

**IRIS Board of Directors Meeting
November 14-15, 2017
Knight Center, Washington University
St. Louis, MO**

Attendees:

Board Members: D. Wiens (Chair), G. Abers (Vice Chair), K. Fischer, M. Ishii, K. Koper, A. Nyblade, Z. Peng, M. West (D. Shillington via GoToMeeting on 11/14 am)

IRIS Staff: R. Detrick (President), T. Ahern, K. Poitra, C. Shin (via GoToMeeting), J. Taber, R. Woodward, R. Woolley

AGENDA

Tuesday, November 14th

- 8:00-8:30 Breakfast
8:30 Welcome – Chair’s and President’s remarks
8:35 Approval of Consent Agenda
8:45-9:45 Discussion of NGE0 Budget
9:45-10:00 Transition Planning for SAGE=>NGE0 (*Detrick*)
- 10:00-10:30 *Break*
10:30-11:00 Preparation for call with NSF
11:00-11:45 Conference call with Maggie Benoit (NSF)
11:45-12:00 Discussion of call with NSF
- 12:00-1:00 *Lunch*
- 1:30-3:00 Management and Program Guidance I
 - CoCom Report (*Abers*)
 - Governance Committee Nominations (*Abers*)
 - Simpson Fund Proposals
- 3:00-3:30 *Break*
- 3:30-4:30 Management/Governance Best Practices
4:30-5:00 2018 IRIS Workshop Agenda and Planning (*Peng*)
- 12:00-1:00 *Lunch*
- 6:30 Dinner

Wednesday, November 15th

- 8:00-8:30 Breakfast
8:30-9:15 Management and Program Guidance II
 - PASSCAL Data Delivery Policy (*Woodward*)

- Working Group on GSN Design Goals (*Woodward*)
- Potential OBSIC Data Proposal (*Ahern*)
- Process for SAGE Yr. 4 Carryover Funds (*Detrick*)

9:15-10:00 IDSC Recommendation on SZ4D

10:00-10:30 *Break*

10:30-11:15 IRIS Involvement in CEUSN Operations post-2018

11:15-11:30 IRIS Response to Mid-Sized Infrastructure DCL

11:30-12:00 Update on HQ Office Lease (*Detrick*)

12:00-1:00 *Lunch*

1:00-3:00 Board Executive Session

Adjourn

MINUTES

Meeting called to order by Board Chair Doug Wiens about 8:30 pm on Nov. 14th, 2017.

1. Consent Agenda

Vote: The Board unanimously approved the following motion (Abers moves; Fischer seconds):
“The Board approves the following Consent Agenda items as presented in the November 7th, 2017 pre-Board webinar with documentation provided and reviewed prior to this Board meeting.”

- April Board Meeting Minutes
- Board Nominating Committee Membership (5/30/17 telecon)
- Appointment of Susan Schwartz as PASC Chair (5/30/17 telecon)
- Membership of Working Group on Long-term Seafloor Seismographs (5/30/17 telecon)
- Simpson Fund 2017 Solicitation (5/30/17 telecon)
- \$3.5M Supplemental Budget Request (not submitted) (7/19/17 telecon)
- PNSC Recommendation on Antarctic Meteorological Needs (8/23/17 telecon)
- Message to IICs regarding IRIS interest in OBSIC solicitation (8/23/17 telecon)
- Response to NGE0 Proposal Reviewer Concerns (10/11/17 telecon)
- Nomination Slate for Board Membership
- Recommendations of Subcommittee on Membership
- Submission of FY19 indirect rate proposal in December with budget disclaimer

2. Discussion of NGE0 Budget

This discussion is confidential and is not included in this publically available version of the minutes.

3. Conference call with NSF

The Board had a 45-minute call with Maggie Benoit from NSF. Questions primarily focused on the recent guidance NSF has provided on IRIS' NGE0 proposal and the timeline for transition from SAGE to NGE0. The funding of TA demobilization was also discussed.

4. Management and Program Guidance I

4.1 CoCom Report

Geoff Abers presented the CoCom report to the Board. He reviewed a list of nine items CoCom asked for a Board response on along with a list of 15 informational items for the Board. Most of the CoCom issues requiring a Board response were on the Board's agenda and are addressed below.

