Recognizing:

1. NSF intends to fund the full budget as requested in Proposal 13-38606.
2. The final award has not yet been made for Proposal 13-38606.
3. NSF will fund the increased Year 2 funding for the WDC under EAR 12-48152 if the federal budget is passed at expected funding levels and the second round of sequester cuts do not take place.

Considering the objectives of the Consortium as laid out in the strategic plan.

Concurs with the budget as outlined in the briefing book and

Requests:

1. The Executive Director report back to the Board when the Cooperative Agreement is signed and when the Year 2 funding has been awarded for the WDC.
2. The Executive Director reports any significant deviations from the proposed budget to the Board

David Hyndman moved to adopt the resolution. Al Valocchi seconded motion. Motion passed unanimously.

³ The proposed term for the new cooperative agreement is February, 2015 to January, 2020.

ITEM 2. PROGRAM REVIEW

ITEM 2.1 WATER DATA CENTER

Hooper presented material contained in Briefing Book and answered questions concerning that material.

Bolster asked the breadth of data suitable for WDC. Only field data? Hooper responded it is designed for ambient environmental data rather than experimental or lab data due to the metadata profile. HIS is designed for geo-referenced time series.

Hyndman asked whether there were plans to incorporate other geo-referenced data. Hooper responded that ArcGIS server is integrated into the HydroServer stack. However, one example of a geo-referenced data type not supported by CUAHSI WDC is geophysics data; developing data base for these data, however, is not trivial.

Tyler asked what the definition is of near-term and longer-term. Hooper responded that Near-term is 2014 and longer-term is vision, but no resources necessarily available to achieve longer term vision. Near term is everything that we are currently working on– the software development to operationalize HIS –needs to be done before moving on.

Hooper described how HIS is similar to Google in how it operates with servers, catalogs, and clients. BYU has written a multi-lingual HydroServer for deployment in Central and South America. The Italian Environment Agency (ISPRA) has ported the catalog to a Unix platform.

Tyler asked what is a software stack. Hooper responded that it is simply a set of software.

Valocchi asked about how the cost of servers to host data, like Shale Network, is covered. Hooper responded that this is what NSF is paying us to do..

McGlynn stated that the goal of cloud-based Hydroservers is clearly desirable but that we need to continue to support individual Hydroservers.

Krajewski asked about the use of federally supported clouds, like “Nimbus”, rather than the Microsoft Azure cloud. Hooper responded that the use of the Azure cloud was expedient, but that the intent was to alter system architecture to make system portable to other cloud environments.

Rick also reported on challenges with taking over operation of HydroCatalog. Code received from SDSC was poorly documented, which was expected, but there were also instances of hard-coded calls and other “landmines” which became apparent only after code was moved. There were instances where source code was not provided and staff had to reverse engineer code. Progress on correcting these errors has been slow due to the departure of the original senior software engineer. A new software engineer (Martin Seul) was hired in December, but will take some time to come up to speed.

It was originally envisioned that the senior engineer could become the Center Director. This doesn’t seem feasible with the current personnel. Alva is willing to remain as part time “Technical Director” and Rick will serve as “Science Director.”

Hyndman asked about Army Corp of Engineers data? Hooper responded that we have had interest from some Districts but only prototype services of small data sets have been brought up.

Valocchi ask about CUAHSI's role in CZOs. Hooper responded that we represent the "water portion" of CZOs. SDSC is hosting the CZO data under a separate contract.

RESOLUTION #2

Governance of CUAHSI Water Data Center

The CUAHSI Board of Directors,

Noting:

1. The importance of the successful operation of the CUAHSI WDC to the overall success of CUAHSI
2. The large proportion of resources devoted to its operation

Recognizing that:

1. The WDC is in its first year of operation
2. HydroCatalog has only recently been brought under the control of the WDC
3. The Informatics Standing Committee is the designated oversight body for the WDC

Requests:

1. The Executive Director delivers a timeline of milestones for 2014 at the February Board Meeting.
2. The Executive Director establishes a schedule for meetings of the Informatics Standing Committee.
3. The Executive Director reports monthly to the Board on the status of the WDC and brings policy issues that have been vetted through the Informatics Standing Committee to the Board's attention as they arise.
4. The Executive Director will provide a monthly update, as appropriate, from the Users Committee.

Bolster moves to adopt this resolution. Carol Johnston seconded resolution. Resolution passed unanimously.

ITEM 2.2. HYDROCLM PILOT

Arrigo presented the materials in the briefing book concluded that she needs from the board policies about engagement and communication to the broader community. The Board needs to understand how we got to the HydroCLM pilot. For example, the community has to understand that not everyone has to use CLM, but that there are multiple reasons why the CLM pilot will help the whole community. Tyler noted that this activity was a lightning rod for review comments.

Hyndman asked why not call it Community Hydrologic Model (CHM) instead of HydroCLM? Arrigo responded that the model being used is CLM and that the intent is to better reflect hydrology in CLM. Furthermore this is a pilot for a governance model and that process of establishing a benchmark and a community process for evolving models is important.

McGlynn agreed with Arrigo and stated that we can continue to emphasize that we endorse a process and a platform rather than a particular model. This effort is a demonstration of progress toward one of potentially numerous reference models. The post doc will be selected in conjunction with the leadership team. Arrigo will work with Ying Reinfelder (Rutgers) and Dave Gochis (NCAR) to write up position description. Post doc will be a CUAHSI employee. NSF-required the post-doc mentoring plan; Arrigo is the mentor. Post-doc will work mostly at NCAR. The goal is to hire a post-doc that is good at coding and understands this community. Funding for the post-doc is for only one year, which is very ambitious. Some concerns were expressed about contingencies if the work could not be completed on this schedule.

Tyler asked for a volunteer from the Board to serve on the Leadership Team. Krajewski volunteered and was appointed by Tyler.

RESOLUTION #3

Policies on Initiating Hydro-CLM Pilot

The CUAHSI Board of Directors,

Noting:

1. The planned activities of the Hydro-CLM pilot as transmitted to NSF in the Cooperative Agreement Renewal proposal, and subsequent response to reviews, and as described in the 2014 Briefing book.

Recognizing:

1. NSF intends to fund the full budget as requested in Proposal 13-38606, allowing initiation of this activity.
2. The importance of clearly laying out an open and transparent process for CUAHSI's community initiatives.

Considering the objectives of the Consortium as laid out in the strategic plan

Concurs with the initiation of activities for the Hydro-CLM Pilot and

Adopts the following policy for the initial establishment of the working group:

The Board shall appoint 2 co-chairs for the working group (Ying Fan Reinfelder and David Gochis) and Witold Krajewski (ex officio as a Director) to form the working group leadership. The Working Group Leadership team will develop guidelines for populating the working group to be presented to the Board for approval by the February Board meeting.

Requests:

1. Arrigo will draft an EOS article to introduce this activity to the broader community and leadership committee will review and edit. This article should be presented to and reviewed by the Executive Committee at their meeting the week of January 20th, and a revised draft will be posted for Board comment on CDT. The article will be submitted to EOS by January 27th.
2. Arrigo will establish contact with NCAR (Dave Gochis and Dave Lawrence) and gather information on how to formally establish links between CUAHSI and the NCAR governance structure and will report back at the February Board meeting.
3. Arrigo will also draft a position description with Reinfelder and Gochis and present a proposal for the hiring process for the post-doc position at the February Board meeting.
4. Arrigo will arrange a briefing by Dave Gochis or Dave Lawrence at an upcoming meeting on the operations of NCAR community modeling and their engagement with federal agencies.

Hyndman moves to adopt the resolution. White seconds the motion. Motion carries unanimously.

ITEM 2.3 TRAINING

Arrigo presented the material in the briefing book. Hooper noted that the Watershed Science Master Class sold out within 24 hours after travel support was offered, so that it is unclear whether courses can be fully self-supporting but that we are proceeding under that assumption. The recruitment policy was discussed and potential criteria, such as national (rather than regional) significance, the ability to attract national/international students, and stature of the instructor were offered. It seems likely that instructors will have to be personally recruited rather than relying on self-nominations. Hooper was directed to develop guidelines for recruitment and to vet these guidelines through the E&O Committee.

RESOLUTION #4

Appointment of David Freyberg to E&O Standing Committee

The CUAHSI Board of Directors hereby appoints David Freyberg of Stanford University to serve on the E&O Standing Committee for a term of three years, beginning January 1, 2014 and ending December 31, 2016.

Johnson moved to accept the resolution. Hyndman seconded resolution. Motion passed unanimously.

ITEM 2.4 COMMUNITY ENGAGEMENT

Hooper presented material in the briefing document.

Discussion ensued about the activities at the Fall AGU meeting and the desire to hold the Town Hall meeting again using membership funds. Alternative venues were discussed and there was interest in exploring alternatives. Early Career luncheon was well received and supported.

