



Roll Call

12 members are present, 10 needed for quorum. “X” indicates present

Term expires 12/31/2022

Aditi Bhaskar, Colorado State University X
Anne Jefferson, Kent State University X
Anne Nolin, University of Nevada-Reno
Ashok Mishra, Clemson University X
Jay Zarnetske, Michigan State University X

Term expires 12/31/2023

Jesus Gomez-Velez, Vanderbilt University X
Safeeq Khan, Univ. of California, Merced X
Sarah Ledford, Georgia State University X
Margaret Zimmer, Univ. of California, Santa Cruz X

Term expires 12/31/2024

Holly Barnard, Univ. of Colorado - Boulder X
Alejandro Flores, Boise State University X
Gretchen Miller, Texas A&M
G.H. Crystal Ng, Univ. of Minnesota X
Steven Loheide, Univ. of Wisconsin - Madison
Gigi Richard, Fort Lewis College X

Officers: (terms expire January 31, 2023)

Troy Gilmore, University of Nebraska (Treasurer)
Adam Ward, Indiana University (Secretary) X

CUAHSI Staff Present: Jerad Bales, Deanna McCay

Guests Present: (none)

Minutes prepared by Ward

Wednesday, 16-Feb-2022

12:00 EDT Call to Order

1. Report from Executive Director
 - a. Bales highlighted the series of HydroShare ‘how to’ videos that have been posting in recent weeks, a direct response to the TACC evaluation.
 - b. Bales reported a new sub-award of \$20,000 from the National Academy of Sciences to host data on HydroShare in support of an international network on transboundary waters. He also reported an additional \$20,000 donation to support Let’s Talk About Water activities.
 - c. Bales reported 48 applicants for the summer institute, of which about half will be invited to participate with letters going out soon. Two course coordinators were also identified, both of whom were attendees in a past year.
 - d. CUAHSI has been accepted into the AccessPlus program, part of CUAHSI’s plan to develop a DEI implementation plan along with a community of practice. He reported McKay is leading this effort.
 - e. Bales reported that CUAHSI may support multiple responses to the NSF call for diversity initiatives in the geosciences.
 - f. Bales has discussed the April 2022 NSF management review with L. Lutz (NSF). This will include a presentation and panel discussion on the first day, and a session to respond to questions from the panel on the second day.
 - g. Bales reported Mia Ferguson has joined CUAHSI’s staff.
 - h. CUAHSI is supporting a community survey as part of the Critical Zone Hub. The results will inform a letter to funding agencies seeking increased support for critical zone science.
 - i. The refreshed CUAHSI website is slated to roll out at the end of the month.
 - j. The July 2022 Board meeting will be in Arlington, MA, and logistics are being actively planned. The Board should expect to hear from staff on logistics in the coming weeks.
 - k. Bales reported the audit process continues and he has received a monthly financial update.
 - l. Bales outlined two upcoming trips:
 - i. April 25 – 26, 2022: AWRA Conf (1-day), Cooperative Institute, and Summer Institute Meetings; Tuscaloosa, Alabama. This includes coordination for the summer institute and meeting with several proposal teams and
 - ii. May 11 – 13, 2022: Maidment Symposium; Austin, Texas. CUAHSI is co-sponsoring this event, which follows the AWRA Geospatial meeting.
 - m. Motion to approve Bales’ travel to the AWRA Conference and Maidment Symposium, as outlined above.**
 - i. Motion: Ledford**
 - ii. Second: Zarnetske**
 - iii. Discussion: (none)**
 - iv. Vote: Approved (unanimous)**
2. Report from Board Chair

- a. Flores reported that major items would be covered in subsequent agenda items.
- 2. CUAHSI Code of Conduct
 - a. Final drafts of (1) CUAHSI Code of Conduct; and (2) Investigations, Resolution, and Consequences Policy were circulated to the Board for review prior to this meeting. McKay briefly reviewed each document and its purpose. She specifically noted that the procedure is not ‘one size fits all’ in nature, and instead allows for flexibility for consequences to be scaled with violations. She also noted that reports of misconduct to CUAHSI staff, officers, Board members, via an anonymous online form, and via an email will all enable reporting that would trigger the process. An anonymous reporting option will exist via the online form.
 - b. McKay reviewed the key roles including (a) the initial contact who receives the report, responsible to hear the complaint and convey it to the Executive Director and/or Board Chair; (b) CUAHSI Leadership - the Executive Director and Board Chair - would form an ethics committee to investigate the matter and make the final determination of what actions shall be taken; and (c) the ethics committee members, who would be assigned on a case-by-case basis with the responsibility of investigating and issues that are raised. She also reviewed the appeal process. Throughout all of the discussion, McKay emphasized the need for confidentiality and ensuring a fair process for anyone raising a complaint or reporting an issue.
 - c. McKay discussed implementation of how participants, attendees, Board members, staff, officers, and standing committee members will acknowledge their receipt of the Code of Conduct and agreement to abide by these rules. McKay noted that training for all CUAHSI staff is also planned for this year.
 - d. McKay intends to implement this for upcoming events as soon as possible.
 - e. Ledford asked about reporting back to home institutions if complaints were found to be in violation of the code of conduct. McKay clarified that CUAHSI will disclose the results of a finding to the home institution on a case-by-base basis as decided by the Executive Director and/or Board Chair.
 - f. Jefferson asked about a shortened or ‘at a glance’ summary of the code of conduct. McKay hopes to develop this in the future.
 - g. Zarnetske asked about the need for Board members to receive training as they are listed as potential points of contacts to receive complaints. McKay suggested that she could develop a clear process for exactly what actions a Board members should take. Board member training may be developed or implement in the coming months. Flores suggested integration of this with the onboarding of new Board members would be important. Jefferson also noted training would be needed for anyone serving on the ethics committee.
 - h. Khan asked about the third-party investigation that is mentioned. McKay reported this is not expected to be common, with most concerns handled internally. However, if something is raised that has either extensive conflicts of interest, threatens the organization, or similar that the option remained open for an independent or external process to be implemented.
 - i. **Motion: Approve the Code of Conduct & Investigations, Resolution, and Consequences Policy as presented to the Board.**

- i. Motion: Ledford**
 - ii. Second: Khan**
 - iii. Discussion: (none)**
 - iv. Vote: Approved (unanimous)**
- 3. Executive Director search
 - a. The final ad and proposed distribution list were circulated to the Board prior to the meeting.
 - b. Flores underscored the importance of the Board in helping recruit for the Executive Director and generating excitement about the organization.
 - c. Bales noted that the position is live on the CUAHSI website.
 - d. Jefferson noted that the search committee is working to finalize a second external member to serve on the committee.
 - e. The group discussed the timing of the search, noting that the application is relatively short and in hopes that a strong candidate pool could be identified in the course of a month. The review could be extended if needed.
 - f. Flores reviewed the anticipated distribution of the advertisement, noting that the Board should help aggregate additional opportunities for the committee to post. The committee will lead the posting on lists, etc. The Board suggested ES Jobs, AboutHydrology, Geoscience Alliance, and AWRA as potential places to advertise.
- 4. Standing Committee engagement
 - a. Flores discussed the intent to have one standing committee rotate through engagement with the Board each week. This would include asking each committee what they need from the Board as well as identifying items the Board needs from each committee.
 - b. Ledford suggested that liaisons should be engaged to help guide more frequent and formal interactions between the Board and committee.
- 5. Flores opened the floor to any other business. Hearing none, he adjourned the meeting.

12:51 EDT Adjourned