

## **ESIP Federation Executive Committee Telecon – May 13, 2010**

### **Present:**

- Carol Meyer
- James Frew
- Brian Rogan
- Chris Lenhardt
- Karl Benedict
- Marilyn Kaminski
- Rob Raskin
- Steve Berrick
- Chuck Hutchinson
- Michael Goodman
- Patricia Huff

The meeting was called to order at 2:05 PM

### **Adoption of Minutes**

Karl Benedict moved to adopt the minutes as drafted and Chuck Hutchinson seconded the motion. The minutes were approved by unanimous consent.

### **ESIP Federation Summer Meeting Update**

The summer meeting has come together nicely with two of three plenary speakers confirmed. The technical workshops have filled up with only three open slots remaining. There are a total of 17 workshops offered at this point. On the breakout session front, some groups have outlined a full list of sessions while others have not got a full agenda at this point. However, there have been some good conversations. We are expecting to have an Executive Committee meeting on Monday night. Carol will send a follow up email to see if the meeting can occur at 7 PM.

The registration has been slow, following the typically pattern for ESIP Federation meetings. People are beginning to think about registering and we expect the usual flurry as the early registration deadline approaches. Carol expressed her appreciation of the work Chris Lenhardt and Bruce Wilson in preparing for the meeting. They have secured partial sponsorship for the poster session/reception. This has been supplemented by Northrup-Grumman. Chris thanked Carol and mentioned that they are, at this point, just tying up loose ends and that the plans are moving smoothly at this point.

An ESIP 101 session will be offered at the summer meeting for new ESIP Federation community members. The session will be developed in conjunction with the Partnership Committee.

The University of New Mexico (Karl Benedict) will be hosting the 2011 summer meeting in Albuquerque.

## **Committee Budget Requests for FY 2011**

This year, the Finance and Appropriations Committee is trying to be ahead of the curve on reviewing proposed committee and working group budgets. The template for requests for FY 2011 has been put in place. We would like to have a request in hand by June 30th in order to expedite the process. The early deadline would allow for budgets to be considered during the summer meeting.

## **Final Strategic Plan Review & Metrics Task Force**

A review of the strategic plan is needed, particularly as it relates to metrics. Carol gave a review and mentioned that it was important to look at progress that has been made to date and evaluate how we are doing as an organization.

As a first step, it will be important to see what we have done to meet the goals/objectives set forth in the strategic plan. In addition, there is a great need (both organizationally and in the community) to be able to express how funded activities benefit sponsors.

Carol proposed the creation a subcommittee comprised of Executive Committee members but also open to others who were interested looking at the process. Chris Lenhardt mentioned that the idea behind the strategic plan's metrics was to push some of it out to the working groups, committees and clusters and have them collect the metrics that could be collated into a report. There was consensus that the full Executive Committee would tackle the strategic plan metrics at the outset, with input from various bodies within the ESIP Federation.

Karl talked about how the groups could get an idea of how many folks attended the track and what was discussed. These metrics would be useful as a gauge to participation. Rob added that it might be to tie the four strategic goals to the committee reports that are submitted following the meeting. In addition, it was suggested that the budget template be refined to reflect the relationship between the proposed budget and the strategic plan alignment.

It is important to get this information collected by the July meeting. It could function as a midyear report. Carol took the action to request a mid-year report from all committee, working group and cluster chairs regarding their year-to-date progress on their activities as they relate to the strategic plan.

Impact metrics or informal “nuggets” have been accumulated by word of mouth and then staff follows up by requesting more information. Chris asked if there were a quick and easy way to collect information. Brian agreed to work on a simple template form to collect this information from partners. Carol suggested that the form could be simply asking the questions of Who, What, When, Where, How, Why.

Jim Frew suggested that the committee needs to take it upon itself to see if we are getting the proper information once any responses have been collected. Once we learn anecdotal information, we need to question further about the specifics of the metrics.

## **Other Business**

Carol had a couple of updates:

1. We have been asked by EPA to submit a proposal for full review for summer meeting support
2. We have submitted a report to NOAA for continued funding.
3. Michael Goodman has been busy with travel but has a simple draft outlining potential governance changes. Carol will follow through with sending it out to the other committee members.

Michael Goodman made a motion to adjourn, with Chuck Hutchinson seconding the motion. The meeting adjourned at 2:37 PM.