Regional Meetings were discussed. McGlynn questioned whether the benefits of the meetings supported the cost of these meetings. Hooper remained supportive of the regional meeting concept and will provide actual costs for the regional meetings at the February Board meeting.

The effectiveness of the Instrumentation Node model was discussed. The basic options of encouraging additional nodes versus enhancing CTEMPS were noted but no resolution was reached given the budget uncertainties. Tyler suggested that the way forward was to focus efforts on HydroCLM and restrict instrumentation activities to the Summit Planning for 2015 and come back to Instrumentation later.

RESOLUTION #5

The CUAHSI Board of Directors appoints David Hyndman as Board Liaison for Instrumentation committee.

Krajewski moved to adopt the resolution. Hannigan seconded. Motion passed with all in favor except Hyndman abstained.

RESOLUTION #6

The Board Liaison of the Instrumentation Committee will submit recommendations in order to repopulate the Instrumentation Standing Committee and to also charge the committee with organizing the instrumentation summit for 2015.

Krajewski moved to adopt the resolution. Michael seconded. Motion passed unanimously

ITEM 3. NEW EDUCATION INITIATIVES

Arrigo presented the material in the briefing book and requested guidance from the Board on the scope of E&O Activities. Did the Board support the vision, presented in the renewal proposal, of moving toward a formal E&O program with the eventual hiring of an E&O Director? The alternative was to play a more passive role, supporting community members who are working on education issues and potentially providing a sustainability outlet for such program, but not having CUAHSI staff actively develop programs.

The sense of the Board that emerged from the discussion is to hold to the original vision of developing an E&O program which does not preclude supporting community members. No formal motion was adopted.

ITEM 4. BIENNIAL MEETING PLANNING

Brian McGlynn reported on progress on the Biennial meeting planning and was congratulated by the Board on progress made to date. Questions were asked about a spouse rate for registration. Staff will consider this when establishing Volunteers were requested to assist Brian in the final phases of the meeting planning. Michael and Rasmussen volunteered to help; Troch and Carey were nominated in absentia. Staff will contact the latter two to see if they are interested.

ITEM 5. STRATEGIC PLANNING STATUS

Hooper presented material in briefing book which outlined the strategic planning process. The first step of a new cycle is the development of the scientific justification for infrastructure investment, the “science plan.” Hooper presented a path forward to developing the science plan in time for the July Biennial meeting. The Board was broadly supportive of this approach. Tyler noted that this should be a simple document and it was important to move this forward expeditiously. Suggestions were made for inclusion of a more expansive vision of what Critical Zone Observatories could be if they were operated at the funding level proposed for Hydrologic Observatories of #3M/yr operating expenses and a \$10M capital budget.

Tyler requested the Hooper have a skeleton of the Science Plan ready for discussion at the February Board meeting.

ITEM 6. ADMINISTRATIVE ISSUES

Scott Tyler informed the Board of discussions about the calendar for evaluation of the Executive Director. He has been working with Witek and Robyn on amending the schedule to bring it in line with the reporting requirements of the Cooperative Agreement with NSF. The Executive Committee of the Board will adopt a final resolution on this matter.

ITEM 6.1. RETENTION OF ABRAMS LITTLE-GILL LOBERFELD PC AS BOSTON-AREA CPA

Hooper presented the material in the briefing book and requested the Board pass the following resolution.

RESOLUTION #7

Appointment of Certified Public Accountant

The CUAHSI Board of Directors,

Noting

- 1. The need to comply with applicable regulations for administering federal grants
- 2. The importance of effective financial controls

Decides

To retain Abrams Little-Gill Loberfeld PC as Certified Public Accounts to advise the Executive Director and to review the financial statements of the Consortium.

Carol Johnston moves to adopt the resolution. Brian Waldron seconded. Motion passed unanimously.

ITEM 6.2 RETENTION OF CONSULTANT FOR INDIRECT COST RATE NEGOTIATION

Hooper presented the material in the briefing book and requested that the Board adopt the following resolution.

RESOLUTION #8

Retention of Consultant

The CUAHSI Board of Directors,

Noting

- 1. The need to establish new indirect cost rates for the Consortium
- 2. The importance of informed advice to negotiate rates that are favorable to the Consortium

Decides

To retain Paul Calabrese, Rubino and Company as a consultant for the negotiation of the new Indirect Cost Rate with the National Science Foundation with a limit of \$5,000 for his services, and

Requests

- 1. The Executive Director will keep the Board informed as negotiations on the indirect cost rate proceed and report any delays encountered.

Waldron moves to adopt the resolution. Bolster seconded. Motion passed unanimously.

ITEM 6.3 POLICY ON PROMOTIONS

Hooper presented the material in the briefing book and requested that the Board establish a policy on personnel actions.

DRAFT RESOLUTION #9

Policy on Personnel Actions

- 1) The CUAHSI Board of Directors hereby sets a policy that it must approve the creation of any new position within the Consortium, and
- 2) promotion of any employee to a new position within the Consortium requires Board approval of the appointment to that position and requisite salary.

Hannigan moves to adopt the resolution. White seconds. Motion passed unanimously.

ITEM 7. GOVERNANCE

ITEM 7.1 MEMBERS BEING DROPPED FOR NON-PAYMENT OF ANNUAL DUES

Hooper presented material in the briefing book. Individual volunteered to contact delinquent members, as indicated below:

1. Florida International University - Holly
2. Massachusetts Institute of Technology - Holly
3. Montana State University* - Brian
4. Oklahoma State University*
5. University of California - Los Angeles*
6. University of California – Riverside* - Scott
7. University of Colorado - Colorado Springs*
8. University of Kansas – David H.
9. University of Mississippi - Brian
10. University of Rhode Island*
11. University of Texas - El Paso

*Confirmed non-interest/inability to pay dues

- Unpaid dues in 2012 (paid in 2011, but did not pay 2012)
 1. Arkansas State University - Brian
 2. Florida State University - Todd
 3. University of Idaho - Scott
- Unpaid dues in 2013
 1. University of Alaska Fairbanks – No response – Scott will call
 2. Clarkson University - Resigned
 3. Northeastern University – No response – Robyn will call
 4. Texas State University – San Marcos – No response – Todd will call
 5. University of Arkansas – No response – Scott call Ralph
 6. University of California – Berkeley – No response - Scott
 7. University of Montana – They are working on payment
 8. University of Colorado – They are working on payment
 9. University of New Mexico – No response – Rick will call
 10. University of Oklahoma – They are working on payment
 11. University of South Carolina – They are sending in a check. The credit card payment would not work.
 12. University of Texas – Arlington – Robyn H. will call
 13. West Virginia University—Working on payment

Emily will send out list of membership calls, update at February board meeting.

ITEM 7.2 WAIVER OF MEMBERSHIP FEES FOR INTERNATIONAL AFFILIATES MEMBERS FROM TIER 1, TIER 2, AND TIER 3 COUNTRIES

Hooper presented the material in the briefing book and requested that the Board consider a policy to waive initiation fees for international affiliate members.

RESOLUTION #10

The CUAHSI Board of Directors

Noting

1. The importance of supporting knowledge of water science in the developing world, and
2. The activities of our community in the developing world

Decides

To waive the initiation fee for membership into CUAHSI of universities within Tier 1 and 2 countries as determined by the World Bank income rankings provided that the membership is requested by a CUASHI representative at an existing CUAHSI full university member. The sponsor must provide the name of a representative who holds a permanent appointment at the university proposed for membership. The CUAHSI Board must still approve the membership application as provided in the bylaws of the Consortium

David Hyndman moved to adopt the resolution. Diogo Bolster seconded. Motion passed unanimously.

ITEM 8. NOMINATION OF CHAIR ELECT, EXECUTIVE COMMITTEE, AND OFFICERS

Al Valocchi and Todd Rasmussen were nominated for Chair Elect. Mike Gooseff, Diogo Bolster, Al Valocchi, and Todd Rasmussen were nominated for the two at-large seats of the Executive Committee. Rina Schumer was nominated for Treasurer. Adam Ward was nominated for Secretary.

ITEM 9. PREPPING FOR VISIT FROM NSF

Topics for discussion with NSF were explored and discussion leads from the Board were identified.

Meeting adjourned at 6 pm.

JANUARY 10, 2014

ITEM 10. ELECTIONS

Al Valocchi was elected as Chair Elect. Todd Rasmussen and Diogo Bolster were elected to the at-large seats of the Executive Committee. Rina Schumer and Adam Ward were elected as Treasurer and Secretary, respectively, by acclamation. Vote totals are held by the Secretary.

ITEM 11. EVALUATION OF THE EXECUTIVE DIRECTOR

Krajewski presented the document "Procedure for Evaluating the Performance of the Executive Director of CUAHSI" (Attachment 3).

