

CeNCOOS Governing Council Meeting (teleconference)
October 10, 2016
Draft Minutes (submitted by Dave Anderson)

Attendees:

Mary Miller, Dean Wendt, Eric Bjorkstedt, Lynn DeWitt, Krista Kamer, Andrew DeVogelaere, John Largier, Lynn Korwatch, Francisco Chavez, Raphael Kudela, Luke Beatman, Laura Rogers-Bennett, Alex Parker, Karina Nielsen, Dave Anderson*, Aric Bickel*, Fred Bahr* (*at Program office)

Quorum: Yes.

Introduction of new Executive Committee:

The new Executive Committee was introduced, consisting of Dean Wendt (Chair), Raphe Kudela (past chair), Mary Miller (chair-elect), and Francisco Chavez (at large). The Executive Committee members serve a one year term.

Old Business:

1) Approval of Minutes. The minutes of the June meeting were approved.

2) Update on grants (Dave): The de-scoped IOOS award has been approved, and MBARI began issuing the ten sub-awards this month. The previous award paid for CeNCOOS staff labor through the first Quarter, so we expect to have 100-200k available in the new award at the end of year 1. The unspent funds on the sub-awards of the no-cost extension are \$656,775. Dave will work with the investigators to complete this spending. This money cannot be carried beyond May 31, 2017. There are no new grant efforts to report, but CeNCOOS continues to receive support from four continuing external grants.

New Business:

1) Discussion of decision-making process including conflict of Interest, related to year 2 call for expressions of interest.

- Dave introduced the CeNCOOS expression of interest annual solicitation and the related question of whether the decision making process should consider conflicts of interest on the part of Council Members. He noted that CeNCOOS plans to apply for certification as a Regional Information Coordinating Entity, and this carries the expectation that conflicts of interest will be avoided in budget decision-making. Dave also pointed to the SECOORA policy and forms, which are more detailed and concrete compared to CeNCOOS.
- The question of certification advantages and disadvantages was raised. Certified regional associations are protected to an extent from liability resulting from data activities because they are acting as an extension of the Federal government. Certified associations may compete more successfully for IOOS and other awards, and may achieve an increased level of trust and value with respect to their data. Regarding disadvantages, the certification process takes time, and will ultimately require additional data curation (the program office estimates the additional effort imposed by data standards to be 0.5 to 1.5 FTE, which could be born by the office, the PI's or a combination). Certified associations adhere to a series of guidelines covering governance and data management. For example, they agree to avoid conflicts of interest in budget decisions, and they agree to plan to implement quality control procedures for real-time data. The Council decided to examine the certification process this fall. Dave and Aric will schedule a webinar and discussion with one of the directors of a certified RICE (PACIOOS or GLOS) and the Director of the IOOS Association.

- We agreed that the CeNCOOS policy regarding conflicts of interest needs further investigation and analysis, both in the context of certification, past discussions, and to ensure that it meets our needs. Karina Nielsen described some of the history that went into the development of the current CeNCOOS policy.
- Regarding the expressions, the council decided not to request expressions of interest for year 2 (beginning June 1 2017) because CeNCOOS does not anticipate having new money, and the existing funds from the IOOS grant are fully obligated. There was concern from the group that soliciting a call leads to expectations from the submitters that CeNCOOS would not be able to meet under current budget circumstances. Note that the IOOS proposal was written as a five year proposal at three different levels, and that half of the projects in the proposal are currently unfunded.
- Mary Miller suggested that we re-evaluate our assessment process for expressions of interest and potentially move towards an independent review of them the next time a call is made.
- Several councilors suggested that we create and maintain an inventory of activities in the CeNCOOS region that are CeNCOOS relevant, and could become part of CeNCOOS (with or without funding in the future). The inventory could serve multiple purposes including the organization of new proposals. Mary Miller suggested that we make this publically accessible and integrate the inventory within CeNCOOS planning. The inventory suggestions were made in August during a GC email exchange, and Liz Whiteman suggested via email coordinating with the Ocean Science Trust. Aric and Dave will develop the inventory process with the EC.

2) Winter Meeting: Aric Bickel presented draft structure for the winter meeting to be held Dec. 5-6, 2016, in Moss Landing (Appendix A). The meeting will consist of three distinct sections: a governance session, a PI/working sessions, and a session focused on updating our membership and regional stakeholders on the work CeNCOOS has done in the past year. There was general support for the structure. In the next few weeks we need to select the meeting focus topic(s) and potential speakers.

3) Staffing: Dave presented a draft position description for the CeNCOOS data manager (Appendix B). Dave will work with the office staff, the data management committee, the EC, and MBARI personnel to solidify the description and recruit the new data manager.

Appendix A: Draft Winter Meeting Skeleton

CeNCOOS Winter Meeting; Dec 5 and 6, 2016; MBARI

Dec 5:

9:00am – 12:00am:	CeNCOOS PI and associated scientist working groups
12:00 – 1:00pm:	Lunch
1:00 – 2:00pm:	Opening remarks (host, IOOS office, CeNCOOS director)
2:00 – 3:00pm:	Topical presentation(s) <i>Potential topics: OA, HABS, modelling, buoy/subsurface measurements, biology</i>
3:00 – 3:20pm:	Break
3:20 – 4:00pm	Topical presentation(s) continued
4:00 – 5:00pm	Keynote talk or panel
5:00 – 6:30pm	Reception

Dec 6:

9:00am – 2:00pm: Governance session (with Lunch and breaks in between)
Potential topics: Determining Year 2 project funding, governance structure, stakeholder engagement plans/priorities

Appendix B: Draft CeNCOOS Data Manager Position description

The data manager of the Central and Northern California Ocean Observing System is responsible for the capture, curation, and distribution of CeNCOOS data; develops and maintains the CeNCOOS web site, and implements web and social media communications. The data manager oversees the data activities of sub-awards that 1) provide real-time capture, curation, and distribution (via a web portal and web services), and 2) produce data from shore stations and other instruments (40%). The data manager serves as the CeNCOOS liaison, working group and committee member to data providers and to stakeholders who interact with CeNCOOS data (eg., IOOS, NCEI, NDBC) (20%). The data manager works with the product developer to produce data and information products, and maintains the CeNCOOS data management plan (including certification, and contributes to IOOS documents (20%), and occasionally documents and quality controls acquired data. Web site tasks include development and maintenance of the CeNCOOS web site and social media (Facebook, YouTube, Twitter), and the delivery of web and social media components of CeNCOOS communications (20%).