



CUAHSI Board Meeting Minutes

April 5, 2017

Roll Call

- 10 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
Scott Tyler, University of Nevada, Reno

Term expires 12/31/2018

Matt Cohen, University of Florida
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
Michael Gooseff, University of Colorado X
David Hyndman, Michigan State University (past-Chair) X
Holly Michael, University of Delaware X
Al Valocchi, University of Illinois Urbana-Champaign X

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

Minutes prepared by Ward

14:05 EST Call to Order

1. Roll call (Ward)
2. Review of agenda (Genereux)
3. Approval status of January and March meeting minutes (Adam)
 - a. Ward reported that BoD minutes were approved by action without meeting. Votes are summarized below:

	Jan-2017	Feb-2017	Mar-2017
Istanbullouglu	Approve	No meeting	Approve
Mackay	Approve		Approve
Singha	Abstain		Approve
Tyler	abstain		abstain
Cohen	Approve		Approve
Genereux	Approve		approve
Hester	Approve		Approve
Grant	Approve		Approve
Loheide	Approve		Approve
VanBriesen	Approve		Approve
Boyer	Approve		Approve
Gooseff	Abstain		Abstain
Hyndman	Approve		Approve
Michael	Approve		Abstain
Valocchi	Approve		Approve

4. Conflict of Interest Form (Jerad)
 - a. Bales reminded Board of Directors members to complete their Conflict of Interest forms. Several are either outstanding or missing complete signatures. The form is in the March 2017 BoD meeting folder.
5. Executive Director's Travel (Dave Genereux)
 - a. Bales provided an updated Excel document outlining his anticipated travel. Text in red denotes changes to the previously approved travel. Bales was recently invited to participate in several meetings including the CZO and EarthCube workshops, and also shortened the duration of some previously approved travel.
 - b. Grant asked Bales if he was comfortable with this amount of travel, or if this was excessive. Bales responded that this is acceptable, and that he is asking for the travel he believes to be important.
 - c. Genereux asked how Bales would report back on this travel. Bales will prepare a short summary of each event to present to the Board at subsequent meetings.
 - d. Valocchi asked about office activity when Bales is absent. Bales responded that he remains in contact when traveling and doesn't sense a slow-down in productivity or lack of direction during travel.
 - e. **Approval of Bales' travel as presented in the attached spreadsheet.**
 - i. **Motion: Hyndman**
 - ii. **Second: Valocchi**

- iii. **Discussion: (no additional discussion)**
 - iv. **Vote:**
 - 1. **Approve: (unanimous)**
 - 2. **Oppose: (none)**
 - 3. **Abstain (none)**
- 6. Tangible member benefits (Dave Genereux)
 - a. Genereux reported that he has been working for about a year on articulation of CUAHSI member benefits. He provided a background and summary of information to the Board of Directors in preparation for the meeting. He reported that a \$50 discount for graduate students on registration to meetings is allowable to members. He also reported that this is affordable within CUAHSI's budget based on a review of past graduate student registration. The anticipated annual cost would be approximately \$4,000, spent from the membership account. Genereux also reported that the Executive Committee reviewed this proposal favorably and recommended bringing it to the Board of Directors.
 - b. **Resolution: The board approves the use of membership account funds to offer students at member universities a \$50 discount on biennial and hydroinformatics conference registration. A student receiving this discount must be enrolled at a member university at the time of the conference.**
 - i. **Motion: Hyndman**
 - ii. **Second: Mackay**
 - iii. **Discussion:**
 - 1. **Grant asked how this would be communicated to the CUAHSI membership. Genereux anticipates highlighting this on the website, in the newsletter, directly to CUAHSI representatives, and during the registration for each event.**
 - iv. **Vote:**
 - 1. **Approve: (unanimous)**
 - 2. **Oppose: (none)**
 - 3. **Abstain: (none)**
- 7. Expansion of CUAHSI listserv, NC pilot project (Dave Genereux)
 - a. Genereux discussed a focus on getting CUAHSI's services in front of a larger audience to increase visibility and engagement.
 - b. Genereux summarized a pilot project in North Carolina. Genereux worked with CUAHSI staff to identify more than 50 additional subscribers who would likely be interested in CUAHSI activity. He sent personal emails to invite them to join the list-serv (text of email message provided along with minutes). As a result, about 2/3 of the parties that he emailed ultimately joined the list-serv. Based on this success, Genereux proposed scaling this to other states.
 - c. Hyndman supported this idea. The group noted the activity would also be a direct response to feedback from the NSF that emphasized visibility.
 - d. Grant asked how this would be scaled. Genereux responded by showing tentative state assignments for BoD members that would lead to covering a number of states. Each BoD member would be assigned 1-2 states where they live and/or adjacent to assemble