Hyndman moved to accept the document (in the version contained in Attachment 3). White seconded motion. Document was amended to move date of employment contract from January to February 1. Revision was accepted. Motion to adopt the procedure as contained in the amended document passed unanimously.

ITEM 11. DISCUSSION WITH NSF

Tom Torgersen and Russ Kelz joined the Board for a discussion of CUAHSI activities and near-term prospects at NSF. Russ encouraged CUAHSI to continue to develop “big ideas” for consideration by the Instrumentation and Facilities program.

ITEM 12. MEETING ADJOURNMENT

Hyndman moves to adjourn the meeting. White seconds the motion. Motion passes unanimously. Meeting adjourned at 1:11 pm ET.

ATTACHMENT 1. DIRECTOR'S BRIEFING BOOK

ITEM 1. BUDGET OVERVIEW

HIGHLIGHTS

- NSF Funding at full request level of \$2.1M for 2014 in gross funds (including overhead)
- Following charts (pgs 4 – 7) are approximate without considering following factors
 - Funding through 3 different cooperative agreements with different starting/ending dates
 - Only direct costs are displayed; administrative cost are apportioned among them for activities
 - Residual funds carry over from refund of excess indirect charges for 2012 and 2013 (\$320K)
 - Labor distributions are approximate and have some flexibility
- 2014 Staffing
 - Rick Hooper, President/Executive Director
 - Jennifer Arrigo, Deputy Director
 - Alva Couch, WDC Director [subcontract to Tufts]
 - Jessica Annadale, Controller
 - Emily Geosling, Communications Manager
 - Martin Seul, Software Engineer
 - Marie Martin, Software Engineer
 - Jon Pollak, User Support Specialist
 - Maria Yeliseyeva, Accounting Assistant
 - *Junior Software Engineer* (to be hired April 1, 2014)
 - *Training Coordinator* (to be hired February 1, 2014)
- Activities
 1. Community Services
 - 1.1. WDC
 - 1.1.1. Data Services
 - 1.1.2. E&O
 - 1.2. Community Modeling
 - 1.2.1. EarthCube Projects
 - 1.2.2. HydroCLM Pilot
 - 1.2.3. SCIHM
 - 1.2.4. HydroShare
 - 1.3. Training
 - 1.3.1. Pathfinder
 - 1.3.2. Instrumentation Workshops
 - 1.3.3. Graduate Short Courses
 - 1.4. Education Support Services
 - 1.4.1. LTAW
 - 1.4.2. American University engagement
 - 1.4.3. Pilot Activities
 2. Community Engagement
 - 2.1. Biennial Meeting (Years 1, 3, 5)
 - 2.2. Instrumentation Summit (Years 2, 4)
 - 2.3. Regional Meetings (old CA for Year 1; new CA for Year 2)

- 2.4. Cyberseminars
- 2.5. Communications (labor currently classed as indirect)
- 3. Governance
 - 3.1. Board of Directors
 - 3.2. Standing Committees
 - 3.3. Strategic Planning

