



CG annual business meeting notes

Sept 23, 2012

approve proposed agenda (5 min):

js move, tw 2nd, yay, tl abstain (heehee)

roll call (2 min):

JP (Mendocino skype), TW, TL, JS, scout

approve minutes from jan 8 and jan 13, 2012 (10 min):

tw: move, js second, unanimous, not anonymous.

old business:

HBV (30 min): invoicing Budget status

TW: work with ed. Ed to UofO, survey happened. Wg helped.

Invoicing: pwa invoiced us twice. Wg worked out usfws, invoice 1 pd, invoice 2 pending approval from pauls. Paula requests to review expenditures before hand. Tw send her form 1070. Tw itemizes each request, and where the budget items fall in. tw created small spreadsheet. Usfws creates documents, tw scans and pdfs them. Tw will email it. Looked at data, looks ok (reed? JA?). Not comm with ed in a while. Tw asked to send bundled data. all he has is spreadsheet with minor data. have not yet seen hard data. pretty hands off. TW asked JA to turn over some data from 2008, but JA thought that was extra work so did not provide.

Js: when expect to get equip? tw: pending when get new equipment.

Js: get mark to spearhead that, contact ray new equip.

TL: any word from f shaug re: checron or Trinidad: tw: last update (jose or JA): was gonna be second tube installed at chevron, maybe 3rd tube for us (tw stay out of conversation): our instrument will verify height measurements on FS instrument. Ours will be temp install for ~1yr. JA provide to cencoos. Jose is the person on the ground for chevron. Jose installing everything. TL: cencoss hooked up? Tw: not yet. TL: when do we want to find another location. Tw: just wait until it happens. Chevron data will have telemetry, post to server, cencoos post on project web page. maybe write script to dl daily?

Js: jose and ja close to frank. TL: send email to frank? Tw: sure, if you know him well.

Js: have wg in contact with ja re: when expect to see progress. Good role for wg. Tw: he was doing this already. Told wg to hold off and wait for fs to take action. Wg inspired to get Trinidad up and running.

Js: wg contact with tribe...

TL: mike on board of directors, understands all we want and why we are doing this. We might want to utilize his position on the board. Eg knows politics of relationships. TL: lori dengler also knew peeps in



Trinidad. Tl: cencoos has MOU with Trinidad Rancheria. Tw: JA suggests we **have MOU with cencoos** (collocating equipment, etc.). “donation of equip to verify their equipment.”

Tw: there was some issue in one of their sondes that the elev was off. FS wants to verify.

TW: in general, acoe said we could have their data. tw will bug ann sturm again. AS provided contact infor to archive data. tw: ed could do this. Not talked to ed in a month or so.

Jp: mrs survey in October? Tw: 2008 bm set, is the bm still recoverable? Saw reply from mark regarding schedule. Hoping us to choose a date. **Call mark about this.** We can call reed. Might get more resonse from reed. **Call reed. Ask wg to call jeff/frank re cencoos update. Tw call reed to see if he will be doing work soon and if he wants to come to Humboldt to survey soon.**

Tw: simple to do invoicing: scan invoice, print, mail it in. tw checks PO Box and getting paula to respond.

JS: any delay in invoicing? Tw: 1st one = 3 weeks. 2nd one, 30 day turn around. Once request approved, \$ transferred quickly. 1st invoice = cashiers check. Wait to see JA 1st invoice. Maybe about 5k.

Tw: main concern, getting data out of ed, seeing hard copy stuff he collected, providing some direction to him. Js: what weve seen so far. We are not directing him to do much. When we have general requests,...? Tw: talked to him twice, told him he owes us hours. Maybe some field time to help ja not billed. Asked wg to have him bill half time so he doesn't get too chapped.

Tw: owes ed a **template for installation report. Cover photo, cords, site contact, any pertinent info. On web site.**

TW: as soon as JA provides data, we could post it. Install report... we need install photos. Before and after. Line item on JA budget is to review install report.

Tl: would it benefit us to have a monthly email. Update: biweekly?

Blog or email list?

Tw: make request for biweekly posts to blog.

Jp: ill make an account for everyone and give them an email with access and posting directions

Tl: blog = nice spot to review all posts. Jp: good point

Tl: emails solicit response, where blogs require more action.

Tl: send out emails request to

Tw: might get people to use web site.

Tw: should have milestones

Jp: move to have iweekly posts on blog from

Tl: provide template for bi weekly updates (tags). Provide prompt for updates.

Tw: will want more updates soon.

Js: can we have timed regular emails sent out to request blog posts. Tl: maybe someone.

JP: set up blog accounts for board, wg, ed ray, reed, ja, jose,

Tw: ask if function in google calendar.

Jp: another invite for CG google calendar (tw: will schedule reminders on google calendar).



