



## CUAHSI Annual Membership Meeting Minutes

December 8, 2008 Teleconference

For any questions regarding content or supporting materials such as powerpoints or committee reports that were presented at this meeting, please consult the CUAHSI website for 24 hour access (<http://www.cuahsi.org/>) or contact CUAHSI staff (Rick Hooper, [exdir@cuahsi.org](mailto:exdir@cuahsi.org), 339-221-5400; OR David Kirschtel [commgr@cuahsi.org](mailto:commgr@cuahsi.org), 339-221-5401) during regular business hours.

Meeting notes were taken by Kevin Dressler, CUAHSI Secretary. They are representation of the topical discussions and are not the opinion of the secretary.

**Call to order**—R. Hooper

**Roll call**- approval of replacements—K. Dressler

*The following are approved replacements ahead of the meeting*

Cornell - Christine Shoemaker >> Todd Walter  
UC-Merced - Tom Harmon >> Martha Conklin  
UIUC - Praveen Kumar >> Albert Valocchi (alt)  
UT-Arlington - Max Hu >> John Wickham (alt)  
UT-Austin - David Maidment >> Bridget Scanlon  
Univ. Trento - Riccardo Rigon >> Alberto Bellin (alt)  
Univ. Tennessee – Larry McKay >> Terri Brown (non-voting since Larry e-voted)  
\*Texas State Univ-San Marcos – Andrew Sansom >> Michael Abbott (alt)  
\*\*Dartmouth College – Xiahong Feng >> Carl Renshaw (alt)  
\*\*Iowa State Univ – Bill Simpkins >> Brian Hornbuckle (alt) (non-voting)  
\*\*UC-Irvine – James Famiglietti >> Kuolin Hsu (proxy) (non-voting)  
\*\*Colorado School of Mines – Tissa Illangasekare >> Toshi Sakaki (proxy) (non-voting)

### Part 1. Status and Information about CUAHSI

#### 1. Announcements

- a. CUAHSI Town Hall and Reception, Fall AGU, Tuesday, December 16, 6:30 pm, Grand Hyatt Hotel (Union Square).
- b. Two openings at CUAHSI Headquarters: Webmaster (Bachelor's level);  
CUAHSI Water Data Services User Support (Master's Level)

#### 2. State of the Consortium: Plans for Next 5 Years- E. Foufoula/R. Hooper

- NSF has informed CUAHSI that they will be refunded at roughly the same funding levels starting February 1, 2009
  - NSF expressed that CUAHSI is doing a great service to the community and can help bridge communities
  - The CHyMP was received well and will evolve
  - Sincerely advised CUAHSI to involve more hydrologists in terms of professional hydrologists, for example
  - Advised CUAHSI to look to other agencies for support and collaboration as well
  - CUAHSI should have an independent annual review
  
- For electronic copies of the Powerpoints for the State of the Consortium can be found at the CUAHSI website (<http://www.cuahsi.org>)
  
- Biennial colloquium was a well-attended success that had 170 participants from 100 institutions

▶ **STRAW POLL: Interest in participating in CUAHSI Data Federation**

▶ **STRAW POLL: Interest in hosting WDS training session**

▶ **STRAW POLL: Feedback on CUAHSI Cyberseminars, Website, and Newsletter**

## **Part II. Formal Business Meeting**

1. Approval of meeting minutes, December 2007—K. Dressler

▶ **Review attached minutes. Send any alterations to [kxd13@psu.edu](mailto:kxd13@psu.edu) and [exdir@cuahsi.org](mailto:exdir@cuahsi.org)**

- Motion to Approve the December 2007 minutes: John Nicklow
- Second: Tom Burbey
- Discussion: No
- Approval: Yes
  - Done over webex via the chat window by raise of hands
  - None opposed

2. Report of Audit Committee—J. Warwick
  - ▶ **Review attached committee report; post questions to [exdir@cuahsi.org](mailto:exdir@cuahsi.org) or in chat window during meeting**
  - Every year the audit has improved and this year it was clear
  - CAUHSI met the requirement of a low risk auditee which is excellent
  - 1 significant deficiency was found regarding the lack of segregation of duties due to mainly the sheer small size of CUAHSI (Paul Thrasher will do an oversight of functions to fix this)
  
3. Financial report- B. Waldron
  - ▶ **Review attached financial report; post questions to [exdir@cuahsi.org](mailto:exdir@cuahsi.org) or in chat window during meeting**
  - \$82,353 left over in year 5
  
