

**ESIP Federation
Executive Committee
July 19, 2007**

Attendees: Jeff Arnfield; Karl Benedict; Bruce Caron; Stefan Falke; Kerry Handron; Chuck Hutchinson; Tamara Ledley; Chris Lenhardt; Francis Lindsay; Jami Montgomery; Rob Raskin; Dick Wertz; Tom Yunck

I. Review of Minutes of June Meeting

Jami Montgomery made a motion to adopt the minutes as amended. Chris Lenhardt seconded the motion. The motion carried by a unanimous voice vote.

II. Review of Past Year's Activities

Executive Director Wertz recapped the past year, noting the ups and downs of cash flow and continuing resolution budgets. The agency partners have been working very hard to help move the contracts through the backlog. Changes in personnel at NOAA and NASA added to the budgeting challenge.

On the positive side, EPA's strategic partnership has materialized and the cultivation of USGS and NSF have been moving in a positive direction. The Education Committee has almost completed a planning process which they used to determine their budget priorities. Other committees are being urged to do the same.

III. Review of Proposed Budget for FY 2008

The Finance and Appropriations Committee adopted the budget as proposed by staff, with the exception of a cost of living increase for support staff.

Spending on support services is conservative. Committee budgets have been set at \$20,000.

Questions posed by the Finance and Appropriations Committee (answers provided in writing prior to the meeting):

1. What are the reporting requirements for line items, such as the GOS work, and where are these reports kept?

Coordinator expected to attend Portal Working Group meetings and give verbal progress reports to the group.

2. Web maintenance at \$18k for year is high. What justifies this?

The web/mail hosting is being looked at. Staff will consult with member IT experts to prepare appropriate requirements documents for selecting a new host. This also will be tied to the portal working group's efforts to pull it in formally as part of the larger web presence.

3. **\$45,000 for portal development? Who is doing this work?** Anticipate the need to upgrade the wiki to deal with spam problems, integrate the Membership Management System into the website and to change service providers.
4. **On support for the ESDSWG Workshops, and other deliverables of agency funding: there should be a publicly available narrative to explain this process and how the spending targets were determined in the process.** Agency deliverables have been a moving target and, in fact, are still being defined as the agency contract review process progresses. For example, the results of the Summer Meeting will in all likelihood influence the expectations of the ESDSWG Workshops. Many of these deliverables have been identified by the agencies themselves during their review of preliminary proposals submitted by the Federation/Foundation. The \$25,000 is a placeholder amount until a NASA contract can be finalized
5. **The budget Excel spreadsheet that will be discussed at the ESIP meeting should have more narrative explanations on any line item that is not completely clear.** Budget Narrative will be provided with proposed budgets, beginning in FY 2009. The Executive Director is available to provide a verbal explanation of any budget items.
6. **What are the staff performance evaluation procedures at the Foundation? How might these be made available to the Finance and Appropriations Committee to determine salary changes?** The Foundation Board has adopted a review procedure for the Executive Director, but no formal review has been undertaken. No formal review procedure has been initiated for the staff.
7. **How is the level of staffing needed to support Federation activities determined? Should the Finance and Appropriations Committee be involved or not?** This question should be answered, in part, by the strategic planning process to be initiated at the Summer Meeting. Finance and Appropriations Committee, as the Federation's financial policy arm should certainly have input to the work of the Strategic Planning Subcommittee (the Finance and Appropriations Committee Chair is a member of the subcommittee) and to the review of future budgets that will implement the strategic plans that are developed.
8. **The proposed ESIP Federation review process should examine Foundation staff workloads and outline a clear procedure for determining merit and other information that could help the budget process.** I agree. I will refer this comment to the Strategic Planning Subcommittee. An annual review process for staff will be added to the existing Board policy related to review of the Executive Director's performance.

The Committee discussed the desirability of having a contingency budget. Questions also centered on the ability to move funds between categories. Mr. Wertz noted that there is a lot of flexibility, if needed, in moving line items around. The Executive Director recommended a mid-year review of the budget by the Executive Committee. The Executive Committee should have a standing practice of reporting any budget issues at the monthly telecon.

The Executive Committee requested that monthly activity and state of the budget reports be implemented. Overall, the Committee requested more information about how the budget is derived.

Tamara Ledley made a motion to adopt the budget as amended with a 3.3% cost of living increase for support staff. Jami Montgomery seconded the motion. The amended budget was approved by a unanimous voice vote.

IV. Strategic Planning Subcommittee

Formed at the request of NASA, the subcommittee will be comprised of the elected officers and Type Representatives to the Executive Committee. It will have its first meeting on Friday, July 20.

V. Other Business

Carol Meyer noted that some questions about the recently adopted policy on the Sale of Non-Member Products have arisen. She handed out the policy and the documents related to what has been raised. She will digest the concerns about the policy and place this on the August agenda for discussion.