Tw: second. Unanimous.

End 10am

membership benefits (15 min):

review benefits so that we can initialize the member form (we want to provide something in return for membership fee (although funding the scholarship program may be sufficient). make a list of bennies to immediately implement and a list of bennies to roll out in the next 6 months (2 board meetings).

Jp: wordpress membership plug in.

Js: last email from di 8/15 and tehn 8/27

Tw: her workload has diminished.

Tl: identify member bennies.

Newsletter (top of list)

Feel good about yourself

Project updates (HBV)

Peer review "review lite"

Recent list theses

Online gis (after newsletter)

Funding scholarships

Pursue their own research/restor/educ/outreach projects

Friends of the dunes newsletter: Emily could provide advice to set up newsletter

Tl: set I tup to be electronic. Like SRF.

Jp: we concur.

Tl; move to have newsleter, jp: second it.

Tl: we need to

What are next steps need to take: what are next 3 steps: js: developed form more. Looked into paypal.

Worked with jay for ftp connection.

Tw: Outstanding thing on form: how much each tier member levels and costs.

Js: relayed that to di

jp: waiting for di to get plugin to work

js: we have asked her to continue to do this past the form phase?

Jp: I think we did

Tw: shall we invite her to be board her?

Tw: tl: follow up on membership with di? Jp: js was doing this, and will continue with this.



Js: take

Jp; move to increase board and add di and fifth. Tw: second voted unanimous

Tw: needs to be self driven. Main goal to provide .

Tl: need to vet grant applications

Tw: move accept member benefits jp: second. Vote = unanimous

discuss our big picture plans for next year (30 mins): (not really old biz, but this would be a good place to start within which we frame the rest of our meeting) (strategic planning, how reach who we want to reach

discuss possible additional board members (15 mins):

js: what is big picture for board?

Tw: main hurdle is our time commitments. Stay focused on organizational side of things. We want to find someone who has worked more on admin side of non profits. We need to get an advisor.

Js: eg: humb folklife meetings. Patrick cleary smart: board not involved with music, but plugged into other things (business, IT, etc).

Jp: advisory council.

Tw: need someone more structural to deal with paperwork

Jp: that is not for the board

Tl: when do we need advisory council? Why? Whelp us provide input?

Tw: they could help us with embrace restoration, educ/outreach. We have a solution, but we need more input on these programs.

Jp: we need it now

Tw: we need to prepare summary to council.

Tl: come up with ideas to do.

Tw: we could use it. We need to be able to provide a summary of where we are at and where we want to go. Work on summary as first step.

Jp: we need to prepare an annual report of state of affairs.

Tw: that would help.

Tw: we need to do this by the first of the year.

Jp: great timeline.

Js: write annual report. Help define what the organization achieved, what expect advisory group, brainstorm who we want on council.

Tl: who good for council: Harvey and bill weaver! Good critical thinkers. Both have indicated they are interested in this.

Js: I agree. Tw: I agree

Js: somebody who is a community organizer in environmental field.

Tl: jen rice. Rcd, now at h area foundation.



Js: jen rice really good, learning how to organize.

Jp: have my mom give presentation on advisory council in jan

Tl: maybe jen rice can provide other names

Js: who joined angie schwabb h folklife board.

Tl: also

Tl: always said interested

Tw: run into Harvey all the time, will chat with him.

Tw: more strategic stuff?

Tw: identify other sources of funding for HBV

Js: membership, newsletter, advisory council, outreach, project web page,

Tw: project web site = outreach.

Jp: draft letter for lecture series.

Tw: lined up 4 speakers

Tl: run

Jp: hfog = different than lecture series.

Js: 2 ideas: acquiring enough revenue to support lecture series

Tw: can we archive old talks on Humboldt fog?

Tw: recreate on our web site?

Tl: should be cascadiageo.humboldtfg.

Tw: hfog.cascadiageo.org

Jp: **will recreate hfog website, send out email.**

Tl: when solicit members, have another checkbox for hfog .org. (renting warfinger, insurance).. we could have businesses pay for traveling speakers.

Tw: write a grant?

Tl: everything we do, we want to fund out scholarship programs. These should be top priorities

Tw: we will have \$800 after next round. Purchase insurance

Tw: who committed: steve wesnousky, colin amos, john caskey

Tw: hfog send out one email. Asking if they want to support series.

Js: timing to launch membership and hfog at same time.

Tl; follow up with wesnousky for fop gudiebooks. Instrumental for burt slemmons, tom can get advice from steve.

Tw: agreed to post hfog on web site. Place holder for announcement. Jp will draft letter. One email hfog. One email/solicitaiont for bud burke lecture.

Tw: lecture series geared to quaternary?

