

**ESIP Federation  
Executive Committee  
June 14, 2007**

**Attendees: Jeff Arnfield; Karl Benedict; Howard Burrows; LuAnn Dahlman; Tamara Ledley; Chris Lenhardt; Carol Meyer; Jami Montgomery; Rob Raskin; Dick Wertz**

I. Adoption of Minutes

A motion was made by Howard Burrows to adopt the minutes as submitted. It was seconded by Chris Lenhardt. The motion carried by a unanimous voice vote.

II. President's and Executive Director's Reports

Executive Director Dick Wertz reported on the funding status of the ESIP Federation. He noted that the Executive Committee adopted contingency budget in January to stretch funds into mid-July. That plan is still in effect. He noted that NASA is providing a \$52k augmentation to the existing Cooperative Agreement and that is expected to arrive any day. He also reported that the 2<sup>nd</sup> year commitment from NOAA is at the contracts office. The NASA unsolicited proposal is working its way through the agency and additional money from EPA (\$45k) is at NASA awaiting paperwork completion. A full funding commitment by EPA is being discussed for FY 08.

Mr. Wertz also noted that budget planning for FY 08 has started, with committee budgets being requested. He suggested that committee budgets be tied to strategic goals established by the committees.

Mr. Wertz reported that the summer meeting is expected to be well-attended, with registration numbers strong at this time.

Chuck Hutchinson and Dick Wertz met with NESDIS staff to discuss common interests and strategies for moving ahead within NOAA. The door seems to be opening to other line offices (non-NESDIS) within NOAA.

In negotiating with NASA for continued funding, NASA has requested that the ESIP Federation undertake a strategic review of the organization. Chuck Hutchinson will appoint a small subcommittee of the Executive Committee to survey the partners, strategic supporters and committees in the ESIP Federation. This subcommittee will report back to the Executive Committee, who will then undertake a formal strategic planning exercise. Suggestions for approach and or scope of issues are welcome from members of the Executive Committee.

In addition, Dick Wertz described the strategic planning process taken in 2004 when an outside facilitator helped the Executive Committee and members at large identify key issues facing the ESIP Federation. Each Type caucus was provided an opportunity to give input into the strategic plan through ESIP Type-specific telecons.

Members of the Executive Committee suggested the following additions to the outcomes section of the strategic plan overview draft:

- Evaluate outcomes of the 2004 strategic plan.
- Thorough evaluation of ESIP Federation's structure, especially the Type Designations and the terms for officers.

- Provide a sustainability plan and evaluate what role the Commercial Development Committee might plan in this.
- Look at the obligations and benefits of membership, including partner relations.
- Identify the ESIP Federation's web presence and how its component parts fit together

Other comments pointed to:

- Exploring what collaboration tools (e.g. web conferencing services) might be employed for use within the ESIP Federation.
- Relationship building at agencies and the need to be visible in more than one office.
- Establishing clear roles for who is handling what services for the ESIP Federation.

The Executive Committee supported the idea of creating the subcommittee and will await the formation of the subcommittee by President Hutchinson.

### III. Draft Policy on Sale of Non-Partner Products

The Committee briefly discussed some minor grammatical changes to the revised draft. All comments were included in the draft. Karl Benedict made a motion to accept the policy as amended. The motion was seconded by Tamara Ledley. With no further discussion, the policy as amended was adopted.

### IV. Summer Meeting

Carol Meyer reported that registration is strong for the summer meeting, with 70 people already registered. She noted that this was probably due to the several other non-ESIP meetings taking place during the meeting (NASA DSWG and US GEO activities).

She noted that proposals are still being accepted for the open meeting day on Thursday, July 19. At present, there are a dozen proposed sessions, with room for more. She will look into getting a facilitator for July 19 to help the attendees understand and embrace the open meeting concept.

She requested that Committee chairs submit committee reports by July 9. These will be distributed with the meeting packets.

Carol Meyer reported that no nominations had been received to date. She reported that the Type Representatives were trying to get nominations for the Administrative Committees and Type Representative seats. Type II Representative, Jami Montgomery reported that she has had no luck in receiving nominations. Carol Meyer will supply her with some idea of who is currently serving as a Type II in other capacities as well as those planning to attend the meeting.

The Executive Committee will not have its monthly telecon in July, instead, it will meet in Madison, Wisconsin on Thursday evening, July 19.

### V. Other Business

None.