

# CUAHSI Board Meeting Minutes Apr. 17, 2023

# <u>Roll Call</u>

11 members are present, 9 needed for quorum. "X" indicates present

## Term expires 12/31/2023

Safeeq Khan, Univ. of California, Merced X Sarah Ledford, Georgia State University X Margaret Zimmer, Univ. of California, Santa Cruz X Anne Nolin, University of Nevada-Reno X

## Term expires 12/31/2024

Alejandro Flores, Boise State University X G.H. Crystal Ng, Univ. of Minnesota Steven Loheide, Unv. of Wisconsin - Madison X Ashok Mishra, Clemson University X

# **Terms expires 12/31/2025**

JP Gannon Virginia Tech X Drew Guswa Smith College Hoori Ajami, Univ. of California - Riverside X Anne Jefferson, Kent State University X Jay Zarnetske, Michigan State University X

### Officers: (terms expire January 31, 2023)

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

### CUAHSI Staff Present: Jordan Read

Minutes prepared by Ward

### Monday, 17-Apr-2023

12:00 EDT Call to Order

- 1. Executive Director's report
  - a. General CUAHSI office update
    - i. Five new CIROH projects approved with June 1 start date\*
      - 1. Perceptual model development workshops
        - 2. National Water Center Summer Institute (\*April 1 start)
        - 3. HydroShare CIROH collaboration
        - 4. HydroLearn workshops and hackathon
        - 5. Indigenous communities and forecasting needs
    - ii. CUAHSI staff working on logistics for three significant June 2023 meetings:
      - 1. CZHub all-hands
      - 2. CUAHSI Biennial
      - 3. ICRW8 meeting
    - iii. Read reported that he is working on a cost reduction analysis, critically evaluating the organizations' spending. Early efforts include ongoing renegotiation of the office lease and a reduction of CRCFO expenses.
    - iv. A first draft of the year 4 report for the Core Cooperative Agreement from NSF is complete. Read noted that the Year 4 report and BoD approval of year 5 budget are required for year 5 funds to be released. Read noted that the timing of this effort will be critical to maintaining cashflow for the organization.
    - v. A draft of the strategic plan shared in <u>CUAHSI April newsletter</u>
    - Vi. USGS reached out to inquire about partnering on the 13th <u>International</u> <u>Workshop on Statistical Hydrology</u> (Sept 5-8, 2023 in Boston). Read is working to understand the role of CUAHSI in this effort. Goals include engaging US hydrology statisticians and data scientists from academia and the federal sector.
  - b. Financial processes and audit status update
    - i. Audit update. Draft findings for FY2019 have been provided, and the full package of findings for the 3-yr period are tentatively anticipated in May 2023.
    - ii. Read and Gilmore have been working to develop a procedure to more deeply engage ExCom and/or the full Board of the organization in the organization finances. This also includes the work of the audit review committee. The group discussed the fiscal responsibility role of the Board, thanking Gilmore for effort in helping define a process to more deeply engage the Board on this moving forward.
    - iii. Read summarized his briefing at the prior ExCom meeting about updating of financial software and internal procedures and policies. This effort will continue to be a focus of CUAHSI staff for the foreseeable future.
  - c. Potential NSF Core Cooperative Agreement renewal proposal timeline

- i. Read outlined key steps in the renewal proposal effort. He reported options of the existing Hydrologic Science or potentially a GeoInformatics Facility track for the renewal. These have costs and benefits to be discussed at a future meeting.
- ii. Read expects staff and BoD input on deliverables and proposal path needed in May/June. He expects the Board will need to allocate time for this at upcoming meetings.
- d. Update on HR issues
  - i. Read reported that a dedicated HR specialist from CRCFO and representative of the Board have been engaged to investigate the ongoing HR concern that was raised to the Board in March 2023.
- 2. Board Chair report
  - a. Community Service Awards. Zarnetske and Zimmer reported that Community Service award decisions have been made for both Early- and Mid/Late-career awards. Details on the awards and recognition will be finalized in the coming month. Zimmer will document the process to ensure consistency, openness, and fairness in future years.
  - b. July BoD Meeting. Zarnetske reported that the June 2023 meeting will end by 5pm on Thursday. He requested that Board members carefully review CUAHSI's communications to ensure that travel plans are organized carefully.
  - c. Code of Conduct Investigation. Zarnetske reported that Flores is representing the Board for investigation of the code of conduct concerns that were raised to the board. Flores is working closely with CRCFO and CUAHSI leadership to ensure this is conducted completely and thoughtfully. Zarnetske has been in direct contact with the individual raising the complaint and is engaged on the matter. Zarnetske anticipates this will be ongoing for several months. Zarnetske also reported that he expects updates to the Code of Conduct will be necessary to resolve some potential conflicts between the current language and HR policies.
  - d. Board Procedures. Zarnetske reported that the financial efforts, Code of Conduct, HR issues, and procedures are putting a large burden on current Board members and staff. He indicated a need for the Board to implement a thoughtful strategy to ensure engaged oversight of key processes, and documentation of norms and procedures for the organization.
  - e. Ajami asked about standing committee progress. Zarnetske suggested liaisons work with him to help keep committee business moving forward.
- 3. Nomination committee update
  - a. Ledford reported a slate of nominees have been identified for the two open Board positions that will be filled in the special election. Back-end work is ongoing to ensure the individuals are representatives of their organizations and that the members are in good standing for the election.
- 4. Biennial Update
  - a. Read reported that registration is open for the Biennial. He noted that costs for the meeting are higher than budgeted due to the series of delays. Registration for the meeting was behind expectations a few weeks ago, but has picked up. He reports approximately 100 registrants at present.
- 5. Other business

a. Zarnetske opened the floor to any other business. Hearing none, the meeting was adjourned.

13:00 EDT Adjournment