

# July 28, 2016 CUAHSI BOD Meeting Minutes

## Roll Call

- 15 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 X  
 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 X

## **Term expires 12/31/2018**

Matt Cohen, University of Florida X  
 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 (present first ½ of 7/28/2016)  
 Jeanne VanBriesen, Carnegie Mellon University X

**Officers & Staff Present:** Rick Hooper (President & CUAHSI Staff), Jon Pollak (CUAHSI Staff), Martin Seul (CUAHSI Staff)

Minutes prepared by Jon Pollak

## **Thursday, July 28, 2016**

8:00 ET Call to Order

## Operations

### Corporate Office Location

- Final bid for proposed location has been delivered to Hooper (5 year lease)
  - Rent at current space has gone up about \$10 per square foot

- Gross pricing at the new space is equal to current space, but bigger and with more amenities (conference space, cafeteria, parking)
- Approved overhead is 37.96%; 2016 projected rate is 31%. The addition of moving costs, (double) rent, and furniture in new space will bring overhead rate to 36%
- **Motion to approve signing lease with ABG Realty at 150 Cambridge Park Drive:**
  - **Moved: Gooseff**
  - **Seconded: Genereux**
  - **Vote: Approved (Unanimous)**

#### HR Knowledge Consultancy

- Outsourcing some HR responsibilities to comply with regulations and reduce burden on administrative staff; new regulations kick in at 10 employees(state level) and 15 employees (federal), which are thresholds that CUAHSI has passed or is approaching.
- Onboarding, offboarding, regulations assistance at \$8,000/year
- Will provide HR audit to insure corporation is in compliance with applicable laws
- Salary survey/review for more formal structure

## Review of existing programs and new initiatives to determine funding levels for next year

#### Training

- Review of 2016 Class Enrollment/Evaluation
  - Current challenges: Recruiting instructors is opportunistic, Summer Institute needs to be more sustainable; there may be a tension of whether this is a training or research experience
- Proposed 2017 Classes
  - 5 standard short-courses, the Summer Institute, and CUAHSI Virtual University
- Prospects and Outlook
  - Can CUAHSI give discounts/priority to participants from member institutions or is this against our cooperative agreement?
    - Current cooperative agreement *does not* have language excluding this

#### New Initiative: CUAHSI Virtual University

- Benefits: Student access to national experts in specialized topics, networking; faculty contribute to their teaching mission while leveraging their specialty; institutes can broaden their offerings with increased efficiency; faster adoption of innovation and community awareness
- Concerns: Logistics; important details regarding control for faculty and institutions; online curriculum is different than in person classes; will universities accept this as “real” teaching? (e.g. count towards teaching workload, accredited learning, etc.)

- Sense of Board--move ahead with pilot offering of 6 classes

## Instrumentation Discovery Travel Grants

- 11 applications received at the Spring deadline, 5 funded
- Fall deadline is coming up
- Recommendation is to keep funding level for next year

## Review of Education Services

- Pathfinder
  - **Istanbulluoglu will lead review of proposals**
  - **New terms of award should include invitation/requirement to attend Biennial, data management component**
- LTAW
  - Continue as is
- Data Driven Education
  - Need to highlight for broader impacts of the WDC facility
  - Need to encourage people to contribute
- Cyberseminars
  - Difficult to recruit/organize leader for series
  - Fall 2016 proposal: Students from Summer Institute present
  - How to make this less opportunistic?
  - Should we host individual webinars rather than a themed series?
  - **We should provide intro to CUAHSI and opportunity to learn more for those attending webinar but not familiar with the organization**

## Strategic Objectives for Water Data Center

- Six Strategic Objectives
  - One Stop Data Publication
  - Enhanced Data Discovery
  - Multi-Reference Datasets
  - Supporting the National Water Model
  - Sensor Data Management
  - Education
- Staffing
  - New engineer to be added in October 2016, PhD in domain science
- Progress
  - Recent focus has been re-developing catalog; moving from SQL to Solr technology
- Upcoming Initiatives
  - Implement HydroShare

