



CUAHSI Board Meeting Minutes

July 18-19, 2017

Roll Call

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

Term expires 12/31/2017

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

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, 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), Audrey Sawyer (Treasurer), Martin Seul (CUAHSI), Jessica Annadale (CUAHSI), Emily Clark (CUAHSI), John Pollak (CUAHSI)

Guests: Norm Chatelier (IBM Service Corps.), Cindy Zook (Strategic Planning Facilitator), Sarah Simek (Assistant to Strategic Planning Facilitator)

Minutes prepared by Ward

18-July-2017

08:30 EST Call to Order

1. Roll call (Ward)
2. Strategic Planning (Bales)
 - a. Bales introduced the strategic planning process and facilitator.
 - b. The remainder of the meeting was facilitated by C. Zook, who will prepare a report to document the strategic planning process.

18:30 EST Adjourn

19-July-2017

08:00 EST Call to Order

3. Roll call (Ward)
4. Strategic Planning (Bales)
 - a. C. Zook presented a draft strategic plan based on the discussion from 18-July-2017 and continued facilitation of the event.
5. 2018 Biennial Planning (Valocchi)
 - a. Valocchi reported that two of three invited speakers for the biennial have been confirmed. He also noted session themes and some session organizers have been finalized.
6. 2018 Board Elections (Grant)
 - a. Grant (Chair elect) will lead the nominations committee. Genereux reported that there is typically a Board member and external member on the committee. Gooseff volunteered to be the at-large Board member. Gooseff and Grant will identify an external member for the nominating committee and begin soliciting membership.
 - b. Grant requested advice from the Board on skill-sets and areas of expertise that are under-represented on the Board, including data sciences, stochastic hydrology, and hydrometeorology. Bales underscored a desire to increase diversity of career stage, expertise, gender, institution, and other dimensions.
7. List-serv expansion (Genereux)
 - a. Genereux led a brief discussion to confirm progress to-date on this effort. Overall BoD members are making progress on the task. Overall BoD members have identified hundreds of potential people with interest in CUAHSI to add to lists. Each BoD member will proceed with finalizing their lists.
 - b. Genereux suggested that any action could be timed to coincide with a website update or major WDC advance. The group decided to initiate sending emails on 31-Jul-2017 and complete this task in the first two weeks of Aug-2017.

- c. Bales will have CUAHSI staff provide the link for sign-up to the BoD for sending emails.
- 8. Executive Director Travel (Bales)
 - a. Bales reported the following anticipated travel:
 - i. NWC meeting on Big Data; September 5 – 6, 2017
 - ii. CZO meeting; September 8 - 12
 - iii. GSA meeting; October 21 – 26, 2017
 - iv. AWRA meeting; November 4 – 11, 2017
 - v. AGU; December 10 – 15, 2017
 - b. **Motion to approve travel by Bales outlined above.**
 - i. **Motion: Hyndman**
 - ii. **Second: Singha**
 - iii. **Discussion:**
 - 1. **The group briefly discussed Bales’ past travel and his reporting back to the BoD, which are summarized in meeting Attachments 1 and 2. These will be reviewed in more detail following the vote.**
 - iv. **Vote: Approved (unanimous)**
 - c. Bales provided notes on recent and previous travel, included as Attachment 2 in the meeting documents. He highlighted potential partnerships with other programs including the CZO network, EarthCube, NIWR, and UCOWR. He also reported a positive and successful meeting with U.S. Senator J. Shaheen’s staff to discuss science funding and CUAHSI’s relevance.
 - d. Grant initiated a brief discussion of how to most effectively engage with politicians on issues related to scientific funding, STEM education, and research needs that are addressed by CUAHSI. Bales reported other, similar organizations have successfully engaged with the federal government to advance their missions and funding streams.
 - e. Genereux asked if Bales has focused more on interactions with members or partner organizations. Bales reported that his focus has been largely on partner organization. Bales expressed a desire to visit more CUAHSI members, but questioned the effectiveness of past strategies that hosted regional meetings. Bales said he has successfully engaged members when possible, but that he has not targeted much effort on individual member meetings. Genereux suggested the upcoming travel would include opportunities to engage with members.
- 9. State of CUAHSI (Bales)
 - a. Bales reviewed a presentation on the State of CUAHSI. (Slides and supporting information are included in meeting attachments. Discussion beyond the content in the attachments is captured below for the record).
 - b. Budget Review.
 - i. Bales anticipates hiring a temporary position to serve as an administrative assistant for planning and organizational activities. This will allow existing staff to focus on CUAHSI programming.
 - ii. Bales anticipates requesting a no-cost extension on the current NSF agreement. Specific areas of spending have been less than the amount budgeted in 2016 are detailed in Attachment 4.
 - iii. Bales reported that a budget of \$600,000 has been allocated for the 2018 Summer Institute, which has been transferred from the NWS to the NSF.

