



CG business meeting notes

March 11, 2013

9:30 ROLL CALL TL, TW, JP, DS, JS

9:31: jp move to approve min, tw, second, di abstain, approved unanimously

9:32: discuss agenda add research: jp moves to approve agenda tw second: unanimous, di abstain

9:44: public comment

9:45: board:

Jp: post tsunami science

Js: promo stuff for ld, hbv, book keeper, membership, insurance

Tl: hbv at pwa, poster at agu, corralling speaker series,

Tw: hbv, finalize contracts for hbv (pwa Whelan and ed; northern hydrology, red burgette; pd pmts to pwa, northern hydro), check po box, get invoice, send to usfws, approve it, get \$ to ccu, cashiers checks, communicate with jeff Anderson, jay, jay, tom, etc.; tl: helped coord dive work at chevron work; made agu poster, submitted electronic postcard to IRS;

Di: 1-2 days a month? About

Tl: takes time and effort to set up systems, then it will take less time.

Ds: honored and excited, not willing to volunteer lifetime,

Jp: moving on asap (joke)

Tw: only on hook for extra time if one extends them selves

Tw: did all follow up and financial stuff as needed

Jp: heavy on organization

Js: next 3 yrs in development stage

Ds: sign up for 5 yrs, ok

Tw: when more focused efforts, more chances to collaborate

Ds: biz plan?

10:06 ds: in as much as possible for next 5 yrs

Tl: we approached ds because of skill set, between all of us, we can hornswaggle lots of people to volunteer

Ds: great fit

Tw: pursue what you want...

Js: ds, u r saaavy with computing technology, organization of data information,

Ds: caveat, work for fed govt, need to file paperwork, conflict of interest,



Jp: CG lineage:

Tl: be organization to enable research and restoration grants to operate within CG

Tw: HBV started up qwik because we were all set up and to share cooperta

Tl: educ and outreach: stuff we contrive, newsletter, lecture series, need perpetual work on staff time.

Jp: program director

Tw: educ and outreach, unavco formed dept for this task, easily 30-40% of what unavco does now

Tl: that is our line :

10:18: financial mgt:

Tw: summary of last yr: HBV finances: basic tasks: contracts w js (infinite budget amts), rec'd invoices, scanned, sent to usfws, request permission to request fund, set up bank acct, get funds, write checks,; have spreadsheet to track invoices, save pdfs of electronic requests, reference invoices in spreadsheet, not pd self any \$, need minutes to pay board members (not have happened yet), maybe hire JP to do HBV work; under 25k, still do electronic post card, then do another form afterwards

SP: not holding \$ in acct,

Tw: some \$ sitting in acct, 700-800 overhead in acct, use to hire book keeper.

Js: could request addl funds for admin fees if we want

Tw: some freedom to move several 1000\$, part of budget problems is we did not plan for all problems, have some \$ for analysis and science,

Ds: only project funded is hbv 5yrs project, feb 2012, ~\$99k, all spent in 5 yrs, all equip incurred by usfws, tw: cooperative agreement, have opportunity to promote ourselves as much as possible. Our project in fed database.

\js: obligation for annual report

Tw: have not gone down road:

Jp: treasurer and book keeper positions

Sp: who is who on board

Ds: separate hats

Sp: might want to think about board, takes care of overall goals big pict, other person who does day to day mgt,

Sp: treasurer: execution of instruments, etc., AR, AP,

Js: clearest view

Move to create position, tw: second

Sp: technically, tw is treasurer, doing all tax filing,

3 directors, we need to expand board, pres, sec, CFO

Js: move to hire sp as treasurer/CFO as non board member of CG, tw: 2nd, on a volunteer basis

Js: sfo: models economics in big picture, sits on board

Ds: treasurer day to day mgt.

Js: at our stage keep these two positions the same



Tw: tw primary authorized to interact with usfws

Js: get sandy to take load off tw and all us

Jp: unanimous

Sp: found very good book keeper who knows 501©3, they use quickbooks online, want extra package for payroll, corp have Credit card?, tw: no, but now that jp here is easier to get one.

Tw: inquired about corporate card: requires minutes resolving the individual as authorized, signed from board member,

Sp: has sample letter

Sp: book keeper will write scope of work, bio resume, etc. from bookkeeper

Tw/js: then we can review it.

Ds: what to do

Ds: move to authorize sp to explore bookkeeper: tw: 2nd

Sp: need insurance, possibly usaa, 1200 a year, directors insurance, need liability insurance.

Sp: timeline?

Tw: deadline in 3 weeks

Sp: she sent them what they will do, send back in 3 weeks, we will skype meeting with her in 4-5 weeks

10:56: discuss staff needs: executive director: overseeing all operations

Tw: need \$ to pay for position

Js: defined all pathways want organization to develop, but do not have anyone to help facilitate these a

Tw: willing to have person find funding for themselves

Tl: perhaps need to not hire exec dir, have phyre write grants

Js: need personality in front face for CG; are they scientist, are they working with the public, not sure what skill set is.

