

**IRIS Board of Directors Meeting
February 12 & 18, 2021 (virtual)**

Meeting Agenda

Friday, February 12, 2021 - 1:00pm-6:00pm ET

- 1:00pm-1:30pm Welcome - Chair's and President's Remarks
- Review of Meeting Agenda
 - Status of Action Items from November 2020 Fall Board Meeting
 - Consent Agenda Items
 - Approve the QAAC membership rotations
 - Review/Approval of Minutes
 - November 2020 Fall Board Meeting
- 1:30pm-2:00pm Budget and Finance Report (Shin)
- Audits and Reviews
 - Unrestricted Funds/Investment Update
 - Unallowable Expenses
 - Indirect Rate Agreement Update
 - Simpson Innovation Fund Account Status
- 2:00pm-2:30pm SAGE II Budget Process and Calendar (Woodward)
- 2:30pm-2:45pm Review of SAGE II, Year 4 Proposed Budget (Woodward)
- 2:45pm-3:00pm SAGE II Year 4 Budget Guidance and overall guidance to Standing Committees (Woodward/Aster)
- 3:00pm-3:15pm Break
- 3:15pm-3:30pm IRIS's Leadership Team's FY22 IRIS Staff Salary Recommendation (Woodward)
- 3:30pm-5:10pm Programmatic Updates & Topics
- Instrumentation Services (Busby, 40 minutes)
 - Break (15 minutes)
 - Data Services (Carter, 25 minutes)
 - EPO (Taber, 20 minutes)
 - Short update on the plans for 2021 GAGE-SAGE workshop
- 5:10pm-6:00pm SAGE-GAGE follow-on proposal planning??
- 6:00pm- Adjourn

Thursday, February 18, 2021 - 1:00pm-6:00pm ET

- 1:00pm-1:30pm Invited presentation on DAS Science
- 1:30pm-2:30pm Merger Discussion (Becks and Ronni Join)
- 2:30pm-2:45pm Break
- 2:45pm-3:15pm Conference Call with Maggie Benoit & Jenn Wade (NSF)
- 3:45pm-4:15pm Management and Program Guidance
- 4:15pm-4:45pm Recent Proposals
- 4:45pm-5:00pm Review of draft options for 2022 SAGE-GAGE workshop
- 4:45pm-5:00pm Break
- 5:00pm-6:00pm Board Executive Session
- 6:00pm Adjourn

Abbreviated Minutes

Day 1 – February 12, 2021 (1:00-6:00 PM ET)

In Attendance

IRIS Board Members: Rick Aster (chair), Susan Schwartz, Jackie Caplan-Auerbach, Brandon Schmandt, Sarah Kruse, Chuck Ammon, Victor Tsai, Lara Wagner, Phil Wannamaker

IRIS Staff Members: Bob Woodward (President), Candy Shin, John Taber, Jerry Carter, Bob Busby (IS rep), Andy Frassetto/Justin Sweet (scribes)

Welcome - Chair's and President's Remarks (Aster and Woodward)

- Review of internal/external Board roles and responsibilities and fill vacancies
 - IRIS Board of Directors Secretary - Victor Tsai
 - Budget and Finance Committee - Chuck Ammon (chair), Lara Wagner (member)
 - Polar Science Technology Committee - Phil Wannamaker (liaison)
 - Data Services Standing Committee - Sarah Kruse (liaison)
- Review/Approval of Minutes - November 2020 Fall Board Meeting
 - Action Item (2102-01): Add tab to BoD webpage that includes NSF external program review material, particularly the recent SAGE panel reviews.
 - BoD will vote to approve minutes at the beginning of Day 2's meeting
- Status of Action Items from November 2020 Fall Board meeting
- QAAC Membership Rotations - Approved

Budget and Finance Report (Shin)

- Audits and Reviews - FY20 single audit completed, no audit findings
- Form 990 - also prepared by auditor, questions welcome over the next few weeks
- Indirect Rate Agreement Update - provisional rate used for billing, then results in final approved rate for completed years
- Unrestricted Funds/Investment Update
- Unallowable Expenses - recent increase in costs related to merger consultation
- Simpson Innovation Fund Account Status
- Discussion of Calibre's performance as new auditing firm

SAGE II Budget Process and Calendar (Woodward)

- Woodward briefed the annual budget process and calendar. The federal budgeting process has been fraught in recent years, but NSF has met the planned targets with the SAGE award budget during the first 3 years of the award
- The mechanisms by which the broader community is engaged in budget decisions was discussed.
 - Committees are instructed to discuss budgets and priorities during meetings with multi-year perspective - conversation is robust

Review of SAGE II, Year 4 Proposed Budget (Woodward)

- Key consideration of Y4/FY22 budget is the expected loss of Transportable Array (SAGE-I award) revenue contributing to the G&A base, ending December 31, 2021, thus driving a change in G&A rates.
- Discussion revolved around IRIS versus federal fiscal years, the 2022 SAGE-GAGE workshop, carryover, subawards, etc.