BUDGET BY ACTIVITY

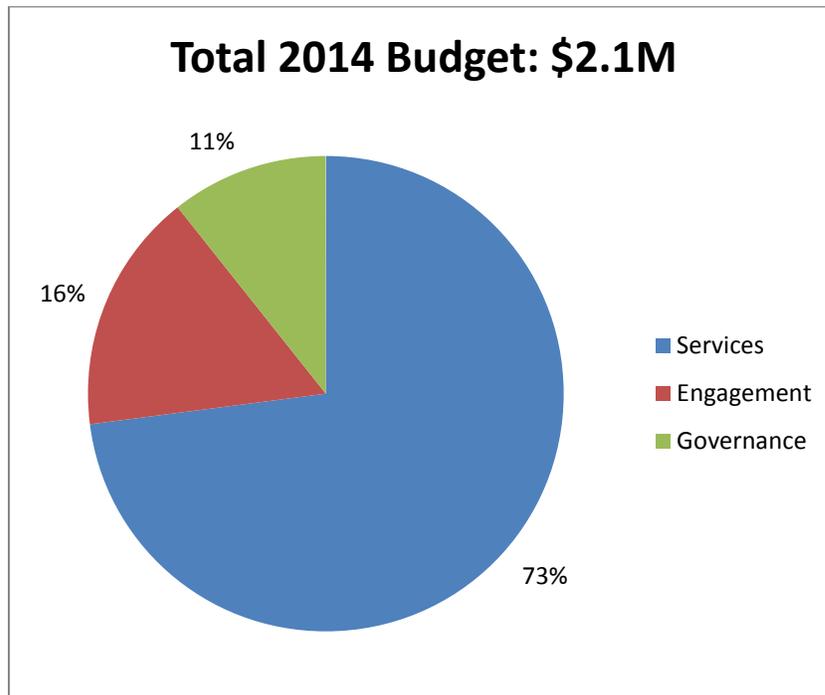


Figure 1. Distribution of Direct Costs for FY 2014

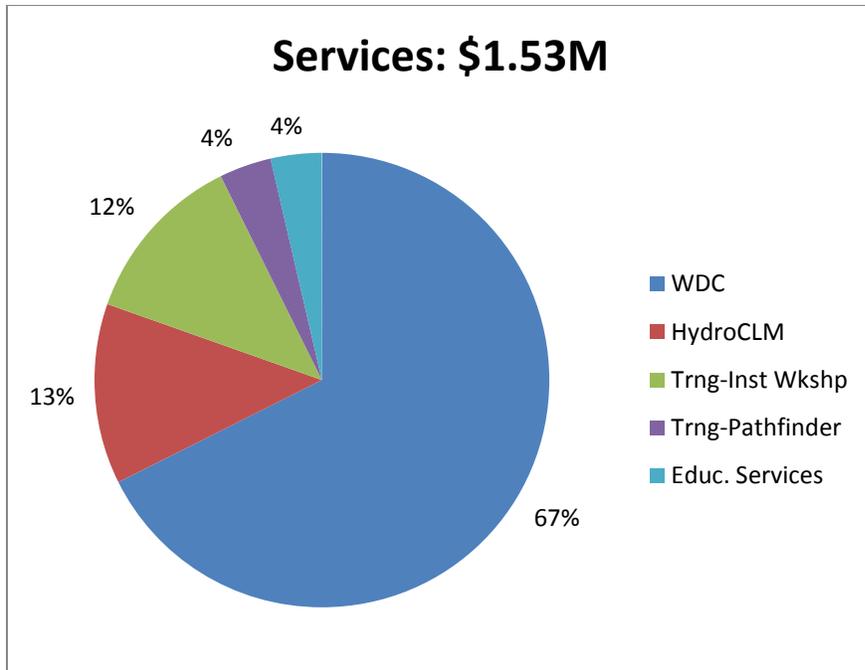


Figure 2. Distribution of costs for Community Services

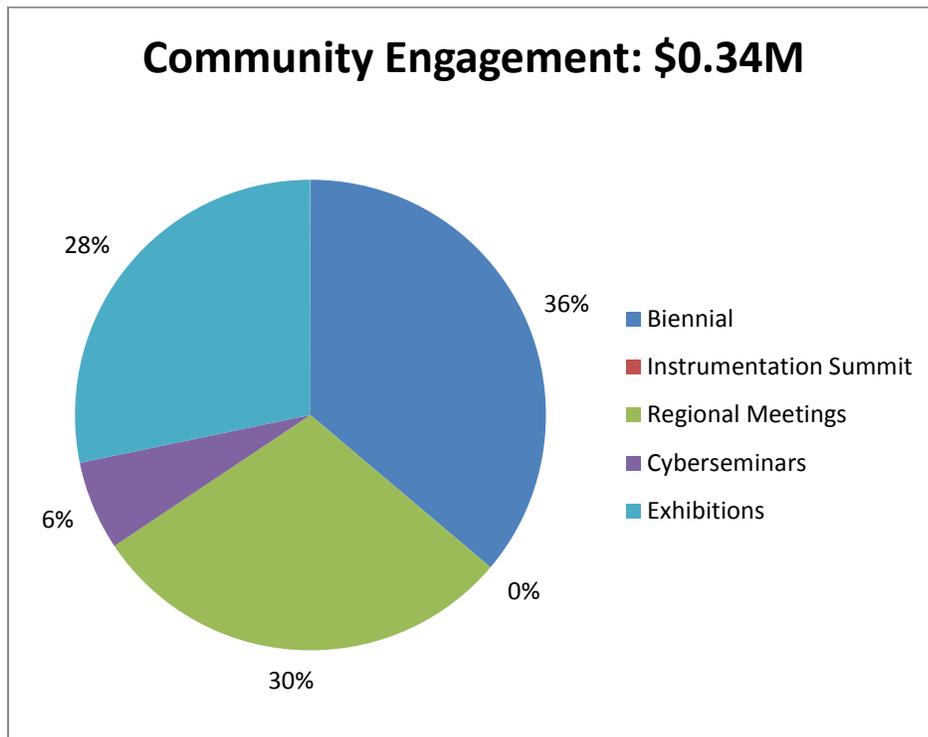


Figure 3. Distribution of costs for Community Engagement

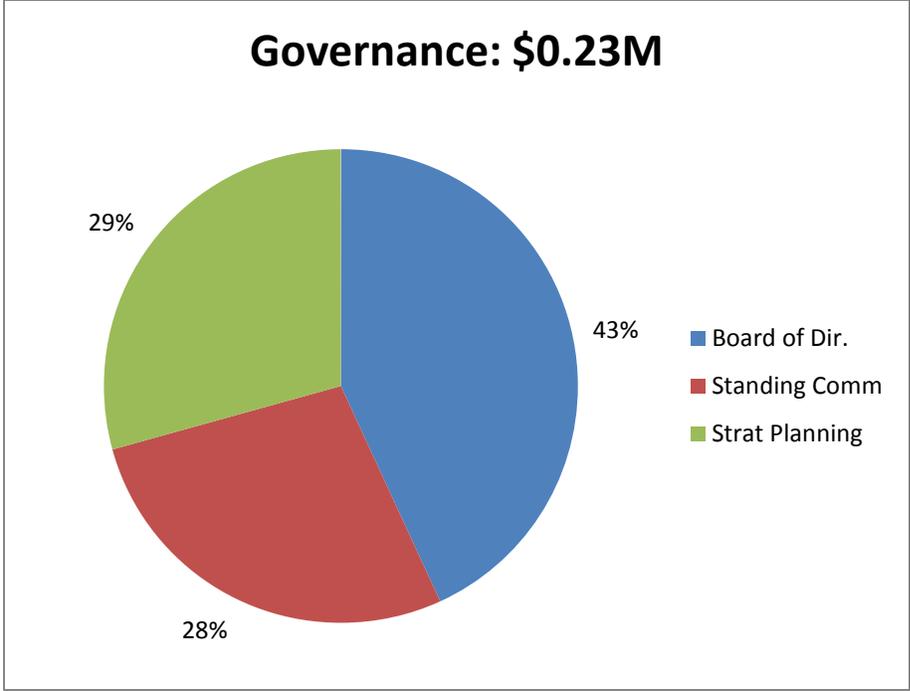


Figure 4. Distribution of costs for Governance Activities

BUDGET BY NSF CATEGORY

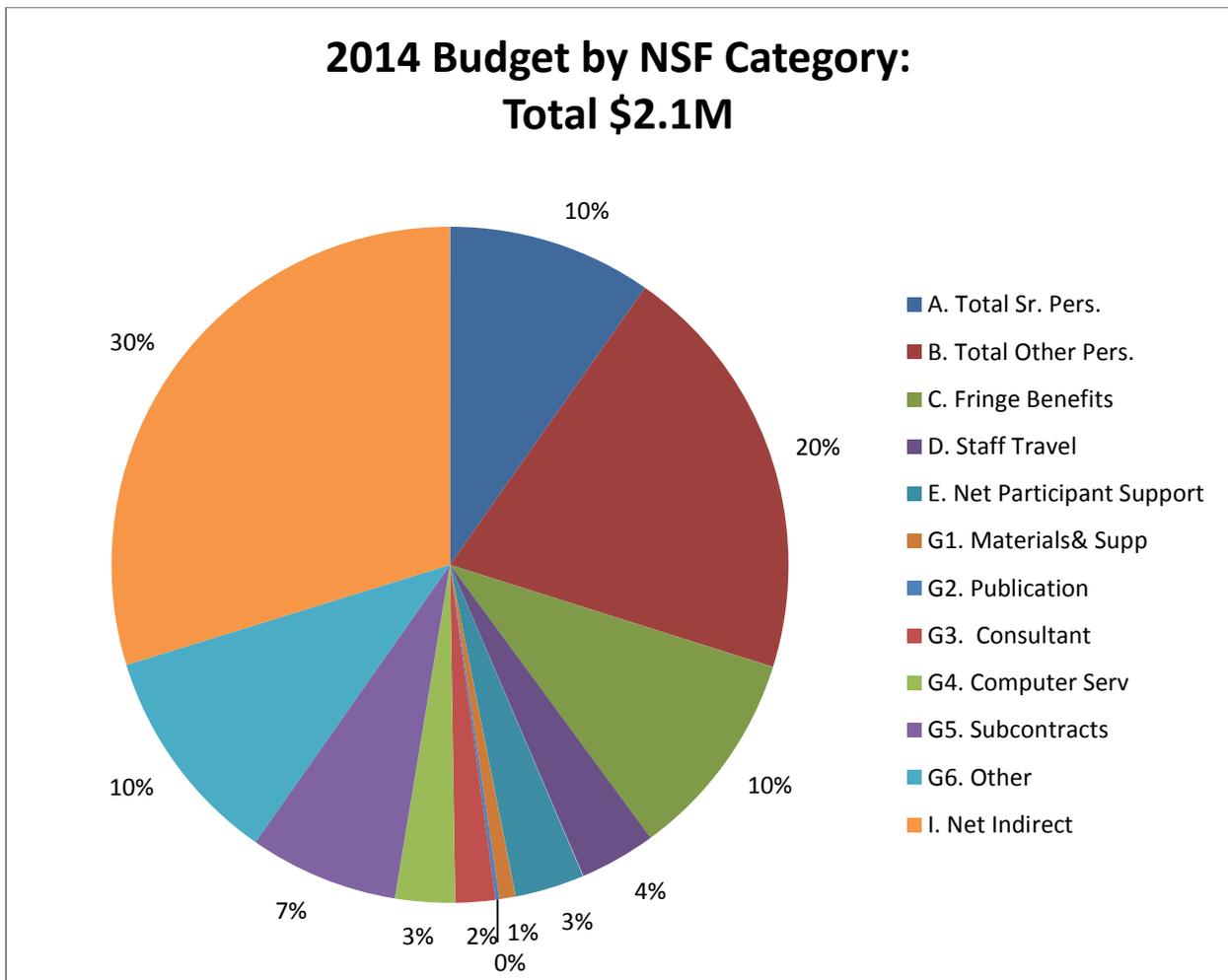


Figure 5. Budget breakdown by NSF Funding Categories. Approved indirect rate is 67%; actual rate is approximately 45%. "Net Indirect" includes residual indirect funds billed in 2012 and 2013.

LABOR DISTRIBUTION

Activity	Sub-activity	Detail	Exec. Dir	Deputy Dir	Comm. Spclst	Training Coord.
Community Services	WDC	Data Services	0.3	0	0	0
	WDC	E&O	0	0.1	0.15	0
	Community Modeling		0	0.4	0	0
	Training	Pathfinder	0	0	0.05	0.05
	Training	Inst Wkshp	0	0	0.1	0.4
	Training	Grad Short Course	0.05	0	0.15	0
	Ed Support Services	LTAW	0.05	0	0.1	0.05
	Ed Support Services	American Univ Engagement	0	0	0.15	0
	Ed Support Services	Pilot Activities	0	0.05	0.05	0
Community Engagement		Biennial	0	0.05	0.05	0.1
		Instrumentation Summit	0	0	0	0
		Regional Meetings	0.1	0.05	0	0.05
		Cyberseminars	0	0	0.05	0.05
		<i>Communications*</i>	<i>0.05</i>	<i>0.05</i>	<i>0.15</i>	<i>0.3</i>
Governance		Board of Directors	0.03	0.03	0	0
		Standing Committee	0.02	0.02		
		Strat Planning	0.15	0.05	0	0
Total Direct			0.7	0.75	0.85	0.7
Other Projects			0	0.08	0	0
Administration			0.25	0.12	0	0
Total Indirect			0.3	0.17	0.15	0.3
TOTAL		Total	1	1	1	1

**Labor for Communications is classified as Indirect.*

Other personnel have all time in one category (e.g., WDC) or are administrative.

