

# NERACOOS Board of Directors August 16, 2011 Minutes

*Approved by the Board November 28, 2011*

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**Welcome and Introductions-** Malcolm Spaulding called the meeting to order at 9:40am.

**In attendance:** Rye: Malcolm Spaulding, Betsy Nicholson, Mel Cote, Jon Pennock, Bruce Carlisle, Ru Morrison, Tom Shyka, Cassie Durette, Josie Quintrell (NFRA); UCONN: Kevin O'Brien, Steve Lohrenz, John Conway, Jon Hare, Ron Rozsa, Todd Fake; Phone: Jim O'Donnell, Al Hanson, Christine Tilburg, Dave Easter (IOOS)

Cassie Durette was designated as note taker in the secretary's (Cheryl Zimmerman) absence.

The motion by Jon Pennock to approve the **May 10, 2011 Board Meeting Minutes** was seconded by Jim O'Donnell and unanimously approved.

Kevin O'Brien presented the **Finance Committee Report**. **Finance Reports** include statement of cash for October 2010 to July 2011, WHOI Planning Grant expenditures from May 2009-July 2011, FY10 award (Ru will be requesting a no cost extension), and NFRA report. The Finance committee would like feedback for quarterly meeting reports, what level of detail would the board like to have a report in. The **Financial Policy** is still in draft form but has been reviewed by the finance committee and accountant. It is awaiting legal review. **ACTION:** The Cost Share policy will include federal contracts as allowable for cost sharing. There will be no formal adoption of the policy. A more final policy will be distributed to the board by the end of the fiscal year, September 30. Letters requesting Annual **Contributions** were sent to 35 people, including board members. **ACTION:** Volunteer contributions will be difficult to fund so the letter will be edited and resent after following up individually. The **NERACOOS FY11 award** is awaiting final signatures. **IDC proposal** was approved for 15%. **ACTION:** Ru will share the letter with the board. **ACTION:** Ru will double check that subawards will be charged 15% for the first year/first \$25K, and not years 1-4.

Bruce Carlisle presented the **Nominating Committee Report**. Bruce Carlisle has stepped down as Chair, effective after this meeting. Bruce motioned to approve the nomination from the NEAC of Steve Lohrenz as UMASS representation (replacing John Farrington), was seconded by Jon Pennock, and unanimously approved. Board members now have staggered membership, determined last November. Board members can serve two consecutive terms. The period when RA was stood up to November 2010 was the first term, the second term after November 2010. There are 5 board members who terms may be up. Some came on recently (Jon Pennock). Terms expiring 2011: Jon Pennock, Al Hanson, John Conway, Kevin Obrien, Christine Tilburg. **ACTION:** Jack Ringelberg will be asked to lead the Nominating Committee to find another member. **ACTION:** NROC will discuss on Thursday the replacements for Paul Currier and John Weber. **ACTION:** Staff will distribute list of term expirations and appointed organizations to the board. **ACTION:** Jon Pennock will assist with replacements for Seagrant appointed terms that are expiring.

Bruce Carlisle motioned that these **Bylaw Recommendations** be presented for an official vote through email (Jim O'Donnell seconded):

- PEI is not included in NERACOOS activities. Should change "Canadian Provinces" to "Canadian Provinces of Nova Scotia and New Brunswick".
- Stakeholder Council is a requirement in the bylaws, but the feels the requirement is fulfilled with the SPI Team.
- President Elect position- the group agreed with previous discussions that president elect position is not needed because staff provide continuity.
- Staggered terms- just discussed today.

Josie Quintrell provided an **update on NFRA** activities. NFRA has been focused on funding and the implementation of the ICOOS Act. Certification- ICOOS Act requires RAs be certified. The IOOC, Interagency Ocean Observing Committee, is to set the certification policy to be implemented by NOAA. Two working groups established – governance and data partnerships. NFRA has provided comments and Josie continues to work with IOOS and the IOOC on this effort. NFRA continues to help with the Independent Cost Estimate. NFRA continues to maintain contacts within NOAA: recently, IOOS and East Coast RAs met with Kathy Sullivan; meetings with Stu Levenbach at OMB;

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Sam Farr's amendment to increase the house budget (which included increase to IOOS) was passed; this year meetings in DC have focused on the maritime industry. NFRA continues to help with Dear Colleague letters, including the one by Senator Whitehouse in support of IOOS. During discussion after Josie's presentation, it was suggested that CSO, IOOS, Seagrant come together with a consistent statement to support the network.

It has been a NERACOOS priority to engage the Northeast delegation. Josie Quintrell assisted staff with a **Communication Training session**. NERACOOS Goals are to 1. Build support for NERACOOS/IOOS, and 2. Ensure that key legislators in each state are familiar and supportive of NERACOOS/IOOS. NERACOOS would like the board to help staff: 1. Develop leads in each state; 2. Brainstorm outreach efforts; 3. Identify government relation partners; 4. Brainstorm communication events; 5. Brainstorm engagement events; 6. Develop messages that resonate; 7. Identify users for support.

