CUAHSI Board Meeting Minutes

October 18, 2023

Roll Call

14 members are present, 10 needed for quorum. "**X**" indicates present

Term expires 12/31/2023

Safeeq Khan, Univ. of California, Merced **X**
Sarah Ledford, Georgia State Univ. **X**
Margaret Zimmer, Univ. of California, Santa Cruz
Anne Nolin, Univ. of Nevada-Reno **X**

Term expires 12/31/2024

Alejandro Flores, Boise State University (Past Chair) **X**
G.H. Crystal Ng, Univ. of Minnesota **X**
Steven Loheide, Unv. of Wisconsin - Madison **X**
Ashley Matheny, Univ. of Texas - Austin **X**
Ashok Mishra, Clemson Univ. **X**
Åsa Rennermalm, Rutgers Univ. **X**

Terms expires 12/31/2025

JP Gannon, Virginia Tech **X**
Drew Guswa, Smith College **X**
Hoori Ajami, Univ. of California - Riverside **X**
Anne Jefferson, Univ. of Vermont (Chair Elect) **X**
Jay Zarnetske, Michigan State Univ. (Chair) **X**

Officers: (terms expire January 31, 2024)

Troy Gilmore, University of Nebraska (Treasurer) **X**
Adam Ward, Oregon State University (Secretary) **X**

CUAHSI Staff Present: Jordan Read

Guests: (none)

Minutes prepared by Ward

Wednesday, 18-October-2023

13:00 EDT   Call to Order

1. Executive Director updates (Read)
   a. Office updates:
      i. CIROH two weeks ago: Social sci researcher Kristin, deputy Deanna, and research hydro Tony all attended and participated.
      ii. GSA this week with booths and poster: Deputy Deanna and E&O specialist Julia
      iii. [GeoHackWeek](#) next week: research hydro Tony, research hydro Irene, and new data scientist Abner; funded as part of completing one of our smaller NSF awards and wrapping up NCE
   b. **CUAHSI strategic plan** to be filed at the end of the month with NSF to meet terms and conditions of the CCA. Polished version for community will incorporate proposal figures
   c. Renewal Proposal. Read summarized efforts in preparing the renewal proposal, which will be a 4-yr proposal to the geoinformatics solicitation.
      i. Read summarized four key challenges being addressed by the proposal including investment in data archival (Hydroshare), supporting cloud workflow support to enhance existing data archival and data access, training investments including cross-institutional efforts coordinated by CUAHSI, and enabling transformative science through convening, data services, and enhancing collaborations.
      ii. CUAHSI staff are working on text, figures, technical architecture components, and letters of collaboration this week
   d. New indirect costs rate with NSF. Read reported the last provisional rate expired at the end of 2020, and a new updated set of provisional overhead / indirect rates include 25% for 2021, 31% for 2022, and 35% for 2023 and 2024. Provisional fringe rates (these are expenses beyond salary, such as retirement, healthcare, etc) for these years were held constant at 32%, which is the same rate from the last final approved rate from NSF. The Board clarified that Read is working with the NSF on indirect cost negotiations with the NSF, which have slowed as the new controller replaces CRCFO services. Read has been in close communication with the NSF throughout the process.
   e. New employees. All new staff are onboarded and starting to contribute in their roles. Accounting team is 75% through taking over CRCFO's duties.
   f. Federal Government shutdown. CUAHSI prepared for a government shutdown ahead of the federal fiscal year (September). Our plan was reviewed by ExCom and approved by NSF. Read and staff will now prepare for another potential shutdown in mid-November
   g. Invoicing. CUAHSI has caught up on nearly all of the delinquent invoicing for work we've performed on past subawards. Some lagging invoices are due to needing to create agreement amendments to support longer period of performance

and billing. CUAHSI has secured no-cost extensions for two NSF awards, which will allow us to complete small amounts of project work and reconcile expenses

2. Board Chair Updates (Zarnetske)
   a. Zarnetske shared personal circumstances that will limit his bandwidth for the organization in the coming months. He will transfer some responsibly to the chair-elect and past-chair to ensure continuity for the organization.
   b. The January 2023 Board meeting has been set for 11-12 January 2024 in Washington, DC.
   c. The nomination committee is assembling candidate statements from potential Board members, and will make these public to the community in the near future.

3. 2019-2022 Audit updates (Guswa)
   a. Guswa summarized audit requirements for the organization, noting the last complete audit occurred in 2018. Guswa is chairing the audit committee and they have received a report from the 2019 auditor. The audit committee is finalizing their report to the Board for the 2019 audit.
   b. Zarnetske, Guswa, and Read have been working with a new firm to resolve outstanding audits for the organization for the 2020-2022 audits. In short, there may be an alternative pathway to complete the audit requirements for the outstanding years in a single action, getting the organization more quickly into compliance. This will require coordination with and approval by NSF; Read is working to meet with NSF representatives to discuss this option. If this path is not supported, audits for 2020, 2021, and 2022 would proceed individually.

4. Board operations and improved governance/oversight (Ledford)
   a. Ledford shared a summary of Board actions that have been brainstormed and are anticipated to improve the function of the Board and organization. Examples include revised onboarding, developing norms and SOPs for the Board, Board mentoring, potential Bylaws revisions, and several additional actions. Ledford is working with the ExCom to draft this for the next update to the NSF. Guswa suggested that sharing this with the Audit Committee would clearly convey that the Board is actively engaged.

5. Charge to the standing committee liaisons
   a. Zarnetske introduced the topic of needing to harness the energy and talent of the standing committees. He prepared and shared a set of 'talking points' for liaisons to reach out to their committees. Zarnetske tasked liaisons with meeting with the standing committees to provide updates and begin defining a path forward for collaboration.
   b. The group discussed grant and program fellowships for the organization, noting post-award management is presently a high amount of effort for CUAHSI staff.

6. CUAHSI Treasurer (Ledford)
   a. Ledford initiated a discussion of the Board moving forward with the election of a new Treasurer for the organization. Zarnetske suggested the Board actively recruit potential officers with experience in financial management and/or nonprofit management, noting that the Treasurer need not be a member representative. Ledford and ExCom are working on defining a scope of work for the role and discussing the potential of compensation, depending upon the skillset needed and roles expected.

7. Other business
    a. Zarnetske opened the floor to any other business. Hearing none, the meeting was adjourned for the day.

14:00 EDT   Adjournment