

Board Participants in Attendance: Steve Couture, Pam DiBona, Janet Freedman, Jason Goldstein, Jon Grant, Anthony Kirincich, Steve Lohrenz, Matt Lyman, Regina Lyons, Justin Manley, Andy Pershing, Joe Salisbury, Tom Taylor, Dave Ullman, Mike Whitney, Steve Withrow

Other Attendees: Kelly Canesi, Rob Cardeiro, Philip Conkling, Carl Gouldman, Ru Morrison, Jackie Motyka, Neal Pettigrew, Josie Quintrell, Ralph Raynor, Tom Shyka, and Emily Silva

Steve Lohrenz commenced the meeting at 11:08 AM

NERACOOS Operations Update

Ru Morrison provided the update for NERACOOS Operations. NERACOOS has been officially approved to be certified as a Regional Information Coordination Entity (RICE). A new wave buoy has been purchased with funds from Massachusetts Department of Environmental Protection and NOAA Center for Operational Oceanographic Products and Services (CO-OPS). The buoy was deployed in October in Cape Cod Bay, replacing the existing borrowed US Geological Survey (USGS) buoy. The National Fish and Wildlife Foundation (NFWF) Sandy Supplemental award has been closed out, the portal and viewer are in progress. The Coastal Resiliency project is making progress as well. Nutrient Observatory is currently in a one-year, no-cost extension and should finish up in 2018. Total Alkalinity is moving forward with sensors in three locations, including the; Great Bay buoy, Coastal Marine Laboratory, and CO₂ buoy off of Appledore Island. The ImagingFlowCytobot (IFCB) project will be holding a stakeholder workshop in Wells, Maine in January.

The Northeast Coastal Acidification Network (NECAN) Implementation Plan has been completed, the second webinar series is in progress and there are active monthly steering committee calls and working groups. A joint NECAN/Northeast Regional Ocean Council (NROC) workshop was held on December 1st at the NH Department of Environmental Services. Funds from the NOAA Ocean Acidification Program (OAP) will be used to stand up the Ocean Acidification Information Exchange, an online portal that will be launched in February, as well as support staff time of new NERACOOS employee, Kelly Canesi, who will be coordinating this effort. There was an Integrated Sentinel Monitoring Network (ISMN) meeting following the Regional Association for Research on the Gulf of Maine (RARGOM) annual meeting in Portland, Maine in October. A governing structure is being developed to assist ISMN moving forward and a two-day data workshop is being planned for late 2018. The SPI team had a call recently, there are five working groups within SPI consisting of the PI's from the NERACOOS projects. NERACOOS and SeaTrac are collaborating on an ocean observation opportunity and are accepting proposals now with a final due date of December 15.

NERACOOS hosted a board engagement trip in August to visit the Cape Cod Bay wave buoy. On the trip, NERACOOS Staff, board directors, and other attendees heard from stakeholders and PI's on the importance of the buoy in Cape Cod Bay. Also in August, NERACOOS staff and IOOS Director, Carl Gouldman, went to Bar Harbor, Maine for a congressional engagement event with Representative Bruce Poliquin to hear about how NERACOOS data is used in Maine.

Approval of the Minutes

Steve Couture motioned to approve the minutes from the August 23, 2017 Board Meeting, seconded by Andy Pershing. The meeting minutes were unanimously approved.

Proposed Eastern Canadian Observing System

Jon Grant provided an update about a potential Canadian observing system. Jon gave a brief overview of the current ocean technology initiatives in Atlantic Canada which include various hardware, research networks, and data as well as a developing Atlantic Supercluster, which is a collaboration of marine companies from different sectors. Ru mentioned that he will visit Canada in January and will coordinate with Jon on meetings.

IOOS Program Office Update

Carl Gouldman provided the update for the IOOS Program Office. There was a brief overview and history of the IOOS Program office and the eleven regional associations. Eight of the eleven regional associations, including NERACOOS are now certified. Carl shared the proposed and enacted budget history of the last ten years for IOOS, showing an increase over the years. The FY18 budget request is out but the actual budget has not yet been released.

Carl has been the director of the US IOOS Program Office since January, Dave Easter is the new division chief for the Regions, Budget, and Policy Division as of August. RDML Tim Gallaudet is the new Assistant Secretary of Commerce for Oceans and Atmosphere and the acting Undersecretary for Oceans and Atmosphere. The goals of which are to lead the world in earth system observation and weather prediction, to minimize impacts from severe weather, and increase the sustainable economic contributions of our fisheries and oceans. The current US IOOS Program Office priorities are to grow the blue economy, observe and predict to meet needs, deliver and innovate data and information services, have a customer focus at all levels, infuse technology and science into the system, and focus on the ICOOS Reauthorization Act. In FY17 the Program Office has worked with the National Data Buoy Center (NDBC) to release a national strategy for a sustained network of coastal moorings, and to establish an Interagency Ocean Observation Committee (IOOC) glider task team. A new IOOS strategic plan is coming out in February with an implementation plan to follow.