The Board also reviewed CoCom recommendations on Standing Committee membership. Individual committee chairs will be contacted about specific Board-approved membership changes. Given the impending changes in governance committees as part of NCEO, in several cases the Board has approved extending the term of current committee members an extra year.

4.2 Simpson Fund Proposals

Four proposals were submitted to the most recent Simpson RFP. The Board unanimously approved (Koper moved; Fischer, seconds) funding for two of these proposals:

"Citizen Science and Seismology: Engaging the Public in Digitizing Historic Analog Seismic Records" \$28,750

"Involving International students in the IRIS Undergraduate Internship Program" \$26,000

5. Management and Governance Best Practices

The Board discussed comments made by CoCom on the Management/Governance Best Practices document drafted by the Board over the summer and reviewed by the Standing Committees during their Fall meetings. The Board revised the draft document to address the two main issues raised by CoCom: (1) clarifying that Standing Committees are expected to work with Program Managers to align available resources with goals and priorities developed by Standing Committees, and (2) emphasizing the importance of Board liaisons in maintaining communication between Standing Committees and the Board.

Vote: Following discussion and revisions to the document, the Board unanimously approved the following motion (Fischer moves; Abers seconds): *"The Board approves the Management and Governance Best Practices document"*.

Action Item (1711-02) – The final Management and Governance document approved by the IRIS BoD should be distributed to the CoCom and posted on the Governance section of the IRIS web site.

6. 2018 IRIS Workshop Agenda and Planning

Zhigang Peng led a discussion of a draft agenda for the 2018 IRIS Community Workshop. The proposed workshop title is: *"Foundations, Frontiers and Future Facilities for Seismology"*. Seven plenary sessions are proposed on the following topics:

- Science Built on a Strong Foundation
- Advancing Earth System Science with Geophysical Observations
- Mining Existing Seismic Data with New Techniques
- Identifying and Mitigating Hazards in the 21st Century
- Supporting Science and Discovery beneath the Oceans
- Geophysical Approaches to Understanding the Hydrosphere and Cryosphere
- Geophysics at the Frontier: New Capabilities and Techniques

The Board was pleased with proposed agenda and did not suggest any significant changes. The Board did recommend that plenary session talks be 20 minutes long, not 25 minutes, in order to allow ample time for questions and discussion. The Board also asked that each plenary talk include

1-2 slides on related IRIS facilities. The Board thanks Zhigang Peng and the Workshop Organizing Committee for developing the draft workshop agenda.

7. Management and Program Guidance I

7.1 PASSCAL Data Delivery Policy

The Board reviewed the PASSCAL Data Delivery Policy. The Board approved this updated policy and only had one minor suggested change: that “. . . *according to NSF policy*” be added to the section on proprietary data. There was some discussion of whether MUSTANG data should be open or propriety, but the Board noted that making MUSTANG data open has not yet caused any problems and decided there was no need to make changes to this part of the policy now.

The Board did note that the proposed Data Delivery Policy does not address new issues that have arisen recently regarding nodal data, including data acquired using instruments not owned and operated by PASSCAL by a non-NSF supported project that also uses some PASSCAL instruments. The Board agreed the proposed data delivery policy should be approved and posted on the IRIS web site, but the Board would like the PASC to work on amendments to this policy that would address these new nodal data issues. It would also be useful for PASSCAL to post their policies regarding the level of PASSCAL support for data handling in various scenarios, such as nodes shipped back to the PIC without downloading in the field.

Vote: Following discussion the Board unanimously approved the following motion (Abers moves; West seconds): *“The Board approves the PASSCAL Data Delivery Policy”*.

Action Item (1711-03) – The PASC is tasked with working on amendments to the Data Delivery Policy that would address new issues that have arisen regarding nodal data, including nodal data acquired using instruments not owned and operated by PASSCAL and experiments not funded by NSF.

7.2 Working Group on GSN Design Goals

Bob Woodward described the charge to a new working group proposed by the GSNSC on design goals for the GSN. He explained that this working group was motivated by a recommendation in the 2015 external review of the GSN that *“IRIS should establish a procedure that monitors community needs and technical innovation and reevaluates GSN design goals in response”*. The charge outlines working group tasks, proposed membership, and milestones and outcomes.