- Ru has discovered that NERACOOS buoys show statistically significant warming in the Gulf of Maine in ten years. This is important for IOOS as it shows why long term data sets are important. The board noted that NERACOOS needs to not make any political statement, but showcase data.
- NERACOOS measures 52% of the surface variables in the region and 96% of the subsurface variables in the region. Remove IOOS and we lose half of the surface measurements needed to keep people safe and keep the maritime industry going.
- It was advised that the messaging be carefully considered with implications to other regional entities considered.
- Key points from discussion in Rye:
  - State universities are important, discussed difficulties.
  - Common visits with strategic partners is a good idea. SeaGrant, RAs, NERRs, CZMs etc.
  - Where to go with ocean energy, maritime transportation, how to build core capacity there.
  - Keep message going and keep alive. Do better job of constantly being out there. NERACOOS has great things that aren't being communicated.
  - Should get together with senior level (provosts) and discuss implications of cost share and communal marketing ideas and benefits.

Dave Easter provided an **US IOOS Office Update**. The NERACOOS FY 11 award is in the queue and awaiting final approval. FY12 created budget lines for HFR and to establish marine tech sensor program. April Donnelly is leading certification efforts. IOOS Act requires the development of criteria, which is the responsibility of IOOC, and the IOOS office is helping. Comments for the first draft are being considered. The asset inventory is now being led by Rob and Derrick (Sam Walker left). 7/12 inventories are completed. National Ocean Policy, priority 9 draft will be available for public comment in November. Independent cost estimate to be completed around December. IOOS office has been working on the Blueprint Assessment, the IOOC wants RAs to be involved. System Advisory Committee- IOOC members identified 13 names to be submitted to Dr. Lubchenco for approval, first meeting Feb 2012. Changes in IOOS office staff: Jeff DLB, Sam Walker, Doug Levin have all left. Office is looking to fill management analyst position to backfill for April Donnelly who has moved and is working remotely.

Ru provided an update on **NERACOOS Operations**. NERACOOS been involved in national efforts already mentioned including blueprint, asset inventory, build out, and certification. NERACOOS submitted joint comments to the National Ocean Policy with the Gulf of Maine Council and NROC and attended the regional listening session in NH where Ru was on the panel. The Regional Planning Initiative projects are still in progress, Betsy is still working to get funds for the mapping project in FY12. Staff have hosted monthly calls for the FY10 implementation grant. Staff will be preparing for an audit for the end of the year, September 30. The annual meeting is November 29. The office is considering holding a press event for the FY11 award. Malcolm suggested there be a demonstration. The Performance and Evaluation team is close to implementing a user survey.

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Tom Shyka provided an update on **Communications and Outreach**.

- NERACOOS Communications planning
  - Education and Outreach Advisory committee is being established
  - Strategic communications plan close to completion
  - Annual education and outreach plan being developed
- NERACOOS education and outreach highlights include: Capitol Hill Oceans week, Ocean Energy International Conference, National CMSP Workshop, National Marine Educators Association Annual Meeting, and Coastal Zone '11.
- GOMOOS.org is being decommissioned. GMRI owns the site and is maintaining it. Staff of NERACOOS and GMRI are working on messaging, migrating products, and editing the site to include transition pages for users.
- NERACOOS.org is being migrated to a new Content Management System, Drupal, to update and improve access and navigation.

**Partner Update NROC (Betsy)**- NROC and NERACOOS continue to work together. Group including Ru attended the national CMSP workshop in June. Still hopeful for funds from CMSP proposal submitted last year. Next meeting is September 22 in Boston where update from NERACOOS would be welcome.

NERACOOS, NROC, GOMC and other regional groups are continuing discussions on how best to operate together in region.

**Partner Update NeCODP (Tom)**- NeCODP had their annual meeting in June, funded by NERACOOS. During the meeting, update from data management activities in the region and a second day workshop on metadata standards. The Ex Comm has recommended that the NERACOOS board consider and discuss a merger of NeCODP with NERACOOS. ACTION: Ru will share with the NeCODP Executive Committee that the NERACOOS Board is interested in exploring the merger of NeCODP into NERACOOS. Discussion points: Is there still concern with ownership of data; Discuss funding scenarios and organization priorities. NeCODP is looking for nominations for chair, as Paul Currier retired.

**Partner Update NEOSEC (Cassie)**- Cassie attended their meeting in May where they discussed strategic planning, including how to build on broader impacts, and increase engagement with scientists and educators. NEOSEC will work with E&O advisory group.

The **Products Team** is pleased to announce that the Right Whale Acoustic Detection Buoys are live on the NERACOOS website. The team is also working on climatologies because of user demand, are important for long term observations, and unique among the RAs. Todd has been working on climatologies for LISICOS and working with Google to create a slider and mouse over function.

The **Strategic Planning and Implementation Team** has been focused on the **Regional Build Out Plan**, a requirement of IOOS that comes from the ICOOS Act's need for a gaps analysis and independent cost estimate. In order to do a gaps analysis, need to have a plan. The process is to identify information requirements and build the subsystems. This to be fairly high level and to identify what the minimum requirements are to address the issues. The plan will be submitted by September 30. NFRA has hired consultants to put all of the RA templates together and create a national document. The November IOOS Regional Coordination workshop will be a working session on the build out plans. There will be a session at Ocean Sciences in February to present on this. The Northeast build out plan will be a working document and useful to the region, not just important to the national synthesis.

**Annual board meeting is November 29** at the Seacoast Science Center.

The meeting was adjourned at 3:17pm.

*Minutes respectfully submitted by Cassie Durette.*