

NERACOOS Board of Directors
University of New England – Westbrook Campus
716 Stevens Avenue, Portland, Maine

February 18, 2009 **SPI & DIF Teams Meet**
10:00 am - 5:00 pm Meetings of Strategic Planning and Implementation (SPI) Team and Data Infrastructure Framework (DIF) Working Group

February 19, 2009 **Board Meeting – Day 1**
8:00 am - 5:00 pm Presentations on work performed in the region supported by the NERACOOS NOAA Implementation and IOOS Grants. Demonstration of regional data systems (*see separate list of presentations*)

February 20, 2009 **Board Meeting - Day 2**
8:30 am – 3:30 pm Meeting minutes follow

1. Welcome and Introductions

The meeting convened at 9:00 a.m. by Chair, Malcolm Spaulding, followed by introductions by board members, alternates and guests:

Janet Campbell, UNH
Kevin O'Brien, CT DEP
Jack Ringelberg, JMS Naval Arch./Ocean Tech Fdn.
Michael Szemerda, Cooke Aquaculture
Chris Nash, NH DES
Christine Tilberg, GoMC
Alfred Hansen, URI
Zdenka Willis, NOAA IOOS (Presenter)
Betsy Nicholson, NOAA CSC (Presenter)
Fred Whoris (?), Atlantic Salmon Fed.
Bruce Carlisle, MA CZM
Pete Jumars, UMaine
Larry Madin, WHOI
J. O'Donnell (not signed in)
Ru Morrison, UNH
Josie Quintrell, NFRA (Presenter)
Peter C. Smith, DFO, BIO
Malcolm Spaulding, URI (Chair)
Linda Mercer, ME DMR
Susan Ryan, USM GoMA-COML (Staff)
Eric Bridger, GoMOOS (DIF Comm)
Janet Fredericks, WHOI (DIF Comm)

2. Brief presentations and updates were given on:

- NOAA IOOS by Zdenka Willis, DC and Betsy Nicholson, NH)
- NFRA Activities by Josie Quintrell
- National RA meeting by Jim O'Donnell

3. Approval of Minutes (M. Spaulding).

MOTION: The minutes from November 13, 2008 Board Meeting (previously distributed by email) were reviewed, moved, seconded and APPROVED UNANIMOUSLY.

4. Committee Reports

A. Staffing and Search Committee

Malcolm reported how MOU's between grant recipient and non-profits have not always worked out favorably and that the committee recommends establishing NERACOOS as independent non-profit. Jim O'Donnell stated that it merited a discussion by the board and that costs of setting up a new organization need to be examined. Discussion of various models and finding cost-savings with shared office space ensued.

MOTION: Janet Campbell reported that the committee recommends establishing an Executive Director position near Chairman Spaulding at URI. The recommendation to the board was moved, seconded and APPROVED UNANIMOUSLY.

1) Executive Director Position Announcement: The job notice was distributed widely and 8 applicants have responded. The committee discussed how to include board members in review process. It was agreed that the committee would:

- request references from applicants (within 2 weeks),
- provide a short list applicants to the board with confidential packets (within 1 week),
- set up a 1-day interview process for all candidates (board members to attend or listen in)
- rank the top 3 applicants, and
- set up an evaluation process.

2) Planning Grant Transfer

Malcolm submitted a budget to John Trowbridge at WHOI who is administering the NERACOOS RA Grant. A Rebudget/Reprogram request was submitted by WHOI to NOAA as a way for NERACOOS to receive funds from WHOI, as opposed to transferring the award which could take up to a year. Funds will cover Executive Director, assistant and overhead.

Linda Mercer distributed and reviewed the proposed budget spreadsheet. There may be modifications (e.g. travel).

3) Interim Staffing via GoMOOS

Malcolm reported that Evan Richert has assigned the remaining grant funds to GoMOOS. Susan Ryan reported that due to an overcharge of indirect costs by the USM system, NERACOOS has approximately 32K of "additional" funds to cover interim staffing through the end of the grant (April 30, 2009).

