



CUAHSI
allied for water science

CUAHSI Board Meeting Minutes
April 15, 2025

Roll Call

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

Term expires 12/31/2025

JP Gannon, Virginia Tech (Chair Elect) X
Drew Guswa, Smith College X
Hoori Ajami, Univ. of California - Riverside X
Anne Jefferson, Univ. of Vermont (Past Chair) X
Jay Zarnetske, Michigan State Univ. X

Term expires 12/31/2026

Safeeq Khan, Univ. of California, Merced
Sarah Ledford, Georgia State Univ. (Chair) X
Amy Burgin, Iowa State Univ. X
Darren Ficklin, Indiana Univ. X

Term expires 12/31/2027

Jon Duncan, Penn State Univ. X
Paul Hanson, Univ. of Wisconsin-Madison X
Melissa Kenney, Univ. of Minnesota X
Ashley Matheny Univ. of Texas,
Jennifer Merrill, Stroud Water Research Center X
Diego Riveros-Iregui, Univ. of North Carolina X

Officers: (terms expire January 31, 2027)

Salli Dymond, Northern Arizona University (Secretary)
Steve Architzel, UC San Francisco (Treasurer)

CUAHSI Staff Present: Jordan Read

Minutes prepared by Darren Ficklin

4:00 pm. Called to Order

Executive Director Report

1. Community engagement

- a. CUAHSI sent out membership dues invoices to a total of 41 institutions that were active in 2024 but haven't yet paid for 2025, using a new billing system that replaced the prior "memberclicks" platform.
 - i. There are no current plans to support a larger effort to recruit new members and target lapsed members for re-initiation, but doing so may be an important priority for building unrestricted funds.
 - b. CUAHSI's 2024 annual consortium report is expected to be shared with the community next week (week of 04/20).
 - c. ED Read and BoD Chair Ledford met with NSF PO Aisha Morris to discuss options, but ultimately landed on a decision to terminate the grant ahead of the third and final year of CUAHSI's Critical Zone REU project.
 - d. The CUAHSI Education & Outreach team met in-person during the week of 03/24 in the Boston area, led by Dir of Edu & Strategic Partnerships Turner.
 - i. Outcomes included a focus on communication, membership recruitment, conference tabling strategy, and impact measurement
 - e. CUAHSI has opened the Hydroinformatics Innovation Fellowships (HIF) and Instrumentation Discovery Travel Grant opportunities, due May 21st.
 - i. Note HIF grants have a new "data booster" track that includes data rescue funding and/or expanding reuse potential for planned data publications.
 - f. Two new workshops announced: Stakeholder-Informed Spatial Modeling for Hydrologic Sciences Workshop and Proactive Data Management for Post-Field Season Data Success Webinar.
2. Fundraising and development
 - a. Dir of Edu & Strategic Partnerships Turner share a draft of a CUAHSI "1-pager" with fundraising and development + community outreach BoD tracks
 3. Finance / audit
 - a. The 2020 audit filing was accepted by NSF OIG on 03/21
 - b. The 2021 audit filing was issued to CUAHSI on 04/02 and filed in the Federal Audit Clearinghouse on 04/07/2025
 - c. CUAHSI completed 2025 provisional rates for fringe (29.5%) and indirect (37.5%) through NSF.
 - i. The provisional indirect rate includes coverage of expected audit expenses and hiring a grant admin mid-way through 2025.
 - d. CUAHSI plans to submit 2020 and 2021 NICRAs (indirect and fringe rate packages) together for NSF review this week (week of 04/14)
 4. CUAHSI workforce and business niche
 - a. All three of CUAHSI's proposal submissions to CIROH as lead PI passed the review stage and are in the process of being submitted to NOAA.
 - i. Two other proposals with CUAHSI as co-PI advanced
 - b. CUAHSI has a new employee starting 04/21 as a "Operations Data Science Fellow". Kasha Vaarre-Lamoureux will report to Lindsay Platt and work from Florida
 - c. ED Read has worked with others to create a position description set salary for a grant admin position
 - d. CUAHSI's shift from a 35 to 40-hr work week will go into effect 4/14.