ITEM 2. PROGRAM REVIEW

ITEM 2.1 WATER DATA CENTER

VISION FOR WDC

Near-term

- Convenient data publication for both on-going and standard projects
- Effective data discovery to improve water research
- Improving water education through access to real data

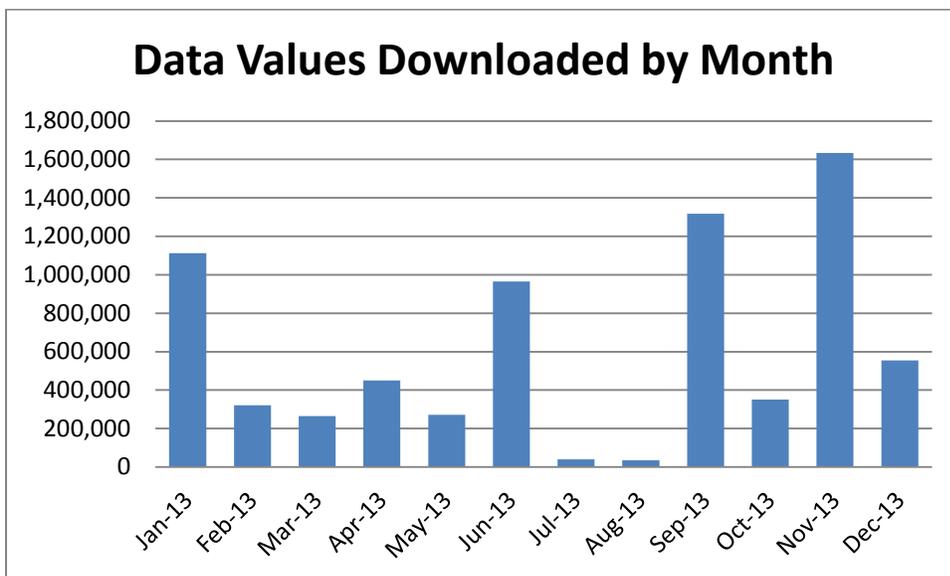
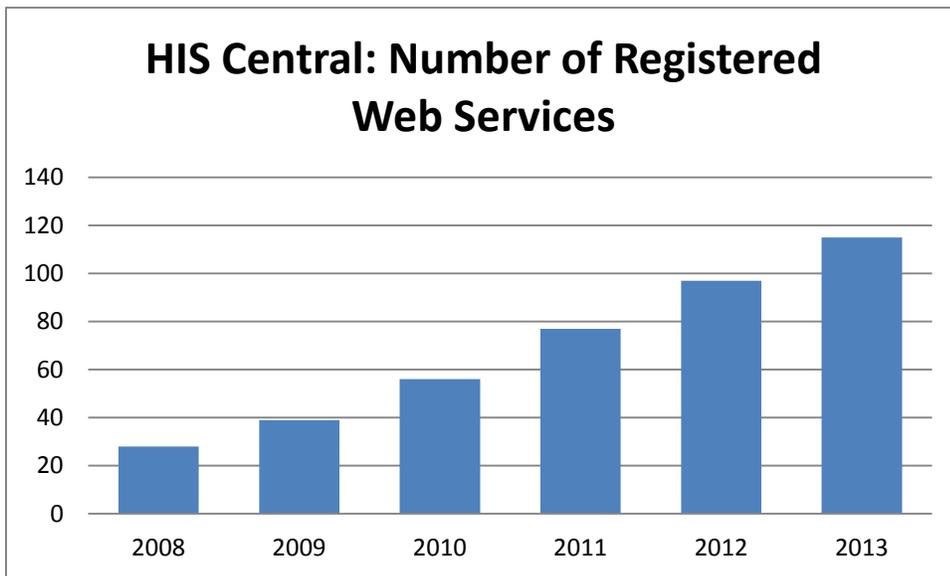
Longer-term

- Data management services
- Sensor-to-database turnkey solutions
- Citizen engagement

ACCOMPLISHMENTS

- HydroCatalog re-engineered and deployed to Microsoft Cloud Services (Azure)
 - OpenID authentication for source registration and tagging replaces outmoded Single-Sign-On software.
 - Meta-data harvester rewritten to address record duplication problems and deployed to Azure.
 - New request logging and reporting mechanisms developed for Azure implementation.
 - Service validation tools developed for HydroCatalog and HydroServer.
 - Data backup and replication tools developed for HydroServer to enable data failover in case of failed services.
- LINUX version of HydroCatalog and improvements to Windows version provided by Italian Environment Agency (ISPRA) as part of an ongoing partnership.
 - ISPRA became first organization to run its own HydroCatalog.
 - Nationwide deployment of HydroCatalog and HydroServers, in production, in Italy.
 - Italian deployment includes full GEOSS service stack, including Web Feature Service, Web Catalog Service, and Open Search, to be added to official CUAHSI software releases after validation.
- “Geo-sharded” catalog deployed to Azure Cloud to enable faster in-parallel searches.
- Increasing international recognition of CUAHSI WDC
 - Invited Keynote talk for Alva at Open Water Symposium, Brussels (September)
 - Invitation to serve on Advisory Board, SWITCH-ON project, (European Framework 7), Sweden for Rick (November)
 - Invited talk, University of the Andes, Bogota, Columbia for Jon (December)
 - Active participation in GEOSS Architecture Implementation Plan (AIP) 6 for Water SBA, Data Sharing initiatives (Alva).
 - Active participation in Open Geospatial Consortium Hydro Domain working group (Alva)
 - Bottom line: *The CUAHSI Brand is known in informatics circles.*

METRICS



CHALLENGES

- Personnel—replacement of Senior Software Engineer
- Management—WDC Directorship
- Inherited and Missing Code—delay of 4 months in assuming control

GOALS FOR NEXT 6 MONTHS

- Data Upload wizard
- Web-based data discovery and access client
- GEOSS interoperability, including support of WFS, WCS
- Replacement of USGS NWIS and EPA Storet services with USGS/EPA Water Quality Portal
- Refactoring of controlled vocabulary to better describe sampling environment

- Housecleaning, including permanent removal of non-functional data sources from catalog.
- Establishment of new data publication agreements with all data publishers

INFORMATICS STANDING COMMITTEE ROSTER

- Scott McKay (chair), SUNY Buffalo
- Carol Johnston, Board Liaison
- Ibrahim Demir, Iowa
- Ben Domenico, Unidata (UCAR)
- Scott Peckham, Colorado
- Yoram Rubin, UC Berkeley
- Christina Tague, UC Santa Barbara
- Agency Representatives from USGS, USFS, EPA, NCDC, and ARS

INFORMATICS STANDING COMMITTEE CHARGE

Informatics services have been identified as one of the service areas for CUAHSI to pursue since its inception. CUAHSI's mission, in part, is to develop, support, and operate research infrastructure and improve and promote access to data, information and models. As part of its strategic planning process, CUAHSI developed an approach to develop the informatics services aspects of its mission. The strategic plan was adopted by the CUAHSI Board of Directors in December 2010. The role of the standing committee is to evaluate progress toward the objectives outlined in the adopted strategic plan, and to review strategies and activities for implementation of the plan. The committee's foremost responsibility is to ensure that the various activities of the Informatics Program are responsive to the needs of the university research community.

The Standing Committee for Informatics shall:

1. Review existing CUAHSI and CUAHSI-affiliated projects to determine if they are fulfilling CUAHSI's mission and the specific objectives and actions as outlined in CUAHSI's strategic plan (Appendices 1 and 2) and suggest ways in which those activities can better meet those needs,
2. Evaluate prospective new activities in the area of Informatics and how these activities would align with CUAHSI's strategic plan, and
3. Prioritize as requested CUAHSI's informatics activities for the upcoming fiscal year.

POLICY ISSUES

- Governance Approach
 - Proposed: Informatics standing committee initial review for most policies; report back to Board for their decision; Users Committee provides feedback on feature requests and user interface.
 - Establish bi-monthly to monthly meetings of Informatics Standing Committee to establish basic operating policies.
- Sample Policy Issue
 - Vendors are asking for a CUAHSI "stamp of compliance" on their data management software. Currently CUAHSI has no software product that addresses this need.
 - Issues:
 - What constitutes CUAHSI compliance for a third-party software tool?
 - How is compliance quantified or measured?
 - How should CUAHSI "endorse" (either implicitly or explicitly) findings of compliance for software?
 - Examples

- WHISKI (Kisters Software), AQUARIUS (Aquatic Informatics), both corporate members
- MyObservatory (WebH2O)
- VOIES (Murray State/Montana State) EPSCOR project that (may) be marketed
- Motivation
 - Many projects are looking for data management solutions, particularly with sensors producing high data volumes.
- Potential Criteria
 - Compatibility and interoperability with CUAHSI HIS
 - Performance or quality?