Tw: listens more

Jp: person to manage office, etc

Js: limit scope for person

Js: offer example what we want: jen rice role at haf: support coordination of funding for local projects, has connections about funding

Js: whomever jumps into this, needs to be connected into earth science community

Tw: one way to start, make list of things we are pursuing. Have FP get some money in grants to begin with.

Tl: solicit local researchers to submit proposals research

Tw: name it "grant support staff"

Tl: need biz skills

Js: need to be educated about science educ and outreach kno

Jp: make list

Tl: budget broken into applicant...?

Ds: we need to tell everyone, here we are, write a grant through us.



Tl: we are filling in every part of these squares down to prj mgr, free up positions from board down, fill in program managers, then find people to replace them. Have people in project mgr positions, then wait and maybe a program mgr will step up from from than ranks

Js: seems obvious to assign program mgrs. (not today), then we can bring

Tw: we could vote on program mgrs. Today, we could do this

Ds: do we have std overhead %

Tw: above 15 OH for sure

Js: talk about approach prog mgr:

Tw: program mgr between us on the board

Js: jp = research tl = restoration

Tl: maybe have multiple per educ and outreach

Ds: should keep separate, count twice for same result

Tw: put report on site.

Tl: full circle:

Js: talking about needs for exec dir, first assign program mgrs.

Jp:

Ds: how hbv working?

Tw: indep contractors,

Js: need to think more about program director roles before next meetg

Tw: post all current project stuff online to satisfy requirements.

Ds: staff this year

Js: need IT staff

Tw: maybe make announcement PSA : CG is looking for motivated community member to work in these fields, looking for proposals to bring to us to facilitate them.

Tw: Make structure electronic document, establish organizational chart.

Ds: we need to develop a business plan

DS: email structure photo to all

Jp: need to make list of responsibilities of organization members

TW: change

JS: functionally ED/GD/OM the same person for now.

Jp:

Tw: need to find some \$ to directly fund educ and outreach grant, we cannot operate on overhead from other project

Js: HAF goes source to build organizational framework, how to develop "capacity"

Tl: bookkeeper hase many doubles in a row

11:50 cmte

Jp website cmte:

Js: need to have direct links to organizational structure



Tl: wants to see big boxes that take to parts of organization

Tl: Different web sites for members and non members, members = cool and colorful non members = black and white boring

Jp: support this idea

12:08: membership cmte:

Js: all member form info into form?

Ds: form different from questionnaire

Tw: can we edit the from

Ds: need to add database to member form...

Tl: related to membership, need to do membership at same time as web site

Ds: glitches look and feel, paypal end of things (seems like it works), try to get coast central,

Tw: set up different acct? re: paypal security; other online payment?

Tl: can accept pmt through smart phone apps,

Tl: time frame for member?

Jp: member benefits = only scholarship

Tw: membership director = email address

Jp will set up emails, research@cascadiageo.org membership@cascadiageo.org etc.

Jp change urls for askimet plugin

Timeline on membership form: 2 months

Js: spring grad timeline, 100th anniversary celebration

12:22: lecture series

Tl: suckered in peeps

Jp: have a plan

Js: thematic? Any peeps

Tl: jump on opportunities, shoot for 4 a year. Maybe HFOG? HSU?

Js: see peeps maybe want to see a talk, do we want a theme a quarter? Just fill slots?

Ds: have target, start small,

Tw: not HSU/CG, what are logistics

Js: focus on something directly tied to HSU/CG and we can bring people in

Tl: can get locals to give lectures

Ds

Tl: write letter to biz to solicit to cover insurance for hfog

Hsu: do joint sponsor talks

Tl: ideas: talking to alumns (hans, andy lutz), come up and give a talk in memory of john at William lettis; steve wesnousky had \$ to give talk, but would give talk; james mcalpin won % to give talks;

Js: sees: trinity rrp finishing phase 1 program, jenny Curtis wrapping up study, dave guineman paper in review of restoration approach high flow CFS approach built bar where modeled it could

Tw: separate talks are good; doing student poster session



Ds: logistics?

Jp: hfog and lecture series as separate

Ds: could just call it the CG lecture series

Js/jp: diff people give talks to diff events

Hfog = corporate

Volunteer travel = as many as we can

Tl: we have hfog set up

Jp: tl and I will do this

Tl: make list talk to them tw: what is timeline for talks (JS do this)

Tw: ask mark steps to collaborate on lecture series, what students avail for hfog talk

Jp: 1st hfog = student presentations

Tl: other stuff

Tl: 2-3 short talk trinity river stuff next 2 months

Ds: students first,

Jp: 2 in spring semester and 2 in fall semester

Ds: moved to nominate tl for chair of public speaking lecture committee, jp seconds; unanimous!