- e. ED Read shared an overview of all staff positions, salary, and effective hourly rates in 2024 with the CUAHSI workforce and business niche track 03/18
 - i. Track lead M Kenney completed national benchmarking of compensation and shared with ED Read 04/04
- 5. Operations and admin
 - a. Lindsay Platt (CUAHSI data scientist) will begin a 4 month detail as “Lead of Operations” on 05/01. Lindsay’s primary objective is to lead a significant process improvement and automation effort.
 - b. CUAHSI has implemented “Bill” (formerly, bill.com), as our primary invoicing and payment gateway, which was integrated as a one way connection to our accounting system, Sage Intacct.
 - i. Batch membership dues invoices were sent using this new integration
 - ii. This connection will ensure we have accurate revenues for small payments in our enterprise system
 - c. Veronica Sosa-Gonzalez will be departing CUAHSI with a last day of May 9th. CUAHSI appreciates the contributions Veronica has made during her 3.5 years as Education Program Manager

Chair Report (Ledford)

- 1. Standing committees moving to advisory committees
 - a. Process officially underway
 - b. Board liaisons no longer part of the structure (but nothing stopping BoD from being in a committee)
- 2. Summer meeting travel funding
 - a. Travel for summer BoD meeting is covered by CCA
 - b. Future discussions needed after this shifts to indirect costs (important for future BoD members)
- 3. Summer meeting attendance survey
 - a. Potential things to discuss: track status, audit status, sustainability
 - b. Email Ledford for important items to discuss (Excom can discuss as well)

Approve meeting minutes

- 1) Motion to approve the Jan 9-10, 2025 and Feb 18, 2025 meeting minutes
 - a) Motion: Zarnetske
 - b) Second: Gannon
 - c) Discussion: none
 - d) Vote: Approved (unanimous)

2020 Audit Committee Report (Guswa)

- 1) Cash vs. accrual discussion, and whether this will continue to be an issue in the future. CUAHSI is working on audits in parallel, so this might be an issue in future audits. Initial books were built on a cash basis. When the 2022 audit finishes, this may no longer be an issue.

- 2) Recommendation discussion: When does the meeting of recommendations happen? Does a meeting with Jordan need to occur about this process (have this as an agenda item; perhaps a question for ExCom)?
- 3) What is the Audit Committee's role? Should they be the ones that handle the 'into the weeds' items? Ledford notes that every member of the BoD has fiduciary responsibility.
- 4) Does the BoD want to meet with the auditors about the individual yearly audits (current audits and in the future audits)?
 - a) Combine 2021 and 2022 meetings
- 5) Recommendation that the BoD should sit with the financials twice/year to understand the numbers (reminder that the BoD has fiduciary responsibilities of CUAHSI).
- 6) Ledford notes that CUAHSI needs to be forward thinking as well (shaping the roles of some of the tracks)

Audit/Finance report (Guswa)

- 1) Q4 financials update: meeting with ED Read about some potential items to be added in future updates.

Community Engagement (Duncan)

- 1) Focus on existing membership first and shore up the base.
- 2) Leah Turner developed a one-pager that highlights CUAHSI's benefits. Gannon working with CUAHSI staff to get updated member list. Communicate to member reps about what CUAHSI does. Joint meeting with fundraising team on a strategy (type of format to reach audience).
- 3) Meet with the broader water science community
 - a) Submit town hall proposal for AGU 2025
- 4) CUAHSI staff Platt was at VA Tech recently and spent some time 'advertising' CUAHSI and had great success with outreach. Doing more events like this is a goal of ED Read.

Fundraising track (Merrill)

- 1) Updated donor privacy document.
- 2) Update testimonials on the website (decade or so old testimonials on website now)
 - a) For each BoD member, send Jen Merrill one succinct testimonial by May 15, 2025. Start to use for future fundraising purposes.
 - b) Ledford suggests reaching out to senior members in the field regarding testimonials – try to re-engage
- 3) Refining articulating CUAHSI membership benefits. There are past attempts to do this, so can dig up older documents.
- 4) Asked of Jordan: Who is monitoring the general CUAHSI emails (donate@cuahsi.org)

Workforce and Business Niche (Kenney)

- 1) Working with ED Read on national benchmarking of salaries and job classifications (role and responsibilities) for CUAHSI staff.

4:58 pm Adjourn