ITEM 2.2. HYDROCLM PILOT

HIGHLIGHTS

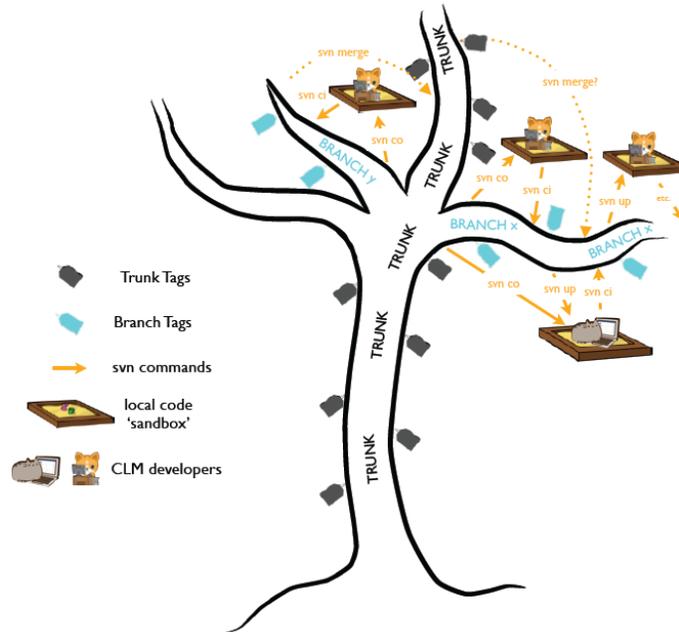
- NSF Funding at full request means we can initiate this pilot activity
- An important next step in CHyMP initiative
 - Shows NSF support of CUAHSI having a role in community modeling for hydrology
 - Establishes a collaboration with NCAR
 - Sets precedent of CUAHSI supporting post-doc researchers
- We need to effectively communicate both the:
 - Initial pilot activities (e.g. why “HydroCLM”) and justification for focusing on this model
 - The broader vision of supporting multiple working groups

ACTIVITIES TO BE UNDERTAKEN AS PILOT

- CUAHSI will support a working group of hydrologic modelers (working at multiple scales, on multiple models) to define a set of meaningful benchmarks that assess the state of the science in large scale hydrologic models. **The role of the working group is to define these benchmarking exercises and report them to the community.** The working group will be co-led by Ying Fan Reinfelder (Rutgers) and David Gochis (NCAR).
 - **CUAHSI Role:** CUAHSI will ensure open and transparent solicitation and activities of the working group. CUAHSI will organize and execute working group meeting logistics and CUAHSI staff (Arrigo) will draft and organize meeting report.
 - **Benefit to the Community:** A community-defined process for evaluating progress in large scale hydrologic modeling. These community benchmarks can be used to (a) communicate and track the state of our science as it is being integrated in large-scale Earth System Models used for IPCC and interdisciplinary studies, and (b) for individual modelers to justify further investment for improvements or support of their own models.
 - **Board Oversight/ Policy Decisions:**
 - **Appointing Reinfelder and Gochis as Co-chairs**
 - **Deciding on the policy for working group formation and community oversight (see draft resolution)**
 - **Appointing a Board member to the working group**
- CUAHSI will support a **post-doc that will take the results of the working group and execute the community-vetted benchmarking exercises on the current version of CLM.** CUAHSI will make available the data, results, etc. of this exercise through the WDC, and the post-doc will author a report on the performance of the current CLM on these hydrologically significant benchmarks. **The working group will then evaluate the model’s performance and reports the results to the community.**
 - **CUAHSI Role:** provide support for the post-doc and coordination with the CUAHSI Water Data Center. Ensure coordination of the post-doc experience with NCAR; supervise the post-doc position.
 - **Benefit to the Community:** A report that details the current state of CLM in terms of the community-vetted benchmarks. This serves at least two portions of the community: (1) those currently using or interested in using CLM to evaluate the current state of the model, and (2) model developers who wish to improve the CLM, who will now have a community-vetted report to refer to for justification. A set of data and code resources assembled by the post-doc that will

be disseminated by the WDC. This could provide easier access/use of CLM by a larger community of researchers.

- **Board Oversight/ Policy Decision:**
 - **Process by which Post-doc is selected.**
- **CUAHSI will initiate a formal collaboration with NCAR to establish a Hydro-CLM branch for our community to use and improve.** CUAHSI staff (Arrigo) will work with Dave Lawrence (co-chair of Land Model Working Group (LMWG)). Working group co-chairs and the post-doc will present the results at a LMWG meeting. CUAHSI will work with NCAR to establish a branch and sandbox at the CUAHSI WDC according to NCAR's established software development guidelines.



- **CUAHSI Role:** Facilitate presentation and interaction with the LMWG for the broader community, through community vetted reports and exercises. Establish and maintain the branch code. Solicit community improvements to the model based on working-group priorities.
- **Benefit to the Community:** A more formal, community-backed avenue for modelers to suggest improvements to CLM, and entry into the formal CLM code management. Direct access and maintenance of a code branch specifically to address hydrologic processes.

ITEM 2.3 TRAINING

BACKGROUND

- This item includes Instrumentation Hands-on Workshops, Technical Exchange Workshops with USGS, Graduate Student Short Courses, and Pathfinder Fellowships
- Implementation Plan (<http://www.cuahsi.org/pageFiles/ImplementationPlan2013-2017.pdf>) calls for an increase in training
- Adding a bachelor's level Training Coordinator to staff to assist Communications Manager in organizing these meetings
- CUAHSI is sponsoring first Graduate Student Short Course at Biosphere 2, Tucson, Jan. 20-24. Instructors: Jeff McDonnell, Peter Troch, Christina Tague, Rick Hooper. Course sold out. CUAHSI providing \$10K of travel grants; otherwise self supporting.

WORKSHOPS IN DEVELOPMENT FOR 2014

- Laser Spec Virtual Workshop (Technical Exchange Workshop with USGS) late January to the end of February, includes initial attempt at “virtual poster session.”
- Sensor Boot camp; joint CZO/CUAHSI (Roger Bales)
- CTEMPS (and other) training at CZO REU including Biennial Posters
- WyCEHG geophysics training
- Data management virtual workshop

EDUCATION AND OUTREACH STANDING COMMITTEE

- Benjamin Ruddell (Chair), Arizona State University
 - Brian Waldron (Board Liaison) Stanford University
 - Tony Berthelote, Salish Kootenai Tribal College *
 - Diana Dalbotten, University of Minnesota/NCED *
 - Beverly Wemple, University of Vermont
- *Dalbotten and Berthelote will become ineligible for SC after April 1 due to subaward from WDC grant.

POLICY ISSUES

- Appointment of David Freyberg (Stanford), to E&O Standing Committee
- Soliciting additional training workshops? Invite selected instructors for workshops?
- Evaluation process/criteria for proposals
- Assessing demand
- Quality Assurance
- Example: Alan Christian (UMass Boston) offered the following: “short course(s) on water quality biomonitoring of Benthic Macroinvertebrate (including identification) and semi-quantitative geomorphic habitat characterization and assessment based on USEPA protocols and other protocols”

ITEM 2.4 COMMUNITY ENGAGEMENT

BACKGROUND

- This item includes Biennial Meeting, Instrumentation Summit, Regional Meetings, other CUAHSI-sponsored meetings, Cyberseminars, Corporate Communications (Website, Newsletter, etc.), and Exhibitions at meetings

REPORT FROM FALL AGU 2013

- Early Career Luncheon a success
- Some complaints about lack for CUAHSI Town Hall—do it next year somehow?

PLANNED MEETINGS FOR 2014

- UCOWR/CUAHSI/NIWR Joint Meeting, Medford, MA, June 18-20
- Hydroinformatics 2014 (WDC), New York, NY, August 17-21
- iEMSs, San Diego, CA, June 16-18
- CUAHSI Biennial Meeting, Shepherdstown, WV, July 28-31
- Regional Meetings (Intermountain West and mid-South, 2014; mid-Atlantic and mid-West, 2015)
- Cyberseminars, Cryosphere theme, organized by Jessica Lundquist, hosted by Todd Rasmussen. February-March

PLANNED MEETING FOR 2015

- Instrumentation Summit

INSTRUMENTATION STANDING COMMITTEE ROSTER

- Klaus Neumann (Chair), Ball State
- Robyn Hannigan, Board Liaison
- Erich Hester, Virginia Tech

INSTRUMENTATION STANDING COMMITTEE CHARGE

Instrumentation services have been identified as one of the fundamental areas for CUAHSI to pursue since its inception. As part of its strategic planning process, CUAHSI developed an approach to deliver instrumentation development, access and training services to the water science community. The strategic plan was adopted by the CUAHSI Board of Directors in December 2010. The role of the standing committee is to evaluate progress toward the objectives outlined in the adopted strategic plan, and to review strategies and activities for implementation of the plan. The committee's foremost responsibility is to ensure that the activities serve the needs of the university research community.

The Standing Committee for Informatics shall

- a) review existing CUAHSI and CUAHSI-affiliated projects to determine if they are fulfilling CUAHSI's mission and the specific objectives and actions as outlined in CUAHSI's strategic plan
- b) evaluate prospective new activities in the area of Instrumentation and how these activities would align with CUAHSI's strategic plan,
- c) prioritize as requested CUAHSI's Instrumentation activities for the upcoming fiscal year.