4. Election of new members to the Board of Directors— R. Hooper
  - ▶ **Polls are currently open and will close during meeting**

Total of 103 respondents (only needed 63 for valid vote)

*Newly-Elected Board Members*

Larry Band - University of North Carolina - Chapel Hill  
Jay Famiglietti (Mid-Term Officer) - University of California - Irvine  
Tissa Illangasekare - Colorado School of Mines  
Jennifer Jacobs - University of New Hampshire  
Scott Tyler - University of Nevada - Reno

  - Above elected members received a plurality of votes.
  - Four respondents voted by mail-in and ninety-nine voted electronically
  - Final Certification by secretary Kevin Dressler and Director Juan Valdes on January 8, 2009
  
5. Expressions of appreciation— R. Hooper/E. Foufoula
6. Date of next meeting— R. Hooper
  - a. December 7, 2009

7. Other business -- None

**Adjournment**—R. Hooper

Motion to Adjourn: Michael Barber

Second: Fernando Miralles Wilhelm

Discussion: No

Approval: Yes

# Report of Audit Committee to CUAHSI Membership

John J. Warwick (DRI), Xu Liang (Univ. of Pittsburgh), Andrew Sansom (Texas State Univ.), Candy Shim (IRIS), and Dan Christensen (Utah State Univ.)

December 2, 2008

*Note: As required by the CUAHSI By-Laws, an audit committee was appointed by the Executive Committee of the Board of Directors and received the formal committee charge along with the 2007 Financial Statement and A133 Audit Report of CUAHSI, Richard Hooper, Executive Director.*

## Audit Reviews

Most of CUAHSI's financial activity is composed of fully reimbursable direct and indirect program costs; as such, the little bit of profit on the income statement (more properly, excess revenue over expense, and the statement of activities) results from member dues and interest income being greater than the few non-reimbursable expenses related to membership services and corporate governance, and the net asset balance on the balance sheet (properly, the statement of financial position) represents cumulative member dues, plus or minus cumulative profits or losses. The 2007 Financial Statement shows unrestricted net assets have increased slightly since 2006, while cash and cash equivalents have decreased slightly again since 2006. The notes to the financial statements do not reveal any adverse problems for the organization. Specifically, CUAHSI has a contract backlog to last into 2009.

This year CUAHSI went through a three-layer audit: a General Purpose Audit, a Yellow Book or Government Auditing Standards Audit issued by the Comptroller General of the United States, and an A-133 Audit as required by the Office of Management and Budget (OMB). There are three gradations of possible internal control findings: a control deficiency, where the lack of a control could cause an inconsequential error (lowest level finding); a material weakness, where the lack of a control could cause a material error (highest level finding); and, a significant deficiency, where the lack of a control could cause an error somewhere between inconsequential and material in its effect (medium level finding). The two internal control findings cited in the noted reports were both in this latter category (significant deficiency).

The General Purpose Audit resulted in a clean opinion on the basic financial statements.

The Yellow Book or Government Auditing Standards Audit resulted in a single significant deficiency finding B07-1 (Lack of Segregation of Duties) with management's response being that journal entries will be reviewed and signed by Mr. Paul Thrasher (CUAHSI CPA).

The A-133 Audit resulted in a clean opinion on compliance with Federal rules, but with a single significant deficiency finding C07-1 (Subrecipient Monitoring). Management's response was that controls have already been implemented to properly document a subrecipient's A-133 findings. A previous finding (C06-1: Timekeeping)

was corrected as no such exceptions were noted during the 2007 audit. Finally, and perhaps most importantly, CUAHSI has met the criteria of a “low-risk auditee under OMB Circular A-133, Section 530”.

The Audit Committee sees no reason to believe the identified weaknesses are of a material nature resulting in significant audit disallowances. There have been continued significant improvements in the controls since 2005 and the compliance with sound accounting practices also continues to improve. The Audit Committee also wishes to thank Mr. Paul Thrasher for his expert guidance through the documentation provided to our committee.

#### New Auditor Recommendation

The Audit Committee reviewed carefully the proposals from three highly regarded auditing firms: Halt, Buzas & Powell, Rubino & McGeehin (incumbent), and Tate & Tryon. Several factors including timely and personal service, responsiveness to the RFP, and cost, were considered. The committee unanimously recommended to Mr. Richard Hooper (CUAHSI Executive Director) that CUAHSI proceed with acquiring the future services of Tate & Tryon.