

NERACOOS Board of Directors February 19, 2014 Minutes

Finalized by the Board: May 29, 2014

Malcolm called the board meeting to order at 9:30 a.m.

Board Attendees: Malcolm Spaulding, Matt Lyman, Al Hanson, Steve Withrow, Blaine Grime, Bob Stankelis, Christine Tilburg, Justin Manley, Jim O'Donnell, Jon Pennock, Nicole Bartlett (non-voting) **Other Attendees:** Dave Hebert, Ru Morrison, Tom Shyka, Cassie Stymiest, Jackie Ball

A quorum was not present on the call, voiding all votes. All votes were later approved via email. Christine Tilburg motioned to approve the minutes from **December 4, 2013** board meeting, seconded by Blaine Grimes, and was unanimously approved.

Cassie Stymiest reminded the Board that all conflict of interest forms are to be completed for 2014 and returned to the office as soon as possible.

Christine Tilburg presented the **Nominating Committee** report. In December Matt Lyman (NROC) and Al Hanson (NEAC) have expiring terms and are up for re-election. Also in December Jon Pennock (NEAC), Malcolm Spaulding (NROC), and Christine Tilburg (SeaGrant) board terms are expiring and are not eligible for re-election. Board officers' terms will also be up this year. Current board officers include: Malcolm Spaulding (President), Peter Smith (Vice-President), Linda Mercer (Treasurer), and Anthony Kirincich (Secretary). The Board needs to consider who can fill these positions. The nominating committee will reach out to NROC and NEAC for recommendations, but the board can make individual recommendations as well. The board will consider potential nominations and will forward onto the nominating committee.

Matt Lyman administered the **Finance Committee** report. The finance committee met on February 11 to discuss the audit report as provided by Rob Cardeiro. The awards has a balance of \$2.3 million, Ru and Cassie are instituting a review process with subaward which may help bring awareness of the balances. NERACOOS is waiting for official FY14 funding. If there are additional funds this year it may be opened to the SPI team for a competitive process. The indirect rate from last year has not been approved, and the next proposal is due end of March. Membership has raised a little more than \$30k. NERACOOS had a clean A133 audit this year. Combined with work being done with Dunn and Bradstreet we can hopefully remove the high risk label. There were some things found in the audit that Rob is looking into. One of which is a deficit of funds this fall potentially because of a disparity in the applied indirect rate. Ru is not concerned and both issues are being addressed. NERACOOS currently has a business credit line of \$5k that is currently split

between Cassie, Ru, Tom and Jackie. We would like to raise the credit line to \$10k so each employee has a line of \$2.5k to be used for business expenses, mostly travel and office supplies. Christine motioned to approve raising the NERACOOS credit limit to \$10k, seconded by Jim O'Donnell, unanimously approved. Previously Chris Nash was a signatory on the NERACOOS bank account (as well as Linda Mercer and Ru Morrison). Chris has stepped off the board and Steve Couture has joined, also with New Hampshire Department of Environmental Services. Chris has been removed from the account so now we need another signatory. Blaine motioned to approve adding Steve Couture to the NERACOOS bank accounts to co-sign checks over \$10k, seconded by Christine, unanimously approved.

Ru administered the **Operations Update**. Buoy N has broken free of its mooring and the University of Maine is working to retrieve it and deploy a new buoy. NECOFS has successfully implemented a GRIB2 format so that forecast information can be delivered to the National Weather Service and be ingested into their systems. Don Anderson's ESP (Environmental Sample Processor) work will be started later on this year. Three ESP's will be deployed along the coastline of Maine, one just north of the Isles of Shoals, one in Mohegan Bay, and one in Casco Bay. A six month NOAA report was submitted at the end of December. Ru and Cassie are working to formalize the sub-award review process. In the office we are also working on staff performance reviews. As of November 2013 Ru is the Chair of the IOOS Association. Ru will be traveling to Washington D.C. the first week in March for the IOOS Association Meeting. There will be two days of meetings with the IOOS Association and Program Office and further meetings with staff from northeast delegations. Jim O'Donnell has volunteered to go with Ru since Malcolm is unable to attend. The Program Office will have funds for the sensor innovation technology program in FY14. In 2013 funds from this program were awarded to fund Don Anderson's ESP work, as part of a non-competitive process. The Sandy Supplemental funds came in three weeks ago. The kick off meeting was held on February 4th. These funds will be used to harden infrastructure and data streams, and to put NECOFS into the cloud. The NERACOOS office has also been involved in multiple proposals for the following Requests for Proposals; the National Fisheries and Wildlife Foundation, the IOOS Sensor Innovation Program, MEOPAR, and the IOOS Marine Biodiversity Observing Network. The NERACOOS role varies for each proposal, but they include end user engagement, program management and website support. As of today 75% of the board is enrolled in membership. Ru asked that if any board members have any suggestions for potential members to forward them to the NERACOOS office. Pending memberships include: Cooke Aquaculture, University of New Hampshire, Bar Harbor Whale Watch, and Provincetown Center for Coastal Studies. Ru thanked the board for their support.

