9 June 2008
SCCOOS Board of Governor's Meeting
Minutes

BOG members in attendance (a quorum comprises seven members):

John Orcutt, Scripps (Chair)
Tim Baumgartner, CICESE
Donal Manahan, USC
Jim McWilliams, UCLA
David Tralli, JPL
Soroosh Sorooshian, UC Irvine
Libe Washburn, UCSB
Steve Weisberg, SCCWRP

BOG institutions not represented:

UABC
Cal State Los Angeles
Cal Poly SLO

Other Attendees:

Matthew Arrott, UCSD
Mark Brzezinski, UCSB
Yi Chao, JPL
Bob Guza, UCSD
Ben Holt, JPL
Burt Jones, USC
Carolyn Keen, UCSD
Dan Rudnick, UCSD
Eric Terrill, UCSD
Julie Thomas, UCSD

Welcome, agenda review and summary of meeting goals: Orcutt

John Orcutt gave a review of the 2007 SCCOOS BOG meeting. The 2007 meeting recommendation that SCCOOS pick 4-5 high profile users and develop products for them was accomplished with the following sites developed in the past year:

LA/Long Beach Ports
COAMPS
ROMS
Project pages

Eric Terrill provided a review of RCOOS assessment by NOAA in Seattle on 4 June 2008.

Board Business: Orcutt

The Board elected Donal Manahan, USC and Jim McWilliams, UCLA to the BEC.

The Chair of the BOG, the BEC and the ESC are due for rotation. Orcutt will solicit external nominating committee names for election of new SCCOOS BOG Chair, ESC and BEC members. He will take the names of the nominating committee to the BEC.

Eric Terrill and Julie Thomas will develop a plan for reorganizing SCCOOS operations, communications and management. This will be presented to the SCCOOS BOG.

Data Management: Terrill

Terrill provided an overview of SCCOOS data management activities (see posted slides).

Discussion of product development: how to decide what to develop, and how to measure success. Is success measured by quantity of users or by the magnitude/quality of the decisions that a product aids in? How to solicit user feedback?

Review of SAC Meeting: Terrill

Discussion of appointing a SAC member as liaison to the BEC. Limit the appointment to one year, two meetings, and refine the responsibilities well enough that the appointee can gauge the time commitment. Exploration of the idea of a statewide SAC.

McWilliams moves that we propose to CeNCOOS that we form a single, joint Senior Advisory Committee
Approved by all members.

Discussion of potential SCCOOS reorganization, and history of why California developed two separate RA's. Could some projects be organized on a statewide basis, like HABS and modeling?

Weisberg moves to amend McWilliams' motion above to explore with CeNCOOS and the state ways that we can consolidate, beginning with the SAC.
Approved by all members

Presentation by Tim Baumgartner; an overview of CICESE and IMECOCAL (Baja's CalCOFI).

Slides will be posted on meeting page

SCCOOS Reorganization: Orcutt

Discussion of how to review SCCOOS's performance, management and finances.

Four reviews are needed:

1. Annual review of projects by ESC.

2. Annual review of how we are going to invest funds (either for a proposal or from elsewhere) by the BOG.

3. Annual review of the ESC and SCCOOS management by the BEC.

4. External review of the BOG, of SCCOOS as a whole by an appointed outside committee. (Every three to four years)

Discussion of how to manage decisions as to what projects should be included in a multi-PI proposal. Start w/process open to all and winnow down, or start small and avoid having to make cuts? How can SCCOOS make what has been an open process more transparent?

The ESC should continue to make these decisions; it can appoint a group (HABS, for example) that can make these decisions, but it should initiate the process. The appointed subgroup is responsible for writing the proposal, not the ESC.

SCCOOS needs a PI list from all member institutions so that when opportunities arise all can be informed.

Finances: Terrill

Slides will be posted on meeting page

Discussion of SCCOOS finances to date, and future funding sources and opportunities, and of the need to set priorities.

A subset of the BOG will review current draft strategic plan.

Vision statement: Weisberg

Review of draft vision statement. McWilliams and Weisberg will augment the current draft with an ocean context paragraph.

Internal Communications

BOG will meet once each year.

Strategic Review Committee names: Weisberg; McWilliams, Manahan, Tralli. We will canvas rest of BOG.

To notify PI's of new proposal opportunities, send opportunities to the BOG. Query BOG for names of interested scientists, and compile email lists.

Once a month communications needs to include information.

A quarterly report from PI's on projects underway.

SUMMARY OF ACTION ITEMS

1. Eric Terrill and Julie Thomas will develop a plan for reorganizing SCCOOS operations, communications and management. Will present a recommendation to the Board this summer.

2. Orcutt will solicit external nominating committee names for election of new SCCOOS BOG Chair, ESC and BEC members. He will take the names of the nominating committee to the BEC.

3. Orcutt will contact Steve Ramp and others in CeNCOOS to explore formation of a single, joint Senior Advisory Committee for both CeNCOOS and SCCOOS. Further consolidation of operations and projects will then be explored.

4. SCCOOS will move toward implementing review processes as follows:

    *   Annual review of projects by ESC, reporting back to the BOG.

    *   Annual review of how we are going to invest funds (either for a proposal or from elsewhere) by the BOG, once criteria are established.

    *   Annual review of the ESC and SCCOOS management by the BEC, reporting back to the BOG.

    *   External review of the BOG, of SCCOOS as a whole by an appointed outside committee. (Every three to four years)

5. Create a list of potential SCCOOS PI's at each institution. BOG members should send a list of relevant PI's at their institution to cskeen@ucsd.edu for compilation.

6. McWilliams and Weisberg will write a paragraph to augment the current draft vision statement with an ocean context paragraph.

7. A committee will be established which is a subset of the BOG to review the draft SCCOOS strategic plan. Weisberg; McWilliams, Manahan, Tralli volunteered to be on this committee after several of the BOG members had to leave the meeting for the day. Others will be asked before this moves forward. A process for vetting and approval of the plan with SAC and stakeholders will be developed. Terrill will provide draft strategic plan.

8. It was generally agreed that there should be a monthly BOG communication that includes operational updates and SCCOOS activities during the month.

9. It was generally agreed that PI quarterly reports should be compiled and sent to the BOG.