IOOS Association

Josie Quintrell provided the update for the IOOS Association. The objective of the IOOS Association is advocacy for the regional associations, promoting IOOS federal and non-federal partnerships, and raising awareness on common issues. The Closing the Gaps campaign is continuing to move forward, identifying gaps in observation and working towards filling those gaps, which now includes requests for High-Frequency Radar and gliders. IOOS Association continues building support through congressional briefings both in the Senate and the House. Recently there was a Senate Oceans Caucus Meeting in the Gulf of Mexico. There was considerable damage from the most recent hurricanes in the area, hurricane supplemental funding will focus on repairing damages, hardening assets in the region, and system-wide enhancements. The Integrated Coastal and Ocean Observation System (ICOOS) Reauthorization Act has been re-introduced in the Senate and is making progress in the House. The IOOS Association is also working on Op-Ed pieces in local newspapers in each of the regions written by stakeholders to raise awareness of the importance of the work that each of the regional associations does and is also working with Philip Conkling and Associates.

Nominating Committee

Anthony Kirincich provided the update for the nominating committee. Dave Ullman, Matt Lyman, Joe Salisbury, and James Brinkley are on the nomination slate previously distributed to the board. Justin Manley motioned to accept the slate, seconded by Pam DiBona. The slate was unanimously approved.

Finance Committee

Matt Lyman provided the update for the finance committee. The committee had a call after Thanksgiving. The FY17 budget was reviewed and distributed to the board. The proposed FY18 budget was also reviewed and distributed and

only showed 'Actual' figures up to October 2017. The full report is available to the board. The final audit report should be received by the end of December and will be distributed to the board.

Development Committee

Philip Conkling provided the update for the development committee. Philip has provided an interim report for review and gave a history of remotely sourced data in the Gulf of Maine which led to the development of GoMOOS and subsequently NERACOOS. The goal of the development committee originally was to review the membership program and determine if there was sufficient opportunity to grow the program enough to support the increase in funding desired. It was determined that this was not a feasible goal. However, it was decided that a permanent development committee should be officially formed to give high-level guidance and prioritize the identification of non-federal revenue sources. The by-laws have been reviewed to identify the legal structure of the new committee and Andy Pershing was chosen as Chair. Andy will hold a call to determine the remainder of the committee members. Terms of Reference (TOR) have been written and have been included in the report distributed by Philip to the board. The TOR include the goals of the committee and how it will reach those goals.

A discussion followed on the TOR, how the committee would be formed, their role, and how they would communicate with the finance committee. It is critical to have committee members that are able to successfully tell the story of NERACOOS and why it is important and deserving of this type of funding.

Suggested changes to the TOR during this meeting (changes in bold):

Section A; #5 should read: "A majority of all the **present** members of any committee shall constitute a quorum for the transaction of business, and the vote of a majority of all the **present** members of the committee shall be the act of the committee."

Section B, #5 should read: "A NERACOOS Development Committee may revise or amend these Terms of Reference as needed to meet the needs of the committee **with the approval of the board.**"

As the board did not receive the TOR within ten days of this meeting there will need to be a motion to waive notice to approve the TOR. Justin Manley motioned to waive notice, seconded by Steve Couture. Motion to waive notice was unanimously approved. Steve Lohrenz motioned to approve the TOR with the suggested revisions, seconded by Justin Manley. The TOR were unanimously approved.

Executive Committee

Steve Lohrenz provided the update for the executive committee. Ru recently had a performance evaluation with Steve, which was very positive. The rest of the NERACOOS staff also had performance evaluations in-house. There was a staff retreat in September in Kennebunkport, Maine. NERACOOS Staff reassessed the strategic plan, assigned new tasks and goals, and went over individual work plans.

It was brought to Rob Cardeiro's attention that the retirement policy in the NERACOOS Employee handbook needed to be updated to meet legal requirements. The policy should be extended to part-time employees as well as full time. The board discussed the policy and suggested a change in the language to say 'eligible employees' rather than 'when applicable' so as to avoid any confusion. Steve Couture motioned to approve the policy with the change, seconded by Justin Manley. The Retirement Policy was unanimously approved.

Steve Lohrenz adjourned the meeting at 4:07 PM.