ESIP Federation
Executive Committee
February 12, 2009

Participants: Karl Benedict; Peter Fox; Jim Frew; Michael Goodman; Danny Hardin; Patricia Huff; Chuck Hutchinson; Marilyn Kaminski; Chris Lenhardt; Carol Meyer; Margaret Mooney; Rob Raskin; Brian Rogan

1. Adoption of Minutes
   The November minutes were presented and there was no discussion. After a motion by Karl Benedict and second by Chuck Hutchinson, the minutes were adopted by a unanimous vote.

2. Welcome (back) and new members
   The Committee made individual introductions as follows:
   - Karl Benedict – University of New Mexico (Information Technology and Interoperability Chair)
   - Peter Fox – Rensselaer Polytechnic Institute (Type II Representative)
   - Jim Frew – University of California, Santa Barbara (President)
   - Michael Goodman – NASA Marshall (Constitution and Bylaws Chair)
   - Danny Hardin – University of Alabama in Huntsville (Partnership Chair)
   - Patricia Huff – NESDIS HQ team
   - Chuck Hutchinson – University of Arizona (Finance and Appropriations Chair)
   - Marilyn Kaminski – National Snow and Ice Data Center (Type I Representative)
   - Chris Lenhardt – Oak Ridge National Lab (Vice President)
   - Margaret Mooney – University of Wisconsin (Education Chair)
   - Rob Raskin – Jet Propulsion Lab (Products and Services Chair)
   - Carol Meyer and Brian Rogan - Staff

3. Air Quality Working Group Budget
   Carol Meyer brought the Committee up to date on the budget request submitted by the Air Quality Working Group. The Air Quality Working Group submitted a budget request for $29,000 while it was still the Air Quality Cluster. During the November meeting, the Executive Committee voted to create the Air Quality Working Group from the Cluster so that it could make an operational budget request. Earlier, the Finance and Appropriations Committee had decided that operational budget requests only could be made by committees and working groups. The Finance and Appropriations Committee approved a revised budget for the Air Quality Working Group for $13,000 ($10,000 for high priority activities and $3,000 for travel support).

   The Executive Committee asked to see the original Working Group budget request and justification. The Committee was asked to approve the revised budget request. After a motion to approve the budget request by Jim Frew and second by Chris Lenhardt, the revised budget request was unanimously approved.

4. Activities Update
   a. Summer Meeting (July 7-10 at UCSB)
      Michael Goodman raised the issue of the Congressionally-imposed travel restrictions on NASA for FY09. Because the summer meeting is a 'conference', it would have to be entered into the NASA conference database as such. Official conference information to be entered includes: name/sponsor/fees/website. If the meeting is deemed a conference, specific program funds must be used. If it is program-related meeting, then project funds must be used. Each center decides what conferences are worthy of being supported.

      The Executive Committee is looking for ways to provide travel support to others who might not be able to come due to the restriction. Carol Meyer pointed out that the NASA

Standards Process Group has requested to meet during the summer meeting. In the past, other NASA Data Systems Working Groups also have met (Tech Infusion, Reuse)

The Executive Committee discussed the need to ensure that tele-participation be made available to those unable to travel.

Planning for the meeting is coming together. The Meeting Visioneers met one time and are meeting again on 2/20. The registration system is ready to launch. Contracts are signed with the University of California, Santa Barbara.

b. Strategic Planning Implementation
Carol Meyer noted that the strategic plan was adopted in an electronic vote in late January. The Executive Committee will continue its work on the implementation issues raised in the course of the strategic planning process. Two themes – Metrics and the organization's Virtual Presence – require additional study. Call Meyer is looking for volunteers to flesh out the issues raised in these two areas. A follow up email will be sent describing the issues and asking for volunteers.

c. ISRSE
During the past few years, the ESIP Federation has been courted to have a presence at this bi-annual meeting. This year's ISRSE conference is focused on the implementation of GEOSS. In addition to having an exhibit at the meeting, the ESIP Federation will host a session on partner-developed data services. Karl Benedict is coordinating this through the Information Technology and Interoperability Committee and is seeking partner contributions to feature on a give away USB stick. The Air Quality Working Group's community portal will be featured in the meeting as a separate activity.

d. Data Life Cycle/Preservation Cluster
Rob Raskin reported that the Data Life Cycle and Preservation Cluster will have its Initial telecon on February 17. This Cluster is a direct result of the winter meeting's interagency forum on data preservation. Ruth Duerr (NSIDC) has agreed to chair the new Cluster.

e. Agency Rounds
Carol Meyer reported that Jim Frew, Chris Lenhardt and she will be making rounds to NOAA, EPA and NASA in early March. Chuck Hutchinson inquired whether USGS was still a target.

f. Proposals (NASA E/PO, NOAA BAA)
Carol Meyer reported that the Foundation is working on two proposals. The first is a response to the NASA Education and Public Outreach Cooperative Agreement Notice. UNH (Annette Schloss) is leading the proposal team, with the ESIP Federation as a key partner. Staff is also looking at proposing to NOAA's Broad Agency Announcement, the same type of call under which it's presently funded by NOAA.

5. Committees Getting Started Again
Carol Meyer reported that the three standing committees and the administrative committees all are gearing up to be active again. Most have scheduled meetings to kick off the year's activities.

6. Other Business
Karl Benedict noted that the Information Technology and Interoperability Committee will be offering a webinar series. The webinars will occur as needed and will provide partners additional opportunities for learning and interaction between in-person meetings. The webinars are envisioned to be technical in nature but could also offer opportunities to leverage cross-committee activities.

Judith Green (UCSB) is being invited to participate in the ESIP Federation Education Committee telecons. She is interested in getting engaged with the ESIP Federation for the summer meeting.