

NERACOOS Board of Directors: February 24, 2015 Minutes

Approved by the Board May 20, 2015

Board Participants: Steve Withrow, Matt Nixon, Joe Salisbury, Anthony Kirincich, Matt Lyman, Steve Lohrenz, Jim O'Donnell, Dave Hebert, Steve Couture, Andy Pershing, Matt Liebman, Paula Fratantoni, Bob Stankelis, Bruce Carlisle, Michael Szemerda, Fei Chai, Al Hanson; **Other Participants:** Tom Shyka, Ru Morrison, Cassie Stymiest, Jackie Ball, Josie Quintrell

Steve Lohrenz called the business meeting to order at 9:31 a.m.

IOOS Association

Josie gave an IOOS Association update. The new, mostly republican Congress is now in session. The President's budget maintains level funding for IOOS. The IOOS Association will be on the Hill next week advocating for an additional \$5M for IOOS as part of NOAA's core observing infrastructure. The Senate Dear Colleague letter this year will again be led by Senator King (ME). The IOOS Association is also pushing the ICOOS Reauthorization Act, which has been introduced in the house, but not in the Senate. Ru will be working with the IOOS Association on hill visits later this spring. Josie reminded the Board to advocate for NERACOOS through their local delegations.

IOOS Program Office

Ru presented the IOOS Program Office update. IOOS is in the process of re-branding their emblem and brand identity to better reflect their work. The FY16 competitive Federal Funding Opportunity (FFO) to support the next five years of IOOS Regional Associations (RA's) has been released. The office also continues to work on certification. PacIOOS has submitted their pre-packet, and other RA's will complete their applications based on that packet's review.

Meeting Minutes

Steve Couture motioned to approve the December 3, 2014 board meeting minutes, seconded by Anthony Kirincich. The meeting minutes were unanimously approved.

Conflict of Interest Forms

Any outstanding conflict of interest forms are to be returned to Jackie as soon as possible. Jackie will re-distribute the form to the group.

Nominating Committee

Anthony presented the nominating committee slate. Matt Liebman has been nominated as Mel Coté's alternate. Dave Casoni has asked to step down from the NERACOOS Board, his alternate Arthur "Sooky" Sawyer has been nominated to step into the Director seat with Beth Casoni as his alternate. Andy Pershing motioned to approve the nominating slate, seconded by Matt Lyman. The nominating slate was unanimously approved. The staff will send around short biographies for newly nominated board members.

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Finance Committee

Matt Lyman presented the finance committee report, referencing the financial report that was previously distributed to the board. There were some questions about the remaining balance of sub-awardees and if the remaining balance can be spent out. As the new treasurer Matt Lyman will be added to the bank account. The audit is not yet completed, but we're anticipating a clean audit. A new indirect cost proposal will be drafted by the end of March. The office will be hiring a part time financial manager this spring. Currently this work is done by Rob Cardeiro at the Seacoast Science Center, but in the past year NERACOOS financial responsibilities have increased and a dedicated person within the office is needed. NERACOOS has sufficient funds to support this new position. A revised financial policy has been completed. The executive committee will review plan changes. The office will send around a version with tracked changes to the board.

NERACOOS Operations

Ru presented the operations update. The IOOS FY16 FFO and NERACOOS proposal process documents can be seen at www.neracoos.org/grants. The pre-proposal deadline has been extended to March 6th. Pre-proposal requests were sent to the Strategic Planning and Implementation (SPI) team and the NERACOOS newsletter listserv. An un-conflicted Board review panel will oversee the process and past performance of current NERACOOS funded projects. Members of the review panel include: Ames Colt, Steve Couture, Matt Nixon, and Mel Coté. A final review will be presented at the May board meeting.

NECAN, the Northeast Coastal Acidification Network, stakeholder engagement continues. Workshops are being planned in Massachusetts, Rhode Island and Connecticut. A workshop in New Hampshire is still being worked on, Steve Couture offered to help. A synthesis paper has been submitted to Oceanography. The ISMN, Integrated Sentinel Monitoring Network work continues, a science and implementation plan will be finalized this spring. Next workshop is planned for April 2nd.

Tom presented the communications update. A special winter edition newsletter went out after Blizzard Juno, also containing pre-proposal information and annual meeting panel summaries. The 2014 Annual Report is underway and will be completed this week. Engagement work for the Nutrient Observatory will begin with a spring workshop in Great Bay, New Hampshire.

Cassie presented the education update. Cassie and Riley Yong Morse presented a research poster on leveraging the NERACOOS data framework to support citizen data at the Citizen Science Association Workshop in February. Work with the Northeast Fisheries Science Center Drifter Program also continues.

Executive Committee

Steve Lohrenz reviewed the Quorum Issue memo that was previously distributed to the board. The board of directors approved the change to the bylaws in December, but not enough notice was given. The change to the bylaws will read, "the number of directors attending a properly noticed board meeting shall constitute a quorum for the transaction of

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business at any meeting of the board. Directors may not vote by proxy.” With the suggested change alternates maintain the right to vote. The organization needs to be able to continue regular business and in the past this was unable to happen due to poor attendance. Steve Couture motioned to approve the bylaw change, seconded by Anthony. The change to the bylaws was unanimously approved.

SPI Team

Anthony provided an update on the SPI team. Throughout the proposal process conflicts of interest will be addressed with transparency. The process for addressing conflicts of interest hasn't yet been finalized. The board noted that the most knowledgeable people are also the most conflicted. Project templates will be evaluated by the SPI team based on previously distributed criteria. SPI membership, which is not term limited is relatively open and was originally composed by the board. With the growth of NERACOOS and its priorities the executive committee will review current SPI team membership. The office will send around the SPI Team terms of reference document to the board. At the May board meeting the unconflicted review panel will present the proposed projects to be included in the next five year proposal.

Strategic Planning

Cassie gave an update on the Strategic Planning activities. In December the NERACOOS strategic goals were approved by the board. The staff has been working to identify leads for each strategic activity. Leads will then be responsible for developing work plans to support these activities. Cassie will send around staff roles in a memo to the board. The office will be reaching out to the board for help with these activities.

2015 Meeting Dates

The 2015 Board of Director Meeting Dates are May 20th, August 19th and December 9th. The NERACOOS Annual meeting will be on December 10th.

Anthony Kirincich motioned to adjourn the meeting, seconded by Matt Lyman, unanimously approved.

Meeting adjourned at 11:59 a.m.