



CUAHSI Board Meeting Minutes

March 1, 2017

Roll Call

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

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

Term expires 12/31/2019

Elizabeth Boyer, Penn State University X
Michael Gooseff, Colorado State University
David Hyndman, Michigan State University (past-Chair) X
Holly Michael, University of Delaware
Al Valocchi, University of Illinois Urbana-Champaign X

Officers & Staff Present: Adam Ward (Secretary), Jerad Bales (CUAHSI)

Minutes prepared by Ward

14:00 EST Call to Order

1. Roll call (Ward)
2. Review of agenda (Genereux)
3. Minutes from January 2017 BOD Meeting (Ward)
 - a. Genereux requested that BOD members review January 2017 minutes and vote on the action without meeting requested by Ward.
4. Conflict of Interest Form (Bales)
 - a. Bales reported that COI Forms were distributed in advance of the meeting via the shared Google drive. He requested BOD members to complete the form and send signed copies to him.
5. Summary of NSF Management Review Outcomes (Bales)
 - a. Bales reported that he, Genereux, Valocchi, Hyndman, and Seul attended the management review with the NSF. Bales reported a generally positive meeting and good feedback from the NSF representatives and the review committee. Bales reported that a key outcome was that CUAHSI needs to be better at advertising its services and benefits to the community. Additionally, the review committee was not clear on how some of CUAHSI's programming fits together and integrates with the Water Data Center effort.
 - b. Bales expects the committee to deliver their report to the NSF in the coming weeks. CUAHSI will receive a copy of this report and will respond.
 - c. Hyndman and Genereux agreed with Bales' summary. Genereux noted that broadening the CUAHSI constituency and user-base is an important area of growth.
 - d. Grant asked if the overall direction of CUAHSI's activity was endorsed. Bales responded that CUAHSI's WDC was a tremendous resource for the community, and that the committee views CUAHSI as progressing in a good direction. His impression was that the WDC was central to CUAHSI's operation, with other programming - such as educational efforts and community modeling - might be lower priority. Hyndman concurred, reporting that it is important to show the community-building and coordination efforts as key to driving CUAHSI's user-base and use of the WDC.
 - e. Bales and Valocchi reported a need to articulate value and impact to the CUAHSI community.
 - f. The group discussed the participation of NSF representative Tom Torgersen, who participated remotely, and Russ Kelz who did not attend.
6. Status of Summer Institute (Bales)
 - a. Bales reported that the funding for the CUAHSI summer institute was broadly supported at NOAA. Bales was encouraged to submit the request for full funding for the 2017 program.
 - b. Instructors are slated to be Jim Meyers, David Maidment, and Fred Ogden. Themes will be focused on hyperresolution modeling, flood inundation mapping, and communication of flood risk.
7. Supplemental request to NSF to support INFEWS Travel
 - a. Bales submitted a request to the NSF for funds to support PI travel to the INFEWS PI meeting for 2017.
8. Standing Committee Reports
 - a. Education and Outreach