Ru provided the board with a **SPI Team** update. The SPI team is working on updating the 2013 strategic priorities. In December the Board charged the SPI team with identifying buoy location criteria. Ru has formed this group and an initial call has taken place. Once the criteria have been drafted it will be sent to the board for finalization. Al Hanson has been the SPI chair for the last two years, but has asked to step down at the April meeting where a new chair will be elected. The sentinel monitoring initiative, joint with NROC, had a successful workshop January 16th with about 35 people in attendance. This effort kicked off a year ago with urgency and has successfully maintained its momentum. The group is currently pulling together a regional monitoring inventory with help from Jim O'Donnell and Todd Fake. Ru thanked the University of Connecticut for all their help with this effort. Our volunteer Pete McGlew has also been instrumental in pulling this inventory together. NE-CAN, the Northeast Coastal Acidification Network, is working on a regional implementation plan. Since November we have hosted a weekly webinar building up to a state of the science meeting in April. NOAA North Atlantic Regional Team and Woods Hole Oceanographic Institution have contributed funds for the State of the Science Meeting. All webinars are available on the NERACOOS website. Nicole suggested working together to highlight this successful partnership up the NOAA chain.

Communications and Outreach work has continued through newsletters, meetings and Facebook. The NERACOOS office is currently putting together our first Annual Report. This is something we'll be doing to highlight our work, to be used by SPI and Board members. Tom added that we're very interested in having feedback from the Board about how useful it is. Tom reviewed recent meetings NERACOOS has attended as well as future meetings. At the Maine Fishermen's Forum NERACOOS will be user testing a new model viewer. Jim O'Donnell suggested being more strategic and geographically uniform in our outreach efforts. The NEOSEC Ocean Literacy Summit, November 6-7 will be hosted at Woods Hole Oceanographic Institution. This year the focus is how the ocean and humans are interconnected. NERACOOS is helping NEOSEC with some strategic planning and updating our MOU. Cassie is also the chair elect for the communications committee. Cassie is helping Jim Manning with various drifter proposals. Anthony Kirincich recently received funding for 25 drifters to be built and NERACOOS will sponsor a building workshop in May.

Ru gave an update on the **IOOS Program** Office activities. The certification process will be completed this year. The NEPA (National Environmental Policy Act) programmatic assessment will be released to the federal register in the next few months for public review. The QARTOD effort, funded by the IOOS Program Office, is in the process of developing quality assurance procedures, salinity and

temperature most recently released. The National Ocean Service in the process of defining a coastal intelligence network.

The **IOOS Association** update was given by Ru. The spring meeting is the first week in March. At the meeting there will be briefings with House and Senate staffers. There has also been some strategic planning within the association.

The NERACOOS Strategic Planning Committee is continuing to work with Jeremy to identify core values, vision and mission. The December board meeting was a great success and Ru thanked the Board for their time. Our next board meeting will be on May 29th in the NH area.

Malcolm stated his concern about the lack of board participation and the failure to have a quorum on the call. It was suggested that the office reach out to the board more diligently, via telephone if necessary. Blaine suggested amending the bylaws to ensure we have a quorum on each call. The Executive Committee will consider these options and will make a formal recommendation.

Jim O'Donnell motioned to adjourn, Blaine Grimes seconded, the meeting was adjourned at 10:58 am.