Valocchi confirmed that this is the same amount that was allocated for the 2017 effort.

- c. Staff.
 - i. Bales reported performance plans including goals and metrics are in place for CUAHSI staff. He expects this will help clarify expectations for each staff member. The employee handbook has also been updated.
 - ii. Bales reported that he is actively encouraging training of CUAHSI staff.
 - iii. Bales has been working to more actively engage staff in planning and strategic decisions. He is striving to enable staff to be proactive in setting direction for their roles and the organization.
 - iv. Grant asked about the extent to which plans are developed for engaging participants at meetings where multiple CUAHSI staff will attend. Bales responded that this is common for many meetings, such as GSA and AGU.
- d. Data Services
 - i. The group discussed advances and future plans for data services with Bales and Seul. One important goal is a single dashboard to integrate services and make it easier to access all services from a single interface, tentatively branded collectively as CUAHSI Data Services. Seul identified a need to have a clear marketing and branding strategy to increase uptake.
 - ii. Bales discussed the need for community feedback to prioritize data sets and tools as the data services continue to expand.
- e. Summer Institute
 - i. Bales reported a highly successful institute, with diverse engagement of the community. He expects to engage FEMA as a partner for 2018. He summarized themes, novel events, and outcomes of the event, particularly noting the integration of CUAHSI Data Services with the effort. Bales reported a desire to formulate a sustainable model for this event that has a steady funding stream and broader community engagement.
 - ii. Bales noted a focus on incorporation of groundwater into the National Water Model is planned for 2018 and encouraged the Board to help engage the hydrogeology community.
- f. Let's Talk About Water
 - i. Bales reviewed successes for the LTAW program, including 19 applications for 3 grants in Fall 2016. Clark is working on an animated clip to help outline the LTAW process for new applicants. Bales plans to pursue additional funding.
- g. Membership
 - i. Bales reported 107 current U.S. university members, 26 international affiliates, and 0 non-profit affiliate members.
- h. Engagement
 - i. Bales has been asked to prepare an op-ed on water data from the NGO perspective as a result of his work with the Aspen Institute.
 - ii. Grant and Bales discussed opportunities for CUAHSI to engage with the CZO community to aid in data management efforts. Seul is working to develop trust and initiate pilot projects with some CZOs. Bales is strategizing on how to

approach the NSF with possible services, likely based on success stories from the community.

- iii. Bales highlighted a partnership with Olin College focused on the user experience for HydroShare. CUAHSI Data Services will be the client for a senior design project at Olin College, including a report with findings and recommendations. This is expected to be a multi-year project that will assess existing and future versions of CUAHSI Data Services.