The Board supports creation of this working group. However the Board felt the lists of tasks (and recommendations) should be divided into two groups - one group focused on “core” GSN capabilities and a second group on capabilities that expand the scope of observations made by the GSN and that may require additional resources to implement. The Board also felt it would be inappropriate to have Jeff Park chair this WG since he is also chair of the GSNSC to which this WG reports, and to reduce the level of overlap between members of the WG and members of the GSNSC. The Board recommends a different chair for the working group be identified

7.3 Potential OBSIC Data Proposal

Tim Ahern described plans by Data Services to seek support from NSF/OCE for: (1) on-going management (ingest, curation, distribution) of past and future OBS data, (2) working with FDSN to incorporate needed OBS metadata into FDSN StationXML, (3) providing automated quality assurance using the IRIS MUSTANG system including the development and incorporation of OBS specific metrics, and (4) enabling Research Ready Data Sets (RRDS) capability for OBS data. The

Board supports preparing and submitting such a proposal once the operator of OBSIC has been identified.

7.4 IDSC Recommendation on SZ4D

The Board was very supportive of the international SZ4D strategy developed by the IDSC and would like to see the first phase of this plan pursued. The Board did have some questions, in particular whether it would be better to submit one RCN proposal rather than two, potentially competing proposals and whether the submitting organization should be IRIS/UNAVCO or a PI from a consortium member institution. It suggests the IDSC consider these issues before moving ahead. The Board also suggests that the overall strategy should be re-evaluated after the first step (RCN proposal(s)) and prior to committing to an MRI.

While supportive of the IDSC's strategy for developing an international component of the SZ4D, the Board recognizes that IRIS or consortium members may develop other strategies for developing SZ4D and pursue other infrastructure or national/international partnerships.

8. IRIS Involvement in CEUSN Operations post-2018

The USGS is expected to issue an RFP for operation of the N4 network of the CEUSN in early 2018. The current CEUS RSN operators and IRIS have quite different views on who and how N4 should be operated. An exchange of letters over the past few months have failed to resolve this issue. After discussion the Board recommended the following Action Item:

Action Item (1711-04) – IRIS senior management should call selected RSN operators to see if there is any way an agreement could be reached that would avoid a situation in which IRIS is competing with member institutions to operate N4. The Board also encourages IRIS management to carefully weigh the advantages and disadvantages of operating N4 beyond FY18.

9. IRIS Response to the Mid-Sized Infrastructure DCL

The Board is happy to see responses sent from multiple groups both within and outside of IRIS to this NSF DCL on needs for mid-sized infrastructure (submission deadline Dec. 8th). If a submission is related to an existing IRIS facility (e.g. GSN or PASSCAL), the Board would prefer to have the submission made through IRIS and the Board would like to have a chance to read and provide comments prior to submission, but formal approval by the Board is not necessary.

10. Update on HQ Office Lease

IRIS's DC Office Lease runs through November 2021. IRIS currently leases 11, 536 square feet and pays \$57.73/sq. ft. Detrick noted that IRIS has more space than it currently needs and is paying top dollar for this space. In an effort to find ways of reducing these overhead costs, IRIS has engaged a real estate firm, West, Lane & Schlager to develop options for reducing IRIS's office lease costs.

Detrick updated the Board on options developed by West, Lane & Schlager to reduce IRIS's office lease costs. They found that the only viable scenario to substantially reduce office lease costs prior to the end of the current lease in 2021 is to "give back" ~3000 sq. ft. of space to AAAS and extend the current lease to 2023 or beyond at a lower cost per square foot than we are presently paying. Detrick reported that preliminary discussions with AAAS about possible new terms could provide immediate cost savings, beginning in FY19, of \$175,000-200,000 annually for the next 3 years relative to the current lease.

11. Board Executive Committee Session

The Board met in Executive Session from 10:30-2:30 pm. Topics included: approval of the revised NGeo 5-yr budget plan, response to CoCom Issues for the Board, governance committee appointments, selection of Simpson Fund proposals for funding, approval of the PASSCAL Data Delivery Policy, finalization of the Management and Governance Best Practices document and discussion of the IDSC recommendations on SZ4d and IRIS' involvement in future CEUSN operations.

The Board set the following dates for its next two meetings:

February 21-22 – tentatively Boulder, CO (perhaps at NCAR)

May 9-10 – Washington, DC

Meeting adjourned by Board Chair Doug Wiens about 2:30 pm on Nov. 15, 2017.