



CUAHSI Board Meeting Minutes

November 2, 2016

Roll Call

- 11 members are present, 10 needed for quorum
- “X” indicates Director is present

Term expires 12/31/2016

Michael Gooseff, Colorado State University X
David Hyndman, Michigan State University (Chair) X
Holly Michael, University of Delaware
Todd Rasmussen, University of Georgia X
Al Valocchi, University of Illinois Urbana-Champaign (past-Chair) X

Term expires 12/31/2017

Erkan Istanbuluoglu, University of Washington X
D. Scott Mackay, SUNY University at Buffalo X
Kamini Singha, Colorado School of Mines X
Scott Tyler, University of Nevada, Reno

Term expires 12/31/2018

Matt Cohen, University of Florida
David Genereux, North Carolina State University (Chair-elect) X
Gordon Grant, Oregon State University X
Erich Hester, Virginia Tech X
Steve Loheide, University of Wisconsin-Madison X
Jeanne VanBriesen, Carnegie Mellon University X

Officers & Staff Present: Adam Ward (Secretary), Rick Hooper (CUAHSI)

Minutes prepared by Adam Ward

Wednesday, November 2, 2016

12:05 EST Call to Order

1. Status of October 2016 Minutes
 - a. Ward reported that October 2016 minutes were circulated for action without meeting by the Board of Directors. Two votes are still pending.
2. Approval of membership application from University of Wisconsin, Milwaukee.
 - a. Hooper presented a letter from the Dean of the School of Freshwater Sciences at the University of Wisconsin - Milwaukee. He reported a complete application has been received.
 - b. Motion to approve application for membership from University of Wisconsin, Milwaukee.**
 - i. Motion: Loheide**
 - ii. Second: Valocchi**
 - iii. Discussion: (none)**
 - iv. Vote: Approved (unanimous)**
3. Promotion of Elizabeth Tran to Community Relations Specialist
 - a. Background: Liz's salary currently is below the cap, effective in December, 2016, required to be considered a salaried employee. Hence, she will have to be paid overtime pay when she works more than a standard work week. Tran regularly works CUAHSI events and has travel related to CUAHSI training classes. Her current salary is [REDACTED]; she is due for a raise in January, 2017 to approximately [REDACTED]. The cap for hourly employees is between [REDACTED] and [REDACTED]. If her salary is below the threshold for salaried employees, an administrative structure will have to be implemented in place to deal with tracking her hours. Hooper recommended that Tran's salary be raised to [REDACTED].
 - b. Gooseff voiced support of this plan, noting exceptional performance by Tran at CUAHSI workshops.
 - c. Valocchi asked if future employees were anticipated that would require tracking hours. Hooper noted this system exists, but is not currently required for Tran.
 - d. Genereux asked whether, in absence of this raise, Tran would be the only salaried employee in the area of tracking hours, Hooper indicated that she would
 - e. Hooper also noted that he has discussed this with Tran and her preference would be to remain salaried at a level that is not required to track hours.
 - f. Motion to approve a salary increase to [REDACTED] for Tran effective 1-December-2016.**
 - i. Motion: Genereux**
 - ii. Second: Mackay**
 - iii. Discussion: (none)**
 - iv. Vote: Approved (unanimous)**
 - g. Hooper presented a proposed position description for Tran, which follows below. He presented the proposed position description below for discussion:
 - i. Title: Community Relations Specialist

- ii. The Community Relations Specialist assists in the execution of the organization's strategy to engage CUAHSI's constituency, which includes the CUAHSI member organizations, broader science community, and general public. Reporting to the Community Services Manager, the Community Relations Specialist helps further CUAHSI's education and outreach services. Job responsibilities include:
 1. Creating content on the CUAHSI website, monthly newsletter, and social media
 2. Developing advertising strategies using media to secure coverage and promotion of CUAHSI
 3. Work to increase national awareness of CUAHSI through the press, websites, and other forms of media
 4. Initiate, execute and participate in logistical planning of CUAHSI trainings and events
 5. Build awareness of CUAHSI and the surrounding communities by attending professional meetings
 6. Create and distribute press releases and information on community news and public events
 7. Design and curate marketing materials
 8. Coordinating with other staff in developing and maintaining membership services such as membership records, meetings, annual reports.
4. Interim Strategic Plan
- a. Hooper led a discussion of the CUAHSI Interim Strategic Plan, designed to cover the transition to leadership of the incoming Executive Director. This was submitted as part of the NSF management review and included in the annual report. The document has been shared with all BoD members.
 - b. Hooper requested the Board of Directors to review, edit, and comment on the document in the coming weeks, either via the shared drive or email.
 - c. Board is to review, amend and endorse Interim Strategic Plan contained in Google Drive folder and distributed last week. Hooper will present this as an editable Google Document for editing by the group.
 - d. Hooper would like the Board of Directors to complete the review within two weeks and be prepared to finalize the document at the next Executive Committee meeting.
5. NSF Cooperative Agreement - Year 4 Budget
- a. Hooper presented a budget via the BoD's Google Drive. He reported a significant carry forward funds (\$1.2M) due to adjustments in overhead, fringe rate, and delays in hiring. Historically CUAHSI's approved overhead rate was higher than the actual rate, which has resulted in regular carryforwards. Additionally, this overage reflects an accumulating carryforward due to delays in hiring and lower than anticipated costs for the Water Data Center. Finally, the carry-forward also includes a delay in hiring the new executive director and an associate director.

- b. Tom Torgersen has requested a budget at approximately the same level as last year, with a goal of flat funding for CUAHSI. The carry-forward can be spent in support of grant activities, but should be spent. Hooper developed a budget that would meet this goal. Major elements of budget would include:
 - i. Full-time Django engineer, hire date of 12/1/2016
 - ii. Full-time IT Specialist, hire date of 2/1/2017
 - iii. Associate Director, hire date of 5/1/2017
 - iv. Tufts subcontract for Hooper for 6 months of time to manage ODM2 Admin, HIS/Hydroshare integration, and NWM support—basically to assist Martin with development of use cases and functional specification upfront. Hooper would focus on improving the use cases and usability of the WDC. This would also allow Hooper to likely stay on in a supporting role for a longer period, as-needed by Bales.
 - v. Temporary consultants for developing transducers (\$120K) and for NWM data provisioning (\$200K)
 - c. Grant asked if these decisions were best for CUAHSI in the long term, and the degree to which these activities “lock in” the direction at a time when Bales will be shaping the future direction of the organization.
6. Misc. Business
- a. Genereux and Hyndman requested that travel dates and meeting details for the January 2017 Board of Directors meeting be circulated to the group.
 - b. The annual meeting notices have been mailed via first-class mail to CUAHSI members.
 - c. Hooper will share a list of unpaid members with the BoD and request help in contacting representatives at each institution.
 - d. Istanbuluoglu requested assistance with Pathfinder Fellowship review.
7. **Motion to adjourn**
- a. **Motion: Hyndman**
 - b. **Second: Gooseff**
 - c. **Discussion: (none)**
 - d. **Vote: Approved (unanimous)**

12:55 EST Adjourn