- i. Bales reported one opportunity related to a “Dear Colleagues” letter that was focused on bringing data sets into a uniform system. The potential was for CUAHSI to fill a role of working on community data. The committee did not feel CUAHSI should submit based on conflict between CUAHSI and individual PIs.
 - ii. Bales reported the committee discussed hosting an REU Site program. He noted that IRIS has been regularly participating in this type of effort.
 - b. Hydroinformatics
 - i. Bales reported that the committee will produce a briefing paper on HydroShare by the end of March 2017.
 - c. Instrumentation
 - i. Bales reported the committee is actively meeting and learning from community members. The standing committee is exploring opportunities.
 - d. Audit
 - i. Bales reported that an audit committee is required to report to the BOD and membership on the results on the last audit. He presented a draft resolution to the Board.
 - ii. Genereux clarified that a 2016 audit is not yet in-hand. Bales reported that an audit for 2016 has not yet been received.
 - iii. Van Briesen clarified that the team that does CUAHSI’s bookkeeping and taxes also complete CUAHSI’s audit. Bales met with CUAHSI’s CPA to discuss advice on audits. The CPA suggested that there was no conflict to provide advice to CUAHSI and also complete their audits. Van Briesen suggested that CUAHSI might regularly have a different firm conduct an external audit on some cycle - such as every 5th year.
 - iv. The group discussed including a past treasurer on the Audit Committee. Valocchi noted that Alex Mayer had previously been involved with an audit committee.
 - v. **Resolution: The CUAHSI Board of Directors appoints Alex Mayer (Michigan Tech) as chair of the Audit Committee and Jessie Schmidt (Mississippi State) and James Riley (Eastern Illinois University) as members of the Audit Committee.**
 - 1. **Motion: Hyndman**
 - 2. **Second: Singha**
 - 3. **Discussion: (none)**
 - 4. **Vote: Approved (unanimous)**
- 9. Involvement of Norm Chatelier with CUAHSI Board of Directors (Bales)
 - a. Bales and discussed Chatelier’s involvement with CUAHSI since the last BOD meeting. Bales noted that IBM has approved him to spend 100-200 hours to volunteer with CUAHSI. Genereux endorsed that Chatelier would be a useful advisor to the Board.
 - b. Van Briesen discussed the difference between an advisor to the Board vs. and advisor to the Executive Director.
 - c. Hyndman suggested Norm’s experience could help the Board and Executive Director as CUAHSI continues.
 - d. Bales voiced a desire to engage Chatelier in this activities.
 - e. Valocchi reported that a past management review had suggested engagement of a business advisor, noting his support for this appointment.

- f. **Resolution: The CUAHSI Board of Directors appoints Normand Chatelier as Advisor to the Executive Director for 2017 and renewable by mutual agreement. He is directed to work directly with the Executive Director in helping formulate enhancements to CUAHSI's business model and development of aspects of CUAHSI's strategic plan.**
 - i. **Motion: Hyndman**
 - ii. **Second: MacKay**
 - iii. **Discussion: (none)**
 - iv. **Vote: Approved (unanimous)**
10. Executive Director's Travel (Genereux)
- a. Bales outlined his CUAHSI travel for the period Jan-Jun 2017, summarized in a table provided to the BOD in advance of this meeting.
 - b. **Motion to approve Bales' travel as outlined in the attached spreadsheet.**
 - i. **Motion: Singha**
 - ii. **Second: Erkan**
 - iii. **Vote: Approved (unanimous)**
 - c. Genereux reported that past practice has been to approve travel one trip at a time. To improve efficiency, Bales proposed travel to be approved using the following procedure. Hyndman noted that the ExCom was supportive of this.
 - i. At least twice per year, the Executive Director sends a spreadsheet with his/her travel plans for the coming 4-6 months to the ExComm/board, at least a week in advance of the last ExComm/board meeting before the start of the time period of the plan.
 - ii. The ExComm/board reviews the travel plan for approval of all or part of the plan at its next meeting; the ExComm/board may request additional information prior to action.
 - iii. If there are significant changes after the travel plan is approved (such as addition or deletion of trips or significant increases in CUAHSI costs), the Executive Director updates the travel plan and sends it to the ExComm/board to review for approval.
 - iv. The Executive Director will periodically report to the board concerning information gathered on his/her trips that is relevant to CUAHSI's programs and planning.
 - d. Grant requested that each trip include a report back to the Board on the goals and accomplishments associated with each trip. Van Briesen agreed, noting that "front-end" briefing on what would be happening and "back-end" report would be helpful. She endorsed having the whole Board be involved to help generate objectives for the trips and to understand their relevance.
 - e. Group consensus was that the full BoD should approve travel as outlined by Bales using the mechanism proposed above.
11. July BOD Location, Dates (Bales)
- a. Bales reported that July 18-19 is the tentative ideal period for the group. He reported that costs are high in Boston, and asked if another destination would be more logical.
 - b. Consensus was for the staff to generate options that allow the group to spend some time at the CUAHSI
12. **Motion to adjourn.**
- a. **Motion: Hyndman**

- b. **Second: Singha**
- c. **Discussion: (none)**
- d. **Vote: Approved (unanimous)**

15:10 EST Adjourn