10. By-laws Revision (VanBriesen)

- a. VanBriesen led a discussion of potential revisions to By-laws. She and Valocchi worked as a committee to review and recommended updates to the By-laws. Discussion of specific topics is summarized in this section of the minutes. In all cases these recommendations will need to be approved by a vote of the membership.
- b. Notice of meeting
 - i. The Board concurred that notification by email rather than first class mail was a reasonable update.
- c. Dues
 - i. Past Boards have expressed a desire to waive fees for some international members. If dues waivers are desirable, they must be explicitly included in the bylaws and dues applied uniformly across a membership class. For example, a class of “emerging economy” members could be developed.
 - ii. The Board generally concurred with creation of a new class of membership for “emerging economies”.
- d. Quorum
 - i. Quorum has been difficult to achieve based on the currently stated 50% of voting members.
 - ii. The group generally agreed on including proxy votes. Current understanding is that a “Default proxy” cannot be defined for a nonprofit.
 - iii. The group discussed the option of making quorum a function of the number of member universities.
- e. Membership Structure & Board Issues
 - i. The group discussed current classes of membership (member universities, non-profit affiliates, international affiliate, and corporate affiliates). It was discussed that this limits the potential for some member representative to run for the Board. The group discussed the source of funds from U.S. taxpayers as a reason for specifically differentiating U.S. from international affiliates. Overall the group felt the current format was acceptable and has not presented problems, but noted it should be revisited if an issue arises.
 - ii. The group discussed an attendance clause for the removal of Board members based on non-engagement with the group. The Board noted this is not a current issue, but is a potential future concern. The group also discussed the relatively large Board size. The recommendation from the Board was to implement a non-participation clause that would allow for removal on the basis of a clearly-defined non-participation clause. This should include some discretion to accept absences based on prior notice, or be based on missing several meetings without advance communication.

- f. The group discussed the need to revisit bylaws on a regular basis, such as every 5 years, to ensure that bylaws are up-to-date and addressing the needs of the organizations.
 - g. The Board directed VanBriesen and Valocchi to draft revisions to the by-laws.
11. Standing Committee Reports (Genereux)
- a. Instrumentation (Hester)
 - i. Hester reported the instrumentation standing committee has had major accomplishments including (1) instrumentation discovery travel grants and (2) interviewing existing instrumentation facilities.
 - ii. Hester shared a synthesis of existing instrumentation facilities as an information item to the Board (Attachment 11). Hester reviewed recommendations to the Board on each of the three facilities interviewed. The Board discussed possible roles for CUAHSI with each of the organizations.
 - iii. The Board requested that these recommendations be revisited after the Strategic Plan and Business Plan drafts are finalized by CUAHSI staff and the final plan ultimately approved by the board.
 - b. Education and Outreach (Loheide)
 - i. Loheide reported the committee met and discussed key issues of: (1) marketing data services to educators; (2) identifying possible funding opportunities; and (3) providing feedback to Bales with respect to a potential NASA summer institute.
 - ii. Loheide reported the committee met at the 2016 AGU Fall Meeting and volunteered to take a leadership role on review and evaluation of Pathfinder Fellowship proposals.
 - c. Informatics (Mackay)
 - i. Mackay reported the committee has had limited activity since the last in-person Board meeting. Key ongoing activities include advising CUAHSI Data Services and advancing the HydroCLM project. He reported the HydroCLM effort is working on a manuscript led by Y.F. Reinfelder and D. Lawrence. Additionally, a CyberSeminar series was hosted by this committee.
 - ii. Pollack will be coordinating with Reinfelder for a quarterly report in the near future and committed to sharing his report with Mackay.
 - d. Evaluation of Standing Committees
 - i. Bales suggested an ad-hoc committee evaluate the role of and charges to the standing committees. He expressed a desire for understanding the costs and benefits of these committees, evaluating their current role and charges, and defining actionable charges and outcomes for committees on an annual basis. Van Briesen suggested an evaluation of what help is needed by the Board and how the community can be leveraged to provide it.
 - ii. Cohen and Mackay volunteered to form an ad-hoc committee to address this charge.
12. Executive Session (Hyndman)
- a. A closed session was held for annual evaluation of the CUAHSI Director

17:30 EST Adjourn