Ds: four hfog \$, four speakers, letter to benefactors for endowment lecture series,

Tl: we all agree to try to get endowment, but if cannot afford simply with endowment, we can pay for talks one by one

Tw: post lectures, stream "meetings and events" on web site

Tw: sponsor meetings

Ds: timing? End of march? March 17-21st grad may 17th do it last week of march.

Agu outreach:

Tl: not highly attended, talked to a few people 5-6 over 3 hrs.

Tw: go for different session next time?

Tl: reed burgette had poster

Jp: upper plate structures participating in deformation

Tl: area most out of sync in region of microplate mtj

Jp: more value: use abstract for proposals

Ds: tsunami open 1/19

12:56 hbv update

Tw: WG eased off throttle on progress (ed did some stuff, but not take reigns to do stuff; mark spoke with ed; mark went to Eugene, got level, videotaped level, wants to pursue NSF grant\$, think about bigger picture to include; wants to have student in mind prior to submission); re: reed: has not invoiced anything yet, applied to CSU sac, reed doing leveling surveys. Jeff Anderson invoiced for mad river slu, ed went to d/l data. One of 2 loggers failed, have budget item to redeploy second unit. We have phase 2



we could do chevron before Trinidad. JA said we should approach frank to pay jose to do stuff for chevron dock data collection.

Js: how much to maintain chevron?

Tw: few hours per visit, need to find out frank's expectations

Ds: automated sensors take more time to manage

TW: JA suggested jose d/l data each time, but need to find out how frank sees this. Just need to have mtg with frank

Tw/jp/Ds: may need to develop mou

Tw: JA concerned with maint

Tw: use in chevron, then move to Trinidad? Moving to Trinidad costs \$ for tube and brackets.

Ds: Trinidad has more elaborate agreement

Tw: we waiting for lori, etc.

Tw: we need to decide to replace 2nd data collector at hookton., take \$ away from 2nd deployment (chevron), failed= globals

Ds: how long hookton

Tw: October

Jp: ill work with tw to post data on web site

Tw: provide task summary and budget summary so we can decide how to proceed.

Tw: provide board with decisionmaking info to decide about JA to get another data collector set up.

Tw: WG will know what we have left

Jp: move towards a pulse of activity to develop some results in april

Tw: focus on working with reed for tidal analysis, getting results by end of summer.

1:19 srf march fortuna river lodge march 13-16

Mike furniss and tl co-leading session on SLR and implications for estuarine restoration. Mike love genl global SLR, tl talk on basic elements SLR in Humboldt bay, WG talk about model of salt marsh plant distribution in Humboldt bay, JA talk on sediment accretion in marshes, PWA SF talk on marshes in SF bay

Tw: reuse AGU poster?

Tl: maybe, but spin is restoration

DS: second week of march

Js: modeling hydraulics related to salmon restoration, lwd management

Js: what is tl? Tl = PWA

1:23 insurance

Js: usaa possibility

Jp: priority in next couple months

Ds: 1st quarter

Js: before leave in april



1:25: membership

Tl: look for target meeting in early march

Tw: meeting for action items on 3/24/13 9am at some location

Tw: hfog, membership, lecture series

Tl: membership, outreach lecture series, maintain hbv

Js: demonstrate products from existing project to go after more money

Tw: interface mark more on research project, with engineering geology class

Tl: need to level to tide gage, (can be short tie) all 4 locations

Js: time for mark to take effort.

Tw: hand off data to mark.

Tw: value added for frank, survey earlier then can publish data.

Ds: lots of benchmarks near chevron gage

1:35 future project

Tl: thinking of sediment accretion rates in hbay, Jennifer Curtis and WG fired up, want to get \$, WG working on new elevation model; exploring these.

Jp: how much?

Tl: 100-200k, 250k

Js: lots of room for work on trinity river, working in partnership with trrrp, or partners that form program (using wood, 2011 released biggest pulse flow, nothing documented yet, berkely working on ecologic response, jenny mapped geomorphic units in system)

Js: mad river water hot topic. (hbmwd no revenue to pay for infrastructure, maybe putting more water in stream, ecology of the mad and how it will change through time)

Tw: excited about exposed bedrock oxbows , exciting all the terraces, uplifted terraces 800 ft, totally bedrock confined, thick alluvial deposits, none of erosion history worked out.

Js: mark had student working on this

Tw: nested pediment deposits, nested like colluvial remnants\

Js: worked with Dillon on smith, kevin did envelope denudation rates, can link to terrace data.

Tw: coolio to do lidar

Ds: where get \$ for trinity?

Tl: talk to jenny

Jp: move to adjourn, ds second; unanimous