

Board Participants in Attendance: Todd Callaghan, Steve Couture, Pam DiBona, Paula Fratantoni, Janet Freedman, Jason Goldstein, Anthony Kirincich, Steve Lohrenz, Matt Lyman, Regina Lyons, Justin Manley, Joe Salisbury, Tom Taylor, and Steve Withrow

Other Attendees: Jackie Ball, Rob Carneiro, Dave Easter, Ru Morrison, Josie Quintrell, Emily Silva and Tom Shyka

Notes: Emily Silva

Steve Lohrenz commenced the meeting at 9:33 am.

Approval of the Minutes

Steve Withrow motioned to approve the minutes from the March 6, 2017 Board Meeting, seconded by Anthony Kirincich. The meeting minutes were unanimously approved.

NERACOOS Operations Update

Ru Morrison provided the update for NERACOOS Operations. NERACOOS submitted their certification application to IOOS and a Request for Information (RFI) was received back; the comments and questions are being addressed and the goal is to resubmit by the end of May. There are seven RA's certified. Jackie will make the certification documents available to the board.

The FY11 IOOS award is coming to a close following a one year no-cost extension and the final report is due August 29, 2017. NERACOOS has transitioned to spending on the FY16 award. NERACOOS submitted paperwork for funding for the Cape Cod Canal PORTS buoy, the funds have been granted and once they are received a new buoy will be purchased and deployed. Final numbers for FY17 have not yet been received from the Program Office, but NERACOOS is anticipating a June announcement.

The NFWF grant is finished and the final report is due this summer. Regional Resiliency is on track and doing well. For the Nutrient Observatory award NERACOOS will be applying for a one year no-cost extension. There will be a stakeholder workshop later this summer for the Long Island Sound area, at UCONN Avery Point. Regina Lyons will put NERACOOS in contact with the Long Island Sound Study coordinator.

The NECAN implementation plan is now on the NECAN website. The second webinar series is currently in progress, there have been three so far, the next is on June 6, 2017. All working groups are meeting regularly and active. A stakeholder workshop is being planned with NROC for late summer or early fall to address state needs. Jackie will add Pam DiBona to the NECAN emails.

The annual report has been mailed out, any feedback on the report is welcome. NERACOOS is working on hosting an ISMN workshop in the fall, although the Gulf Research Program proposal was unsuccessful. NERACOOS has submitted proposals in response to the following opportunities, including: OCM FY17 Coastal Resiliency, IOOS OTT FY17, and RARGOM. A mini grant from NOAA's Ocean Acidification Program has been awarded.

IOOS Association Update

Josie Quintrell provided the update for the IOOS Association. The FY17 congressional ask was \$3.1M with a focus on High Frequency Radar (HFR), which will benefit five regions. Appropriations requests went out two weeks ago and there was a \$1.2M increase in the IOOS Regional Association budget from FY16 to FY17.

This spring there was a briefing that focused on the Gulf of Mexico. Leaders from the surrounding states (LA, TX, MS) came to Washington D.C. visiting with their congressional delegations on behalf of IOOS. As part of the Spring IOOS Meeting, there were strategic planning and DMAC meetings as well as over 75 congressional visits.

The ICOOS Reauthorization Act will be reintroduced by Senators Wicker and Cantwell. Josie reiterated how important it is to keep in touch with our local delegations, letting them know the importance of the work that IOOS and NERACOOS does. Using social media and local newspapers for outreach is also critical.

IOOS Program Office Update

Dave Easter provided the update for the IOOS Program Office. Dave will be the primary contact for all regional associations moving forward. The office is now working through some last-minute funding decisions so the FY17 funds will not be available until mid to late July. The OTT funding announcement received around 36 proposals and awards will be announced within in the next month.

Zdenka retired in January, Carl Goldman has been in the position for a few months. There are several vacancies within the Program Office, including Deputy Director and Division Chief for Policy Division. Jessica Snowden has been working on a Leader Competency Development Program in the hopes of establishing a Canadian counterpart for IOOS. Jessica has been in touch with Ru as there are potential NERACOOS connections here.

Executive Committee

The NERACOOS office has been working on updating and formalizing the NERACOOS Employee Handbook. There have been draft policies in existence since the start of NERACOOS, Rob Cardeiro has been working diligently on pulling those together into one cohesive document. The handbook has been reviewed externally by a lawyer to verify that NERACOOS is abiding by state and federal laws.

Steve Couture motioned to approve these policies with aim to review every 1-2 years, seconded by Matthew Lyman. The NERACOOS Employee Handbook was unanimously approved.

An amendment is proposed to be made to the NERACOOS By-Laws regarding the Conflict of Interest (COI) Policy. Currently the COI Policy is not a part of the NERACOOS By-Laws. The amendment is to make the COI Policy a part of that document. This is the 60-day notice to the board for a by-law change, to be voted on at the August Board Meeting.

Tiger Team Update (Development Committee)

Rob Cardeiro provided the update for the Development Committee. Philip Conkling from Philip Conkling and Associates (PCA) visited the NERACOOS office on May 9th and conducted interviews with the NERACOOS staff, both as a group and individually. His next step is to interview a few individuals on the Board of Directors, as well as NERACOOS members. Philip would like to have these interviews and be able to provide a final report to be available at the August Board Meeting. Justin Manley would like to make sure that Philip is informed of the relationship between NERACOOS, IOOS, and the federal budget.

Finance Committee

Matt Lyman provided the update for the Finance Committee. The Finance Committee had a call on May 16th, the budget summary was reviewed and there was a slight concern that NERACOOS will not reach the budgeted number. A no-cost extension will be requested for the Nutrient Observatory through the Ocean Technology Transfer award. Rob has met with the accountant and incorporated their recommendations into the financial policy.

Recently there has been a cost of living adjustment (COLA). It is proposed that the NERACOOS staff salaries reflect this change retroactive either to January 2017 or September 2016. Rob Cardeiro will calculate these numbers and share them with both the finance and executive committees.

Nominating Committee

Steve Couture provided the update for the Nominating Committee. Dave Ullman is eligible for the start of his first term as a Director, he is now finishing out the final term of Al Hanson. Matt Lyman's term will be up in December, however, he still has one year left to serve as Treasurer. Joe Salisbury is eligible for another term as a Director. Nicole Bartlett, a non-voting member, is stepping off the NERACOOS board to finish her PhD She has recommended Lt. James Brinkley or her alternate Paula Fratantoni to replace her. The Finance Committee and Ru Morrison will meet to discuss Nicole Bartlett's position.

Next Meeting

The next NERACOOS Board Meeting will be on August 23, 2017 at Woods Hole Oceanographic Institute in Woods Hole, MA. Details to follow.

Steve Lohrenz adjourned the meeting at 11:04am.