



Roll Call

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

Term expires 12/31/2022

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

Term expires 12/31/2023

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

Term expires 12/31/2024

Holly Barnard, Univ. of Colorado - Boulder X
Alejandro Flores, Boise State University X
Gretchen Miller, Texas A&M X
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) X
Adam Ward, Indiana University (Secretary) X

CUAHSI Staff Present: Jerad Bales

Guests Present: Judy Soules

Minutes prepared by Ward

Wednesday, 20-Apr-2022

12:05 EDT Call to Order

1. Report from Executive Director
 - a. Bales reported that the Cooperative Institute was awarded to the Univ. of Alabama, which includes an award of about \$360M over 5 years. CUAHSI is one of a large team of participants. CUAHSI has a tentative budget of about \$12.5M in the proposal. He reported that HydroShare will also feature as an important tool in the University. Bales expects the lead institution will issue a series of task orders for activity on the grant and CUAHSI would respond with a scope and budget. Bales will be meeting with this team next week during the AWRA meeting.
 - b. Ad-hoc reviews for the CUAHSI management review have been returned, which were generally positive. Bales reported requests for additional information from reviewers. The panel review is scheduled for Monday next week. He has received a series of questions that he will address during the panel meeting.
 - c. Bales reviewed several upcoming events including scheduling FIHM 2024 is for St. Paul, MN, a CZ all-hands meeting planned for XXX, and several additional meetings. The HydroML meeting at Penn State will occur in May 2022 in State College, PA.
 - d. Bales reported that Strategic Planning is scheduled for Year 4, and he wants to initiate the process. He proposed to book Cindy Zook, who facilitated our prior plan, for the January 2023 Board meeting in Washington, DC. He expressed a need to get this booked in anticipation of the activity. This represents the first step in the process, and Jerad would begin planning for the activity and transition to the incoming Executive Director when they join. Flores concurred, and the Board advised Bales to proceed as he sees fit.
2. Report from Board Chair
 - a. Flores met with the standing committee chairs align with McKay. He reported CUAHSI staff are working successfully to help manage and support the committees. He is working to outline responsibilities for Board liaisons to clarify their roles for future Board members and for committee chairs.
 - b. Barnard confirmed that the BoD meeting dates were finalized for July 12-13, 2022 in Arlington, MA planning a full day on the 12th and half-day on the 13th. Bales confirmed that hotel rooms and flights will be booked by attendees and reimbursed by CUAHSI. Board members will need to book their own rooms, noting they are part of the CUAHSI group at time of booking. He noted car rentals would not be authorized as CUAHSI will book vans for daily transportation.
2. Report on Executive Director Search
 - a. Miller reported that the preliminary application deadline has passed. The committee has reviewed applications, and has decided to extend the deadline until 28-April to apply with preliminary applications. Miller expects to reach out to several possible candidates and will request support from Board members.
 - b. Miller asked the board for support on three items:

- i. Follow-up with contacts you have spoken with to encourage applications
 - ii. Forward names of potential candidates to Miller and she will reach out
 - iii. Reflect on CUAHSI-engaged colleagues and encourage applications.
 - c. The group discussed whether an Executive Director would be considered with some arrangement that would enable a director to join CUAHSI for some period of time and then return to their tenured post, comparable to rotators at federal agencies. The transition period for a new director, in terms of completing grants or advising ongoing students, was also discussed. If the organization were interested in an extended transition or creative arrangement, Miller noted she would be open to this and would discuss with the Board. The Board is overall focused on the best leadership for the organization and identifying the right candidate for the role.
 - d.
3. Report from Controller on CRCFO activities and status of financial records
 - a. Soules presented a brief update on her firm's efforts with CUAHSI's bookkeeping. She is working hard to ensure that rectifying the books is complete and that ongoing fiscal management is working as expected. She has brought a team to work on the project, presently establishing processes and SOPs for the organization. Soules is preparing for 2019, 2020, and 2021 audits by Bollus-Lynch, with the 2019 audit beginning in mid-June. She presented a preliminary profit and loss statement for Q1-2022 and is working with Bales to standardize a reporting format.
 - b. Ledford confirmed that past bookkeeping was disorganized but no major issues have been uncovered. She indicated the past systems were broadly overwhelmed, and her team is straightening out and preparing us for future effort.
4. Review of Year 4 Budget for NSF Core Operating Agreement
 - a. Bales circulated a draft budget for Year 4 of the NSF operating agreement for review by the Board prior to the meeting. He reported the plan is consistent with past budgeting and is aligned with our strategic efforts. He noted an increase in salary due to new hires and increased support for the community via fellowships and travel grants to spend-down some funds that were surplus from Year 2, where the pandemic led to some reduced expenses. His overall opinion was that the budget was appropriate for the organization and priorities.
 - b. Jefferson asked about expenses for Strategic Planning in Year 4. Bales noted this is included in the consultant fees within the 'other direct costs' portion of the budget. She also clarified the staff travel was justified for the meetings. Bales reported staff are present to staff the booth, present in sessions, and help facilitate meeting activity.
 - c. Flores directed Ward to conduct a vote to take action without meeting to approve the budget as proposed.
5. AGU Hydrology Section MOU
 - a. Bales circulated an email from AGU Hydrology Section Director Ana Barros prior to the meeting. This proposed a formal partnership between CUAHSI and AGU Hydrology on support for student travel awards to AGU meetings.

- b. Bales acknowledged that the Board would need to approve any MOU that would be signed, but he requested permission to initiate discussions. The Year 4 budget includes funds that could support this effort.
 - c. Bales reported that the MOU for the FIHM is still pending. Jefferson proposed that the FIHM MOU should be completed before any further agreement would be signed, which was endorsed by the Board.
 - d. Ledford expressed concern about how the funds would be spent, noting concerns about how CUAHSI would ensure equitable distribution of funds. Jefferson indicated that the AGU Hydrology section is acknowledging that there is an opportunity to better support students, and her sense was that a task force would be convened to work on this effort.
 - e. Flores proposed that Bales indicate that AGU needs the FIHM MOU to be resolved, and then the Board is interested in this collaboration.
6. Flores opened the floor to any other business. Hearing none, he adjourned the meeting.

13:05 EDT Adjourned