

ESIP Federation
Executive Committee
July 9, 2009
Santa Barbara, California

Present: Karl Benedict, Steve Berrick, Peter Fox, Jim Frew, Patricia Huff, Chuck Hutchinson, Marilyn Kaminski, Tamara Ledley, Chris Lenhardt, Carol Meyer, Margaret Mooney, Rob Raskin, Brian Rogan, Chuck Wooldridge

The meeting was called to order by President Frew at 8:10 AM

1. Adoption of the Minutes

A motion to adopt the June minutes was offered by Karl Benedict, and seconded by several others. The minutes were approved by acclamation.

2. Review of Budget Process for Committee and Working Group Funding Requests

Carol Meyer presented the revised draft policy for annual Committee and Working Group proposals. The draft policy arose out of a recent committee budget request that was cross-cutting in nature. After understanding the Finance and Appropriations' Committee's (Ficom) criteria for such proposals, the Ficom requested a formal policy be adopted by the Executive Committee.

Several key criteria were included in the draft:

- Direct labor is not to be funded since the ESIP Federation does not want to enter into long-term commitments for projects
- All activities must document how they advance the ESIP Federation's strategic goals
- Proposals that leverage collaborative activities are rewarded
- Proposals that advance community infrastructure are rewarded
- Proposals are accepted from Committees and Working Groups. Clusters can receive funding indirectly but must submit a request through a Committee or Working Group.

The education committee has a separate strategic plan so that too should be taken into consideration when proposing projects and activities.

Carol reviewed the process of how annual funding requests are made. The process is in place for requesting funds, this new policy provides additional guidance to proposing entities on required elements and priorities for proposals. The most important thing to remember is that the ESIP Federation is eager to put money into the community to allow it to work on behalf of the whole community.

The Executive Committee made some suggestions to the draft and accompanying template including:

- Removing the redundancy in the budget justification.
- Removing trip reporting requirements – these will be included with overall reporting requirements.
- Reporting by committees and working groups will be done 30 days prior to each semi-annual meeting.
- Funded projects will be expected to have a presence at an ESIP Federation meeting during the funded period. (e.g. poster, demo, or workshop)

With the noted changes, the Executive Committee approved the draft policy. The draft will be presented to legal counsel to be sure it is consistent with federal spending guidelines.

The proposed budget for FY 2010 was presented to the committee and was noted to be in good shape. There were some adjustments made to the budget over FY 2009, notably increased funding requests for personnel (hire Brian Rogan full time), legal (to undertake legal review when necessary), accounting (to enable monthly reconciliation by a bookkeeper), small project funding and committees budgets (to put more money into the community) and conference calls (to account for increased ESIP Federation activity).

The organization's 2-year Cooperative Agreement with NOAA is winding down at the end of August. There is hope that a new agreement will be forthcoming, though, with continuing budget resolutions in Congress it is unclear when a new Cooperative Agreement can be put in place. NASA is providing the first year of a 3-year Cooperative Agreement and it is expected that this will continue. EPA is being approached to make a stronger financial commitment. USGS cultivation will resume this fall.

The budget, after editing from feedback, will be presented to the Foundation for Earth Science Board tonight and voted on.

3. New Partner Applications

Interest in the ESIP Federation continues to grow. One application is in hand from iSciences and others are expected. The ESIP Federation's participation in the ISRSE and GEO meetings in Stresa, Italy resulted in greater exposure for the ESIP Federation and its members. The European Space Agency's education group and the Argentinian Space Agency both have expressed interest in partnership.

4. Martha Maiden Award

The Martha Maiden Award was first presented in January 2009 in honor of Martha, who shepherded the ESIP Federation through its early stages and continues to be a key supporter of the organization. As Martha was the first recipient, no process for nominations was established. The Executive Committee asked for a formal process (e.g. like the Falkenberg Award) to be established, with a special working group established to review nominations. Two to three letters of support, along with a formal nomination would be appropriate.

5. Meeting Debrief

It was noted that we had a record attendance at this summer's meeting (162). Patricia Huff asked as to what might have caused this bump - "what are we doing right?" Carol Meyer offered that the meetings are planned with broad input from the ESIP Federation membership and as a result, the meetings are more relevant to our members' interests and needs. The formal meeting evaluation will provide additional clues as to what attendees thought about the meeting.

With no additional business, the meeting was adjourned at 9:03 a.m.