



CG Business Meeting

Month, day, year

Cascadia GeoSciences

Voice Conference Call via Skype

Business Meeting Jan 08, 2012

purpose of meeting:

discuss scope of individuals (js wg tl tw jp)

discuss how to proceed with developing

science plan

budget

Ed (or other student worker)

10:00-10:20 roll call: tl jp tw

taked to tom and jays separately,

because want to tap jays ski8lls

and pwa for tom

jayp, toml, tw talked about with each other

tw: might be good for pwa contract to include whelan on paper, not with tom's name in it. within few weeks,

the stuff tom does during biz hrs, bill out to whelan. need a transition period about what whelan can take on,

he can take over from toml

tl: we do not need to put in contract, whelan is the person, it can be vague enough to say, we will just have

wg work on it

tw: if tl needs to do evening instead of daytime work, can pay direct labor to toml

tl: wg and i work great together, bounce ideas off each other, during time, not billing to project. wg can work on stuff and bounce stuff off of tl. at least he has a contract that is billable. can give advice during day. wg needs to begin working on logistics.

tw: jays wants to begin working on work plan. tw2 has this friday avainalblet o follow up with jays. then more



detailed budget items can be done wby wg. as far as individual tasks, make tasks as per scheduling work out.
primarily related to expenses.

jp: jays last stated that he was rearing to go soon the science plan. jp: when developing sci plan, prioritize stuff for Ed.

tw: when days are more work, try to work out stuff with jose, for installation or other field work.

tl: can split cost for jose

tw: with ed, jose is natural , digs said POIRTS not started yet. not to divide and conquer, just to supplement as assistant. Ed's or Jeff's field assistants. we all agree.

jp: jays and tw develop action plan for science plan on friday.

tw: notes from october 14

tw: jose hired by jeff and us.
ed will take care of all he needs to on his part

jp: ed or jose through foundation?

tw: more expensive to cover all bases to go through foundation. jp: based on lori's contracts

tl: if we are req'd to spend 24k through CGS, then the hang up to not paying ed through CGS, we will need insurance that foundation will cover. but if we will be paying people, maybe we should get insurance? do a quick investigation on what we need to do to hire somebody. maybe we use \$ to get insurance. workers comp.

jp: liability insurance and tl: directors insurance.

tl: we want to use CGS to pay for insurance, but do not have \$



tw: his insurance charges 25-30% up front, then charge 1/3 of entire bill each quarter. has 1 million policy, add'l 1 million/incident.. 1,300 a month. can add legal entities free of charge (add chevron free of charge). \$390 for us to start out

jp: how much stuff will we have in first month?

tw: monthly billing cycle

jp: how detailed are their budgets

tw: as long as we have receipts, we can begin billing.

tw; we need timeline for our expenses and the work we are doing,

tl: most people don;t itemize their admin overhead. first bill is 20k, we will ine item 20% of admin oh.

tl/tw: only get admin oh on individual basis.

tl: need to call paula to provide template or example invoice to use as template

tw: when submit, login online to enter data. will be scanning uploading receipts. she said it was an online system. unavco, enter online, suspects it is similar to that. she wants to meet jan 24 9am to go over online procedures. she also wants a summary of our game plan.

jp: get credit card

tw: ccu

jp: contact ccu to see what it takes to get cc.

we could divert expenses to it.

tw: change gears talk about science plan, review last meeting, reprioritize tasks

primary tasks:

- data collection
- tide gage deployment
- leveling



ed jay jose and reed

tl: we know we have committed to UO and HSU to use equip to tie tide gages, from class = april-may
we need to do: wg needs to coord logistical efforts.

jp: don't we want ed doing these things?

tw: ed could get started on research database, root out benchmarks

tl: wg work on logistics on installing tide gages.

jp: we go with wg to do tide gage installs

tw: ed get stuck on survey data, then when we go out, we know about the stuff. commanding general
under reed

for surveying. will help ed to go to maryland

jp: need to get to maryland in early march.

tw: ed could consult with reed on methods, send stuff to reed to coordinate on figuring out how to
convert and
link all data...

jp: who manage ed: mhh? tw: we could have a list as an alias to guide ed. jp: sounds good.

tw: for advising ed, mark is fairly scattered, if ed needed more guidance, what is consensus to work with
harvey (as a student)?

tl; we do not want to get involved in politics...

tw: we should...

tl: could wg be mentor for ed? tw: yes. we could all be mentors.

tl: for the 3 of us, for decisions we usually discuss together.. lets do the same with ed, tw agrees. jp: ok

jp: get ed the list , tl: built off of friday meeting.



jp: if we can ed to commit by following friday jan 20th. then we can begin making plans for plane tix for early march

tw: by the end of this week, ill send a message to ray to find out what ray's schedule is to go to maryland.
when can ray leave and when can ed go with him.

jp: need cccu cc

tw: we could on up costs too, with personal credit cards

tl: sweet.

tl: talk to tw about meeting with jays

jp: might be at meeting

jp: we wanted to be fair with him and thats why we had this meeting

tl: we all agree. {retracted}

tl: 3 gages, one on trinidad dock. 2nd phase.

tw: trinidad = extra data point

tl: sam flanagan might pay for shelter cove. \$10,000 funding available.

jp: need time and costs for each employee so we can tell them the scope of their project.

tw: need costs for employee in california, could use 20% for hsu foundation, that could change as we go.
part
of friday's analysis.

jp: move adjourn. tw: second. unanimous.