lists and make contact with the parties. Additional states would be divided amongst willing BoD members to fully cover the US.

- e. Grant and Van Briesen asked about the use of these emails for other purposes, seeking to avoid sending too many messages from the group. There was discussion about the timing of contact and messages being sent - for example, would the data services need to be streamlined before an email blast? Genereux suggested that getting people to sign-up for the list-serv was a way to ensure they receive all future communications.
 - f. Van Briesen suggested assembly of the email lists in the near term, and work on the messaging before anything is actually sent. The board will revisit this issue in the coming 1-2 months, as new information regarding progress on the new CUAHSI web site becomes available.
8. Update on CUAHSI web revisions
- a. Liz Tran (CUAHSI) reported that website updates are in progress, with a particular focus on streamlining the site and removing redundant pages. She hopes to have a version for review and comment by the end of April.
 - b. Bales noted that the interface to data services is also ongoing, which will include some new capabilities and provide a new interface for the water data center.
9. NSF Management Report (Jerad)
- a. Bales reported that the NSF Management Review was received. He is coordinating the effort to respond, with a complete draft response anticipated next week. Bales asked about engagement of the Board with this report. The working deadline is that the report is due in late April.
 - b. Genereux requested that Bales allow a bit of time for the Board to provide feedback.
10. Update from Bylaws Committee (Al Valocchi)
- a. Valocchi reported that he, Van Briesen, Hooper, and Ward reviewed the bylaws and ideas for updates. Two major areas of updating are (1) responding to 2012 updates for requirements of non-profits in Washington, D.C., and (2) policy issues related to things like Board size and composition, removal of inactive members, etc.
 - b. Genereux requested a mark-up of the existing Bylaws that could be discussed at a future Board meeting. Valocchi reported that there may be discussion needed prior to a complete mark-up, as some items may not be obvious. Valocchi also indicated that he would work with Bales on how to engage CUAHSI's lawyers on this issue.
 - c. VanBriesen suggested the Board review a list of possible changes at a future meeting, prioritize them, and present them to the board. Genereux requested that these be summarized in writing prior to a future meeting.
11. Audit Committee Report (Jerad)
- a. Bales reported that the Audit committee found no issues with the past audits, providing a report to the Board (shared in google drive folder for this meeting).
 - b. The review of this report constitutes the Audit Committee reporting their findings to the Board in accordance with the Bylaws.
12. Revisit Norm Chatelier (IBM) Involvement (Jerad)
- a. Bales reported that he discussed Chatelier's involvement with CUAHSI as an advisor to the CUAHSI director. Chatelier's response was that he may be able to leverage additional resources as an advisor to the Board of Directors.

- b. Michael requested a summary from the Board’s past discussion. The group summarized that his reporting to the Executive Director was more accurate as he would likely work closely with Bales more than with the entire Board.
 - c. The group agreed that Chatelier’s involvement was valuable and that the change in to whom he was advising was not different from CUAHSI’s perspective.
 - d. **Resolution: The CUAHSI Board of Directors appoints Normand Chatelier as Advisor to the Board of Directors 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: Van Briesen**
 - ii. **Second: Loheide**
 - iii. **Discussion: (none)**
 - iv. **Vote: Approved (unanimous)**
13. July Board meeting update (Jerad, Dave)
- a. Bales reported that CUAHSI is booking hotel rooms for BoD members who complete the form that was circulated.
14. Generaux requested any other business. Hearing none, the meeting was adjourned.

15:25 EST Adjourn