POLICY ISSUES

- Re-populating Instrumentation Standing Committee
- Revising Charge to Instrumentation Standing Committee
 - a. Program Committee for Instrumentation Summit
 - b. Review of Hands-on Workshops (or purview of E&O Committee as training?)
- How to assess effectiveness of Node Model (part of Standing Committee charge?)
- Formalizing selection of cyberseminar organizer, host, theme
 - a. Appoint junior faculty member to develop seminar series
 - b. Retain Board host (or have organizer host?)

ITEM 3. NEW EDUCATION INITIATIVES

HIGHLIGHTS

- **Last July, the Board endorsed the writing of a new CUAHSI Education Plan.**
 - CUAHSI staff and Board liaisons (Waldron and Freyberg (now retired)) met with the Committee via conference call and with Committee Chair Ben Ruddell at AGU since then.
 - **These conversations revealed a need to clarify the sense of the Board as to what the scope and mission of a CUAHSI Education and Outreach program is.**

BACKGROUND

- **The 2007 Education Plan was written with the expectation that CUAHSI would establish a growing E&O program.**
 - **“A key component of the CUAHSI mission is to foster advancements in the hydrologic sciences, in the broadest sense of that term, by enhancing the visibility, appreciation, understanding, and utility of hydrologic science through programs of education, outreach, and technology transfer.** As CUAHSI has evolved and matured as a research consortium, the need for a coordinated education and outreach effort has crystallized. The proposed program can be integral to ensuring the CUASHI [sic] accomplishments are recognized, acknowledged, sustained, transferred and celebrated widely. The proposed program is broad, covering outreach efforts to increase scientist communication, to improve teaching of hydrology and to improve the public appreciation of hydrology”
 - Program recommendations were “informed by earlier CUASHI [sic] education and outreach efforts and by the education and outreach work of *other earth science facilities and research centers* [emphasis added]”
 - **Committee recommended the hiring of a PhD level E&O Director**
- **The strategic plan lists several objectives that would require significant investment and staff time to develop,** and is in line with the ambitions outlined in the White Paper:
 1. Host and organize learning materials for all education levels, including courses, topical modules, laboratory exercises, and videos, that incorporate new research and encourage broad interest in environmental science
 2. Support member university workshops for local water science teacher training
 3. Survey, document, and articulate national needs for education on water science and sustainability
 4. Participate in international capacity-building activities in water science
 5. Build an online directory for access to local water experts
 6. Provide training for water scientists to communicate more effectively with the public and with policy makers
 7. Raise public awareness of water issues by communicating objective, scientific findings to non-academic audiences, including Congress, government agencies, citizen’s groups.
- **The renewal proposal as submitted also assumes establishing an E&O staff (training coordinator in Year 1, full time E&O Director year 4) and developing E&O programs around, at the least, the WDC.**
- Discussions with the Committee and Chair have at times led to questions regarding this scope and ambition of a CUAHSI Education and Outreach program. **An alternate view to the 2007 E&O Committee’s viewpoint and recommendations toward establishing a CUAHSI E&O program is that CUAHSI should rather focus on supporting the portion of the community that are involved in E&O development, and not pursue development of our own E&O program.** As an example, Ben Ruddell (ASU and current Chair of E&O Committee) and Venkatash Merwade (Purdue) are developed a means to share data-oriented problem sets as the WaterHUB project. CUAHSI could assume operation of such projects once they are developed, rather than leading development with CUAHSI staff.

POLICY ISSUES

BOARD DECISION REQUIRED

Does the Board concur that CUAHSI should continue with strategies that advance the vision of the 2007 Education Plan, one which assumes developing core staff expertise in E&O and staff time and resources to pilot and develop E&O programs for the community?

- If so, the Board should consider revising the Charge for the E&O Standing Committee that clearly lays out the process by which pilot activities will be selected, developed, reported on, and evaluated by the Standing Committee.
- If so, the Board should define a process for developing a new E&O plan that meets the Board objective's regarding CUAHSI's E&O program development.

The alternate would be for the Board to reconsider whether the proposed staffing evolution is necessary if the appropriate role for CUAHSI in regards to E&O is more as a clearinghouse or facilitator to increase the visibility and reach of our members' E&O program.

- If so, the Board should consider revising the Charge for the E&O Standing Committee to revise the Education Plan to one that represents the revised vision of an appropriate role for CUAHSI and the revised ambition for the future of CUAHSI E&O.

ITEM 4. BIENNIAL MEETING PLANNING

HIGHLIGHTS

- Meeting will be week of July 29 – Aug 2nd at National Conversation Training Center, Shepherdstown, WV
- "Save the Date" has been announced in CUAHSI newsletters, website, handout at Fall meetings
- More information, advertisements, etc. will need to get out in the next couple of weeks.
- Program Chair Brian McGlynn has been refining theme, recruiting session chairs, and identifying and contacting plenary speakers
 - McGlynn will present an update on the program status at the meeting
- CUAHSI staff have been gathering information on potential workshop topics
 - WDC will offer training workshops
 - Venkatesh Merwade has asked for assistance in a teacher training workshop
 - CTEMPS is considering offering a workshop
 - Arrigo is researching possibility of having COMPASS run a science communication workshop
 - Grad Student workshop also a possibility (Ward and Zernetske have organized at past 2 meetings)
- New location offers opportunity to think about revising the program to include special events/ take advantage of facility

- Rick Hooper has discussed potential short field trips with WVU faculty
- There is a 250 seat auditorium that could be used for film event
- Jennifer Arrigo has discussed with Tim White having a special poster session/section for CZO REU students
- Location/ facility also means we will have to reconsider some events/structure done in the past
 - Poster session area is separate from classroom facilities
 - Refreshments may or may not be available
 - Need to consider how to best handle posters
 - No separate “banquet” area but could consider an outdoor event

BOARD INPUT REQUESTED

- **Volunteers to serve with McGlynn as a program committee.**

ITEM 5. STRATEGIC PLANNING STATUS

BACKGROUND

- CUAHSI Strategic Plan adopted in December, 2010 as a five-year plan. We need to prepare for another round of strategic planning.
- We envision that a Science Plan advance the scientific rationale for the need of *community science*. Hence, the Science Plan does *not* lay out the future of water science (that is the purview of the National Academy) but rather states the scientific need for community-level infrastructure investment. What community investments are necessary for the advancement of water science? Conversely, what cannot be achieved by solely investing in PI-level grants?
 - The current CUAHSI Science Plan was completed in 2007, after a lengthy delay. The experience using a writing committee with a paid chair to complete the writing was painful and somewhat divisive because it was viewed as a Community Science Plan rather than a Plan for Community Science. We don’t want to repeat that experience.
 - Senior leadership at NSF changes frequently. We need an effective document to justify the investment in CUAHSI as well as to make the case for additional infrastructure support.
- The Science Plan is the first step in the strategic planning process, to be followed by a formal Strategic Plan and an Implementation Plan.
- A draft of the Science Plan was to be completed by December 2013, but that did not happen.

PROPOSED THEME

- CUAHSI enables ***scientists to communicate across disciplines and across scale***.
 - Process understanding is often developed at small scale where sufficient data exists to challenge existing paradigms
 - Streamflow generation mechanisms and stable isotopes
 - Threshold responses and landscape connectivity
 - Vegetation adaptation/co-evolution with climate and active role in water distribution
 - Implications of these new insights are important at large scale (where water is managed and the Earth system is modeled), yet it is difficult to explore.
- CUAHSI programs enables this communication
 - Data services to assemble data across scale

- Modeling tools to allow scientists to more easily assess alternate process representations
- Short courses to gain perspectives from other disciplines' world view
- New instrumentation to observe the Earth
- Dissemination of information to broad audience

POLICY ISSUES

- Continue to elaborate this theme?
- Subcommittee to work with Rick?
- Timing to advance this effort?

ITEM 6. ADMINISTRATIVE ISSUES

ITEM 6.1. RETENTION OF ABRAMS LITTLE-GILL LOBERFELD PC AS BOSTON-AREA CPA

BACKGROUND

- In Washington, CUAHSI retained Paul Thrasher as CPA to develop admin systems and to provide reviews.
- With move to Boston, we need a new CPA for review and advice.
- Role of CPA is to provide quarterly "book reviews" to assess compliance with applicable accounting standards and to provide advice on procedures to maintain appropriate financial controls. Independent check on Controller and will help assure compliance with external annual audit.
- Tested this firm through the two quarters of 2013 when they were learning our systems and providing a 'shadow audit' of bookkeeping procedures. Cost for these two quarters was \$7,500.
- Anticipate quarterly cost at less than \$3,000 moving forward. Cost is slightly less than previous CPA.