- Staff believe that CUAHSI is set up better to implement HydroShare then when implementing HIS Project
  - *Important to sell implementation through a cost benefit analysis that includes the benefits of adoption and also the costs of not adopting the platform. Need to identify the strategic objectives that HydroShare can enable and what strategic objectives may be difficult to accomplish if HydroShare is not adopted.*
  - How will business model and service level agreement work? What is the sustainability plan?
  - *HydroShare would be a big “yes,” what is the tradeoff?*
  - Cost is about 2.5 FTEs (2 engineers, 0.5 code librarian)
- Support Distribution of National Water Model
  - Funding source will depend on whether it benefits climate/meteorology or hydrology
  - Key is to develop a relationship with UCAR that is mutually beneficial
  - Cost is about 1-2 FTEs for a software engineer
- Pilot Django/Python Data Management Platform (ODM2 Admin)
  - Subaward (~\$30,000) to Miguel Leon (University of Pennsylvania; Luquillo CZO) to work with ~3 sites to understand how to modify system so that many different sites can find it useful and have it be customizable
- **Board Request: “2 pager” that explains current state and pieces, Roadmap of where development is going, and outcomes of milestones**
- Integrating HIS and HydroShare → What will/should this look like?
  - How do we figure out what the community wants?
    - Historically: ~15 years ago, workshops and surveys indicated data access was a primary need; response was the HIS system
    - We should be using committees to determine priorities - it’s difficult to engage people enough to develop thoughtful advice
- Hydroinformatics Conference 2017
  - Budgeted for 2017
  - Working with University of Alabama has been a challenging experience for staff; Logan and Provo are likely locations

## Year 4 Community Cooperative Agreement Budget

*Board Members concur that Tom Torgerson stay present for budget discussion*

### Year 4 Budget Request

- ~\$358,000 carry forward (Year 3 to Year 4) projection
- CUAHSI Staffing, Senior Management Structure, and Budgetary Implications

- Senior person needs to be able to plan for unplanned succession and develop programs

## Update on HydroCLM

- Hooper and Mackay provide update of HydroCLM including testing at 1 CZO site
  - Community workshop in Year 3; CUAHSI would host test suites of data
  - Waiting for design to test performance

## Update on Non-NSF Funding

*Tom Torgersen leaves meeting.*

*Objective: Information item on other funding sources and status of initiatives*

- National Weather Service/National Water Center Summer Institute (~\$600,000)
  - Can part of this be used for tools for access?
- William Penn Foundation (~\$400,000)
  - Work is underway (runs June 2016 - June 2017; key milestones in December and April)
  - Hooper will request subaward to Tufts to continue work once he leaves organization
- Johnson Family Foundation
  - Funds on current grant have been allocated
  - Proposal for challenge grant funds and book needs to be completed (~\$35,000)

## Hooper's Travel Authorization

**Motion to Approve Hooper's travel to University of Illinois to investigate potential technology partner in NCSA: VanBriesen**

**Second: Grant**

**Vote: Approved (Unanimous), Absent (Loheide)**

## Standing Committees

### New Appointments to Instrumentation Committee

- **Motion to Approve Burke Minsley (USGS), Robert Payn (Montana State), and Diana Karwan (University of Minnesota) to committee: Tyler**
  - **Second: Valocchi**
  - **Vote: Approved (Unanimous), Absent (Loheide)**

## Standing Committee Operations

- Most effective in person engagement has been meeting at AGU, but meeting (Sunday) can be disrupted due to travel delays
- Board Engagement
  - Cleaner strategic plan could help these run smoother
- Need new Chair for E&O Committee (Ben Ruddell plans to step down)

## Board Elections - Fall 2016

- Nomination Committee (need nominations 90 days prior to elections)
  - Singha volunteers to head nomination committee
  - Larry Band suggested to be external committee member
    - **Motion to approve nomination committee of Singha and Genereux: Tyler**
    - **Second: Singha**
    - **Vote: Approved (13), Abstain (Genereux), Absent (Loheide)**

## Planning Issues

### Membership Engagement

- Deeper engagement is desirable given the new Executive Director - what should regional meetings look like?

