

NERACOOS Board of Directors: December 6, 2016 Minutes

Approved March 6, 2017

Board Participants in Attendance: Todd Callaghan, Steve Couture, Janet Freedman, Jon Grant, Steve Lohrenz, Matthew Lyman, Regina Lyons, Justin Manley, Andrew Pershing, Paul Stacey, and Tom Taylor; **Board Participants on Phone:** Dave Hebert and Michael Whitney

Other Attendees: Zdenka Willis, Josie Quintrell, Jackie Ball, Rob Cardeiro, Ru Morrison, Tom Shyka, and Emily Silva

Steve Lohrenz commenced the meeting at 11:02 a.m.

Operations Update

NERACOOS is in the process of closing out the IOOS FY11 (A002) award. Sub-awardees; University of Maine, University of Connecticut, University of Massachusetts Dartmouth, University of New Hampshire and University of Rhode Island have all received no cost extensions until the end of May 2017. The Gulf of Maine Research Institute, Woods Hole Oceanographic Institution and Bedford Institute of Oceanography are all closed out. The NERACOOS office has also begun spending on the IOOS FY16 award (A008). A six-month extension has been approved for the National Fish and Wildlife Foundation Sandy Supplemental (A006) award, and will now run until March 2017 to complete a portal and viewer. A new timeline is being developed, along with an evaluation and quality assurance plan. A memorandum of understanding has been signed for the Cape Cod Canal PORTS system between NERACOOS, Massachusetts Department of Environmental Protection, and NOAA. Additionally, NERACOOS partnered with the USGS, National Weather Service, Maine Emergency Management Agency, and the Town of Saco to promote the new Camp Ellis tide gauge at a media event during the recent November King Tide. A new website for NECAN has been launched and there have been two webinars in this new webinar series, which have been very successful and well attended. NERACOOS has been working towards certification and has submitted initial materials to the IOOS Program Office for comment. NERACOOS will be submitting a completed application early in the new year.

Approval of the Minutes

Todd Callaghan motioned to approve the August 15, 2016 meeting minutes, seconded by Justin Manley, and the meeting minutes were unanimously approved.

IOOS Program Office

Zdenka provided the update for the IOOS Program Office along with a brief overview of the Program Office budget history over the past six years. Moving forward there is a proposed increase in the budget for fiscal year 2017 (FY17), which is supported by both the House and Senate. Budget talks for fiscal year 2018 (FY18) are on hold at this time and the budget for fiscal year 2019 (FY19) has not yet been initiated and is currently behind schedule. PacIOOS and GLOS have become certified; MARCOOS has been approved for certification; SCCOOS, GCOOS, AOOS and NERACOOS are all currently working towards becoming certified.

Zdenka will be retiring as Director from the IOOS Program Office in January. The new director has been chosen and will start at the end of January, though they have not yet been announced. The IOOS message will remain the same and Zdenka is optimistic about the new leadership team for IOOS. The Department of Commerce landing team has been determined, however, the National Oceanic and Atmospheric Administration landing team has still not been chosen. It is important that IOOS have consistent messaging and continue the successful team work between the IOOC, IOOS Association, IOOS Advisory Committee and IOOS Office as we are a part of a larger ocean community.

IOOS Association

Josie provided the update for the IOOS Association. The Closing the Gaps campaign, has been successful so far, but due to changing administration the IOOS Association will be resubmitting the ask for HFR funds and pursuing additional funds for gliders. IOOS has been successful in creating broad bi-partisan support and will continue to move forward with a policy neutral message under the new administration. The IOOS Reauthorization bill has passed in the Senate, IOOS is currently working on introduction in the House. Honorary Directors continue to meet and advise the IOOS Association.

Nominating Committee

The nominating slate, which had been previously distributed, was presented to the board by Steve Couture. Todd Callaghan motioned to accept the slate, seconded by Justin Manley and it was unanimously approved. Steve Lohrenz thanked all of the board members stepping off the board at this time, including: Paul Stacey, Peter Smith, Curtis Bohlen and Mel Coté; and also welcome new members, Pamela DiBona, Jason Goldstein and Regina Lyons.

Finance Committee

The finance committee had a conference call in November to review the FY16 financial report and to discuss the new FY17 budget. There are several subawards remaining to be closed out for A002, but all are on track to be spend down by the end of May. Tom Taylor motioned to approve the FY16 financial report, seconded by Paul Stacey. The financial report was unanimously approved.

The finance committee then provided the proposed budget for FY17. It was suggested that NERACOOS work towards increasing non-federal funding from \$30k to \$50k. Indirect funding has been increasing for the last few years. There is a proposed estimate for a surplus at the end of FY17, which then carries over to the next year. Direct funds will go towards certain existing programs; indirect funds may be spent as NERACOOS sees fit at the discretion of the board. Rob and Ru will work on a proposal for how this can be spent and bring it to the finance committee for consideration. Todd Callaghan motioned to approve the preliminary FY17 budget, seconded by Justin Manley. The budget was unanimously approved.

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At this time a final statement from the auditors is not available, but feedback has been positive. We should have the final paperwork shortly.

Executive Committee

The executive committee did not have an update for the board at this time. A sub-committee was formed to further discussion and progress regarding the increase of non-federal funding for NERACOOS.

Tiger Team Update (Development Committee)

Justin Manley provided the update for the Tiger Team, the objective of which is to raise non-federal funding for NERACOOS. There was an initial phone meeting for the Tiger Team in November, led by Justin Manley. It is important to identify and target sponsors, to set incremental goals and not impede NERACOOS sub-awardees. It may be in the best interest of NERACOOS to look into a staff time for someone who can focus their hours on spearheading this effort. At this time the Tiger Team is still in its planning stages but will work towards coming up with concrete ideas for fundraising and individuals or organizations that can be counted on for support, as well as ideas on how this money can be spent efficiently keeping in mind that operational funding is just as important as initial funding for new projects.

Next Board Meeting

A Doodle will be sent out to schedule 2017 meeting dates.

Steve Lohrenz adjourned the meeting at 4:18 p.m.