



CUAHSI
allied for water science

CUAHSI Board Meeting Minutes

May 15, 2023

Roll Call

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

Anne Nolin, University of Nevada-Reno X

Te

rm expires 12/31/2024 Alejandro Flores, Boise State University (Past Chair) X

G.H. Crystal Ng, Univ. of Minnesota X

Steven Loheide, Univ. of Wisconsin - Madison X

Ashok Mishra, Clemson University X

Terms expires 12/31/2025

JP Gannon Virginia Tech X

Drew Guswa Smith College X

Hoori Ajami, Univ. of California - Riverside X

Anne Jefferson, Kent State University (Chair Elect) X

Jay Zarnetske, Michigan State University (Chair) 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, 15-May-2023

12:00 EDT Call to Order

1. Executive Director's report
 - a. Progress on outstanding audits continues. Read expects outstanding audits for 2020 and 2021 by May 31st, with 2019 to be received in the coming week.
 - b. Over 120 applicants are planning to attend the Biennial Meeting in 2023.
 - c. Read and CUAHSI staff are actively working on the renewal proposal, drawing on the strategic plan and ensuring staff are providing input to the proposal.
 - d. Staff are attending CIROH workshops and CSDMS workshops, representing various CUAHSI projects and efforts.
 - e. Read discussed project budgets and burn rates with project managers on the CUAHSI staff. This increased budget awareness was well-received by staff and they are using this to optimize allocation of staff time.
 - f. Minimal progress has been made on FIHM 2024 planning. Ward and McKay will serve as CUAHSI representatives, and the organization is seeking two additional representatives.
 - g. Read reported that he received a notice from NSF related to organizational management. The notice outlines requirements for the organization, and Read is actively working to address the issues raised. Issues included completion of outstanding audits and revision of indirect rates. Read has followed-up with program managers to discuss the issues raised and work toward a response.
 - i. Loheide asked about the timeline. Read indicated that he will respond within 30 days and anticipates that the process will take several months to resolve.
 - ii. Nolin asked about impacts of this to the renewal proposal. Read indicated that this is competing for attention with his renewal proposal efforts. He anticipates clarifying timelines for renewal with program officers in the coming months. The group discussed options to help support the renewal proposal process and alternatives within the NSF.
2. Board Chair report
 - a. Zarnetske reported that he and Flores are working with HR to investigate the departure of a CUAHSI staff member and concerns that were raised related to the code of conduct. He has been working with the former employee to ensure that concerns are heard and that the organization will respond appropriately.
 - b. Ledford and Loheide have identified a slate of candidates for the special election. ExCom approved the slate of candidates earlier this month. The election is slated to run June 12-23, 2023, with the candidates joining the Board in July 2023. Zarnetske requested help in reminding members to vote in the election.
 - c. Travel to and from the Biennial is being coordinated - please fill out the requested information.
 - d. Zarnetske initiated a discussion of the need for increased Board engagement on several important, parallel tasks including:

- i. Audit Committee. Gilmore will lead the committee, and individuals with administrative and finance experience will be valued. Work will likely begin in June 2023.
 - ii. Renewal Proposal. The renewal proposal has traditionally been led by the past and present chair, but Zarnetske invited the Board to engage on CUAHSI's renewal proposal.
 - iii. Standing Committee Review & Revision. Zarnetske is seeking a focused effort to refine how standing committees function in the organization.
 - iv. FIHM Planning Committee. This is a highly visible event and requires deep engagement to ensure the meeting is planned to the benefit of our community.
 - v. Code of Conduct Revision. The first reported code of conduct violation is actively being investigated, and the process needs to be refined and coordinated with HR for the organization.
 - e. Zarnetske encouraged Board members to reflect on their contributions, to self-identify their interest, and be prepared to contribute to the organization.
- 3. Year 5 budget
 - a. Read shared a proposed Year 5 budget with the Board prior to the meeting. This was reviewed and approved by ExCom at their regular meeting in May 2023.
 - b. Guswa asked about the impact of the budget on function and activity of the organization. Read reported that his work on the budget has identified savings opportunities that will have little impact on operations. He is also identifying funding that supports CUAHSI functions from other sources, such as CIROH funding helping support HydroShare modernization.
 - c. The group discussed proactively presenting this to program officers to ensure that any adjustments of budget category are allowable.
 - d. Approve the year 5 budget as presented to the Board**
 - i. Motion: Zarnetske**
 - ii. Second: Ledford**
 - iii. Discussion: (none)**
 - iv. Vote: Approved (unanimous)**
- 4. Biennial Meeting Update
 - a. Nolin reported that the meeting is largely finalized, with only a few small details and adjustments being made at present. She and Khan reported CUAHSI staff have been extremely helpful and proactive in planning a successful meeting.
- 5. Other business
 - a. Zarnetske opened the floor to any other business. Hearing none, the meeting was adjourned.

13:00 EDT Adjournment