### Fall Exhibits

- GSA
  - Includes gifts for Student Reception, which typically consist of swag or books
- AGU
  - Reception (out of membership funds)
    - Very well attended in the past
  - Early Career Luncheon
    - Possibility of having offsite; staff needs to follow-up on suggestions given to Hooper

### Pathfinder

- Need to identify reviewers
- Application will open mid-September and close mid-October

- Success rates for applications should be added to Pathfinder webpage

## LTAW Competition

- Valocchi and Cohen will help to review LTAW proposals

## Cyberseminars

- Summer Institute for Fall Series
- Singha will recruit for Spring Series

## Open Water Journal

- Dan Ames (BYU) is developing new publication
  - Opportunity could be to better use data center services with publication
  - Perceived need is for water related software and data publications to better reach domain scientists
- Request that all data must be archived with WDC, but BOD does not support committing to endorse journal

**17:25 - Motion to adjourn: VanBriesen**

**Second: Tyler**

**Absent: Loheide, Istanbuluoglu**

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**Officers & Staff Present:** Rick Hooper (President & CUAHSI Staff), Jon Pollak (CUAHSI Staff), Martin Seul (CUAHSI Staff)

Minutes prepared by Jon Pollak

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## Planning Issues

*Objective: Review and comment on various issues facing CUAHSI*

### Executive Director Transition Schedule

- Introductions to Jared Bales, the next CUAHSI Executive Director, who will retire from USGS October 1, 2016 and start with CUAHSI January 2017
  - Will attend AGU, but not GSA
- CUAHSI should make news release on October 1 announcing new ED.

### Review of New Initiatives

- Year 4 projected budget for NSF award
- CUAHSI Virtual University
- Data Management System (ODM2 Admin pilot with Miguel Leon)
- HydroShare
- National Water Model
  - Board discusses competing for funds and directly supporting CI proposals. It needs to be clear to community that CUAHSI supports CI projects that will benefit whole community and not to compete with the community for resources. This needs to be clearly communicated to membership.



## Moving Forward

Hooper presents proposal to hire DevOps Engineer at around \$90-\$100K with Year 4 carryover funds. Rationale is to free up Martin's time to focus on development rather than systems administration and will allow Tony to integrate into the development team more efficiently.

- **Motion to proceed with spending Year 4 carryover funds on hiring a DevOps Engineer: Valocchi**
  - **Second: Grant**
  - **Discussion: Possibility was raised of hiring a Deputy Director, would this be precluded by the way this position is being structured? Not particularly, Deputy Director is budgeted for next year and staff composition can be adjusted at any time**
  - **Vote: Unanimous; Absent: Loheide**

Tyler proposes that Board should see a detailed analysis of HydroShare and what it would mean for CUAHSI to implement.

- Hooper states that Alva Couch can provide an analysis as architect, which can be presented to Informatics Standing Committee
- Functionality for community also needs to be evaluated (in addition to technical analysis)

**Motion to request that staff and standing committee provide a SWOT analysis to inform how to move forward with HydroShare by the next board meeting: Tyler**

- **Second: Mackay**
- **Discussion: Bales asks what are the risks to the organization itself for taking this on? Tyler states that this is the Board's responsibility once this information is delivered. VanBriesen states that it needs to be clear that a vote will be required at the next Board meeting to move this forward.**
- **Vote: Unanimous; Absent: Loheide**

Hyndman asks whether it is appropriate for Board to vet "new HydroShare" (Tarboton) proposal that will be submitted in September. Hooper and VanBriesen state that this is an operational decision for Executive Director; Hooper states that outcome should be a subaward to CUAHSI. VanBriesen states that CUAHSI should not commit existing resources without approval of Board and Standing Committee.

## Closed Session: Executive Director Review

### Management Review

NSF has proposed a February date for the Management Review of CUAHSI. Rick explained background of management review. Hyndman will send email to Tom requesting consideration of delaying until later date with Rick returning for review if necessary. Discussion about whether existing review could be used in place of additional review was discussed as possible, but terms of cooperative agreement indicate two reviews are needed and may be beneficial to CUAHSI to have an additional review.

Both Strategic Plan and Business Plan need to be developed in advance of Management Review. Hooper to draft outline and share with Board.

### Senior Management Hiring

Assoc Director in budget for June 2017 hiring.

Business Plan document being developed to help orient new director

## Announcement

After October 1. Email blast with press release

Adjourn AI/Second Jeanne

### **Transition**

September 1. Document on Program Plan.,

Management Review and Renewal Proposal

Fall Schedule--Work Assignments

- Board of Directors election
- Membership Meeting
  - More effective approach?:
- Fall Exhibits
  - GSA
  - AGU
- Summer Institute
- Pathfinder Competition
- LTAW Competition
- Fall Cyberseminar - needs host

10:00 Break

10:30 Open Water Journal with BYU

*Executive Session*

11:00 Annual Review of Executive Director

*Open Session*

11:30 Wrap-up

12:00 Adjourn