Tl: not to pigeonhole lecture series. But, if someone outside of quat.

Tw: **compose email for hfog.**

Tl: make membership higher prioritize.

More regular quarterly meeting. Need to coordinate 250



bookkeeper (10 min): financial paperwork (jp has been performing poorly in this regard) (5 min): CG accounting (AP, hacing budgets, paying who we pay, fed taxes
tw: we had briefly our account closed at ccu. First learned when transferred \$. Re-instated acct. genl spreadsheet. Money for travel for jay, reed, and ray. Did not discuss whether board pay, just reimburse travel. After next round of invoicing, we still have ~90k.
js: are we sub out for all money?
tw: nope, only ~65%. provide summary of contract totals.
Jp: thought of asking my mom.
Tl: talking to ann (pwa) for short term. Maybe she would help us.
Tw: go to someone who could make commitment. Anne wellick declined.
Js: still the case?
Tw: maybe
Tl: won't be large time commitment.
Tl: ask jp's mom's interest levels. Trustworthy. Connected to leon konecny.
Tw: how much to pay her?
Jp: we could pay her some small amount
Tw: maybe pay her at tax time
Jp: gage her vibes.
Tw: we could 1099 that (<600).

insurance (10 mins)

js: contacted company that brokers insurance. Rec'd letter reply, not sure how to answer them. Priority at the time due to JA.
Tl: check in w rick hatcher.
Js: will forward to us.
Tw: same broker that covers pwa. Fee based on revenue.
Js: still high priority?
Tw: yes.
Jp: I agree
Tw: We might need insurance to get a copy of JA's insurance. He needs our infor before he can list us on his policy.
Jp: tw and I will provide economic \$
Js: send email, contact kevin (insurance person), js will follow up with us and we will follow up with js. Some are anticipated revenues, debt, etc.



new business:

Outreach conference abstracts *(HSU programs and events)

AGU (5 min):

Js: agu

Tw: submitted to ocean session at agu.(non geology talk session)

Tw: open (poster or talk)

Jp: me there t/w/r

Tl: at agu for saf migration, PWA

Tw: can we pay for agu?

Js: get Stillwater to help pay.

Tl: on scsz

Tw: mccrory have seismicity extending beyond slab... hmmm

Tl: mclaughlin stil ung up on jachens and griscom

Tw: everyone except usgs believes

Js:

Jp; pay mon., tues, wed

Tw: 2 double occupancy rooms.

Jp:

Tl; full week

Tw: focused trip

Tl: wait till abstracts, then figure logistics of calendar

Tw: we have travel line item

Tw: reed has family in VA, we could pay for plane ticket. Not need to pay for housing.

Tw: rather send reed to noaa archives than ed.

Jp: we should propose to reed

Tl: when is reed gonna be here again?

Tl: hookston slough

Tw: mrs, Hookton, chevron, Trinidad.

Tl, use pk nail at armed gate.

Tl: conferences: JS to put in abstract at SRF. Tl and mike furniss submitted session on SLR. We could include our thing in that session. SL an important topic. Next march is srf conference Fortuna.

Jp: too late to propose field trip.

Tl: yes, but might entertain another field trip. They will have field trip to Hookton slough.

Perhaps we could add to an existing one.

Jp Who's leading HS? Tl: Mike love.

Tl: will be working with ml and talk to him.



Tl: might be part of bigger field trip.

Tl: final agenda not finalized. Might be too late. Will check in. we would fit well with sea level/global climate change.

IT update

Js: recent changes: current state of our web site, lots of email last 2-3 months

Jp: jp will send out the acct info again.

Jp: discussed systems

Js: can get up to speed on stuff and be second person. Get her up to speed.

Jp: prioritize getting di up to speed on all IT aspects.

Js: will contact di in next week

Jp: then I will her lots of stuff to do

Tw: do we want to post

Jp: tw and I will find a place to put it online.

Tl: need to have spreadsheet online.

Tw: have xls and then invoices, in incoming folder, etc.

Jp: set up workflow with files

Tw: on hook for all admin stuff. Jay was added as back up. Only one step needed to check usfws.

Need to add a person to be authorized to do purchase requests. Maybe jp will do next one.

Tw: only accessible during weekdays.

Scheduling (10 mins)

Js: we want to meet more regularly. Maybe put a date for next quarterly meeting?

Tw: b4 or after agu?

Js: drafting document near new year.

Day or two after new years.?

Js moved: 9am Sunday jan 6 our next mtg: jp second. Unanimous

create new "to do" list (15 min):

js: will do the to do list.

Tw: check against his notes with to do list.

Tw : Terry constancio (calif dept water resources) wanted to use photos as CG as reference.

Tw: gave permission

Tw: motion to adjourn js: second unanimous.