MOTION to approve the search committee process outlined above was seconded and APPROVED UNANIMOUSLY.

B. Nomination - Alternates and Staggered Terms (B. Carlisle and J. Ringelberg)

See Nomination committee report 2/20/09

- 1) MOTION re: board to consider alternates as Board matter: seconded and APPROVED UNANIMOUSLY.
- 2) MOTION re: alternate requests, Jack Ringelberg proposed Melissa Ryan as an alternate for himself: seconded and APPROVED UNANIMOUSLY
- 3) MOTION re: alternate nominations (see attached list): seconded and APPROVED UNANIMOUSLY.
- 4) MOTION re: term limits: Nov 2008 as start up period, Nov 2009 term begins, staggered term limits of 1, 2 and 3 years by lot: seconded and APPROVED UNANIMOUSLY.

NOTE: committee will look at Exec. Comm. Terms and bylaws later.

MOTION: Non-voting and ex-officios: The motion to accept Jon Hare, NMFS was moved, seconded and APPROVED UNANIMOUSLY.

NOTE: Betsy Nicholson will invite additional federal partners that may have an interest.

C. Finance (L. Mercer) – see budget discussion above

D. Strategic Planning and Implementation Team– to be led by Ru Morrison, along with Outreach and Education (see NERACOOS Board organization chart). Committee and working group leaders are:

- 1) Data Infrastructure Framework Working Group: Eric Bridger.
- 2) Working groups:
 - i. Modeling – Rich Signell
 - ii. Inundation – Philip Bogden
 - iii. Ocean Energy – Neil Pettigrew
 - iv. Maritime Safety – Jim O’Donnell
 - v. Coastal & Ocean Ecosystems – Scott Gallagher
- 3) Performance Evaluation – Hauke Kite-Powell, Charlie Colgan
- 4) Allocation and use of funds, initial feedback – no discussion notes

E. Stakeholder Council and Federal Government Liaison

Malcolm reported that the stakeholder response was minimal (2 respondents). After some discussion, the board agreed that may not be needed right now and that it can come later.

As Larry Madin said “We’re likely to attract more stakeholders when they see there is something they can have a stake in”

F. Conflict of Interest – Policy (P. Jumars)

Peter Jumars discussed the goal of the conflict of interest policy, i.e., to minimize and make transparent any conflict of interest since some level of conflict will be inherent in the group. Peter will make minor modification suggested by the group, e.g. include primary employer.

G. Strategy for Outreach and Education (M. Spaulding)

Malcolm reported that Ru Morrison is collecting names for Outreach and Education committee.

H. Wind and Ocean Energy Activities (M. Spaulding) –

Malcolm reported on the Feb 2 meeting at Rutgers with regard to energy and described a high resolution map of wind energy around the globe. He also discussed the number of firms/consortiums that are forming to tap into the potential funds that will become available (e.g. Capewind, Deepwater Wind, Blue Water). Some are financial entities only, with no science or engineering staff.

I. EPA Nutrient Sensor (MOU) (L. Madin) – waiting on EPA, no report at this time.

J. Summary of Action Items and Timeline until next meeting (mid-May 2009)

1) Budget: The NOAA grant at USM will finish up April 30 and the funds will transfer to NERACOOS.

2) Search Process: References are due in 2 weeks; the short list and confidential packets will be sent within in 1 week. Search committee will set up interview process, preferably one day and will open it up to board to “listen in.” The candidates will be ranked 1-3.

3) Conflict of Interest: Peter will modify form, Rob Levin will be consulted, and board members will complete form.

4) Strategic Planning and Implementation Team: Board members are asked to let Ru know their interest in participating in the plan; DIF/WG/O&E and Performance evaluation.

The meeting adjourned at approximately 3:30 pm.

21 Feb 2009
Susan Ryan, Recorder
sryan@usm.maine.edu

**February 13, 2019: Edits made by Emily L. Silva to accept changes and turn off ‘Track Changes.’*