ITEM 6.2 RETENTION OF CONSULTANT FOR INDIRECT COST RATE NEGOTIATION

BACKGROUND

- CUAHSI's indirect rate expired on December 31, 2013. A new rate will be set by NSF Cost Analysis and Audit Resolution Branch
- Previous renewals have occurred very late, more than 18 months after the rate expired and rates were changed retroactively, resulting in charges against corporate funds.
- Rates are set high to protect us, but make marketing to non-federal entities nearly impossible. Our approved ICR is 67.31%; our actual rate is about 45%. My target is to get as close to 30% as possible.
- At the initial rate setting, labor associated with "community outreach" activities (e.g., newsletter, meeting exhibitions) were deemed to be indirect costs, while non-labor costs were considered direct.
- Our goal is that all community outreach is determined to be direct charges.
- Language used to describe activities is crucial; certain words trigger classification as an indirect charge.
- We need to have an expert negotiate with NSF to get a favorable classification of costs and a timely determination of rates. We have worked with Paul Calabrese from Rubino and Company (our auditors) in the past and have been satisfied with his work. Approximate rate is \$200/hr. Estimated total cost is expected not to exceed \$5000.

ITEM 6.3 POLICY ON PROMOTIONS

BACKGROUND

- CUAHSI has not yet made an internal promotion from one position to another.
- Current policy states that salary increases and bonuses up to 5% of annual salary can be done at the discretion of the Executive Director; any larger amount must be approved by the Board.
- Two employees will need to be promoted shortly
 - Jennifer Arrigo will move from Program Manager to Deputy Director as part of reorganization of Senior Management (previously approved by Board)
 - Alva Couch would like to promote Marie Martin from Junior Software Engineer to Software Engineer on April 1.
- Options
 - Promotions are the decision of the Executive Director (but this could result in effective salary increases that are larger than 5% cap).
 - Promotions must be approved by the Board.
- If the Board wishes to retain authority over promotions, procedures for both authorizing the creation of the position and approving a person to serve in that position must be developed.
- Note that the Board has already implicitly endorsed the position of Deputy Director by accepting the renewal proposal, which calls for that position.

BACKGROUND

- Annual dues were instituted in 2011 to stabilize membership funds.
- Dues are assessed on all full members at a rate of \$200/yr, payable up to 5 years in advance.
- Non-profit affiliates do not pay annual dues.
- Prior to assessing dues, there were 112 full members of CUAHSI.
- Unpaid dues in 2011 (i.e., never paid annual dues)
 12. Florida International University
 13. Massachusetts Institute of Technology
 14. Montana State University*
 15. Oklahoma State University*
 16. University of California - Los Angeles*
 17. University of California – Riverside*
 18. University of Colorado - Colorado Springs*
 19. University of Kansas
 20. University of Mississippi
 21. University of Rhode Island*
 22. University of Texas - El Paso

*Confirmed non-interest/inability to pay dues
- Unpaid dues in 2012 (paid in 2011, but did not pay 2012)
 1. Arkansas State University
 2. Florida State University
 3. University of Idaho
- Unpaid dues in 2013
 1. University of Alaska Fairbanks – No response
 2. Clarkson University - Resigned
 3. Northeastern University – No response
 4. Texas State University – San Marcos – No response
 5. University of Arkansas – No response

6. University of California – Berkeley – No response
7. University of Montana – They are working on payment
8. University of Colorado – They are working on payment
9. University of New Mexico – No response
10. University of Oklahoma – They are working on payment
11. University of South Carolina – They are sending in a check. The credit card payment would not work.
12. University of Texas – Arlington
13. West Virginia University—Working on payment

Four new members since 2011

14. Syracuse University
15. CUNY
16. Michigan Tech
17. Kent State

POLICY ISSUES

- Can we improve dues collection procedures?
- Divide up list to get members back in the fold?

ITEM 7.2 WAIVER OF MEMBERSHIP FEES FOR INTERNATIONAL AFFILIATES MEMBERS FROM TIER 1, TIER 2, AND TIER 3 COUNTRIES

BACKGROUND

- Allan Fryar (University of Kentucky) and Adam Milewski (University of Georgia) have State Department BOOST grants to work with grad students in Egypt, Morocco, Indonesia and Turkey. They would like to encourage the universities they are working with to join CUAHSI, but these universities cannot afford the \$500 initiation fee. They are requesting that CUAHSI waive the fees.
- AGU waives fees for Tier 1 (low income) and reduces fees for Tier 2 (lower-middle income) countries.
- Egypt, Morocco, and Indonesia are Tier 2 countries; Turkey is Tier 3 (upper-middle income).
- In further discussions with Allan and Adam, they agreed that requiring an existing CUAHSI member to sponsor the new international affiliate would help to encourage an active membership in CUAHSI and agree that simply eliminating the fee for all universities is not a good idea as it could lead to frivolous membership.
- The revenues are not significant income to the Consortium.

ATTACHMENT 2. AGENDA

Thursday, January 9

- 7:30 am Breakfast
- 8:00 am Call to Order/Introductions (Scott Tyler)
Welcome and Meeting Procedures (Rick Hooper)
- 8:15 am Item 1: Budget Overview
- 9:00 am Item 2: Plans for 2014
 - Item 2.1 Water Data Center
- 10:00 am Break
- 10:30 am Item 2.2 Hydro-Community Land Model (CLM)
- 11:15 am Item 2.3 Training
- 11:45 am Item 2.4 Community Engagement
- 12:15 pm Lunch (HydroDesktop hands-on/discussion)
- 1:00 pm Item 3. New Education Initiatives
- 1:30 pm Item 4. Biennial Planning
- 2:00 pm Item 5. Strategic Planning Status
- 2:30 pm Break
- 3:00 pm Item 6. Administrative Issues
- 3:45 pm Item 7. Governance [Rick]
- 4:15 pm Item 8. Nominations for Chair Elect, ExCom
- 5:00 pm Item 9. Prepping for Visit by NSF
- 6:00 pm Adjourn
- 6:30 pm Meet in lobby for dinner at restaurant TBD.

Friday, January 10

7:30 am	Breakfast
8:00 am	Call to order
8:05 am	Approval of Minutes from last meeting
8:15 am	Election of Chair, Executive Committee, and Officers
9:00 am	Framing discussion with NSF
10:00 am	Break/NSF Joins
10:15 am	Discussion with NSF
12:00 n	Lunch
1:00 pm	Results of NSF Discussion
2:00 pm	Scheduling monthly meetings
2:30 pm	Report on tasks/action items
3:00 pm	Adjourn

ATTACHMENT 3.

PROCEDURE FOR EVALUATING THE PERFORMANCE OF THE EXECUTIVE DIRECTOR OF CUAHSI

The performance of the Executive Director of CUAHSI (ExDir) will be evaluated on an annual basis by a committee chaired by the Past Chair of the Board of Directors (BoD). The evaluation period is from January through December of the year when the Past Chair served as the Chair. The objective will be to provide a fair and timely assessment of the performance of the ExDir and to establish goals for the next year of service.

Review Committee. The Review Committee will include the Past Chair of the BoD and at least two other members, one selected from the BoD and another from the community and not a current BoD member. The BoD member will be identified during the summer BoD meeting. The third, non-BoD, member of the Review Committee will be identified by October 1.

Overview. The review cycle will begin with the preparation, by the ExDir, of an evaluation of her/his success in meeting goals from the previous year, as well as a description of proposed goals for the next year. This document, assessing previous goals and setting forth new goals, will be submitted by the ExDir to the current BoD Chair prior to November 1. The goals should include suitable metrics where appropriate.

The performance review will commence on January 1 and a draft review will be completed prior to the summer BoD meeting. The draft review will be discussed with ExDir, and the ExDir will be given an opportunity to respond to the performance evaluation. The performance review will be presented to the BoD at the summer BoD meeting and finalized by August 1.

Salary recommendations for ExDir will not be addressed in the review report.

Basis for the Review. The review will be based on input from several sources with knowledge of various aspects of ExDir's actions and performance. Sources include, but not are limited to:

- CUAHSI Staff
- Board of Directors
- CUAHSI member representatives
- Water science research community
- National Science Foundation
- Review Committee

Staff employed by CUAHSI at the time of the review should be interviewed by phone or in person. Input from approximately two people from the other categories should be obtained (a minimum of six people outside of the staff), although the specifics are left to the discretion of the committee. Verbal or written input is acceptable, although opportunities for aggregate notes taken from input provided verbally should be made readily available to everyone on the Review Committee to ensure responses are adequately reflected in the review.

Review contents. The review document should contain the following:

- 1.) a description of the review procedure (individuals not identified);
- 2.) an assessment of performance based on job description;
- 3.) an assessment of the degree to which the year's specific goals have been achieved;
- 4.) an overview of comments (comments from interviews and written responses unattributable to source, provided in aggregate summary format);
- 5.) recommendation of goals for the subsequent year;