IRIS's Leadership Team's FY22 IRIS Staff Salary Recommendation (Woodward)

- Review of letter terms based on distribution of IRIS staff and record of IRIS increases
- The BoD notes that costs related to raises must be carefully considered.
- Postponed vote to the executive session on two items:
 - Leeway for Woodward to address budget adjustment for negative variance
 - Approval for IRIS staff raise allocation, amount not decided

Programmatic Updates & Topics

- Instrumentation Services (Busby)
 - The question of how knowledge gained during AK-TA project is being retained or transferred was discussed. Recent AK-TA SRL paper and L48-TA includes documentation, best practices, etc. Longer report for AK-TA is planned.
 - **AI (2102-03) (Busby): Assemble a list of TA-related resources to be sent to a listserv.**
- Data Services (Carter)
 - Carter briefed Data Services updates, touching on EPDR privacy laws, user tracking, and the current distribution of IRIS data users.
- EPO (Taber)
 - Update on EPO activities and the plans for 2021 GAGE-SAGE Workshop.

A Proposed MSRI-Track 2 Proposal RuFZO – Highlight Briefing

- The concept of a Rupture and Fault Zone Observatory (RuFZO) in southern California, as a collaborative effort between IRIS, UNAVCO, and SCEC was discussed.

Board Questions for NSF - Maggie Benoit (EAR) and Jennifer Wade (OPP)

- Questions are gathered and edited.

Day 2 – February 18, 2021 (1:00-6:00 PM ET)

In Attendance:

IRIS Board Members: Rick Aster (chair), Susan Schwartz, Jackie Caplan-Auerbach, Brandon Schmandt, Sarah Kruse, Chuck Ammon, Victor Tsai, Lara Wagner, Phil Wannamaker

IRIS Staff Members: Bob Woodward (President), Candy Shin, John Taber, Jerry Carter, Bob Busby, Kasey Aderhold (scribe)

Additional Attendees: Ronni Grapenthin, Eileen Martin, Becks Bendick

“The Growth of Fiber Optic Sensing in Seismology” (Eileen Martin, Virginia Tech)

- Martin described the uses of Distributed Acoustic Sensing (DAS) in geosciences - utilizing fiber optics as both data transfer and the sensor itself, for very dense observations and often low-cost or tapping into dark fibers of opportunity.

Merger Discussion with UNAVCO (Woodward, Bendick, Grapenthin)

- The Steering Committee process was described – taking a broad-brush approach, followed by planning teams (HR, governance, financial, programmatic) who first inventory/plan then undertake major work.

Runup to the Solicitation (Woodward)

- Developments in the runup to the solicitation were discussed, including the NSF Portfolio Review Committee.

Call with NSF (Benoit and Wade)

- Jen Wade serving in new role for Antarctic Sciences including SAGE/GAGE activities

2022 SAGE/GAGE Workshop Planning (Taber)

- IRIS will lead the workshop planning. We are planning an in-person workshop, but with fewer attendees and with a hybrid element (resulting in higher A/V costs)
- 2.5 days, short courses on Day 0 - 2nd or 3rd week of June

Other Pending Proposals or Opportunities (Woodward)

- The status of proposals being considered, prepared or submitted was reviewed.

Short Topics

- Process for annual approval of committee charges was discussed.
- Including student participation in SC meetings was discussed.
- Expanded Board and Standing Committee Chair Training
 - It is proposed that Anti-Harassment, Anti-Racism training be separated from the annual new-board-member training, and instead a training be prepared with all governance participants invited.
- Diversity, Equity, and Inclusion
 - IRIS has developed an Anti-Racism Action Plan in response to the Call to Geoscience Societies. The next step is to roll-out the Action Plan to IRIS management and then to IRIS staff, as well as tracking feedback and reporting progress. IRIS is engaged with SSA (plus liaisons with AGU and SCEC), UNAVCO, UCAR, and URGE as part of the community DEI response.
- Executive session (Jackie not present, no vote)
 - Approval of Minutes
 - **VOTE:** Susan moves to approve, Chuck seconds, none opposed
 - Approval of QAAC Members
 - **VOTE:** Chuck moves, Victor seconds, none opposed
 - Guidance to standing committees was approved.
 - IRIS annual staff salary proposal was approved.
 - Guidance on SAGE-II budget target was refined and approved.
 - The RuFZO proposal was discussed and Board readers were appointed.
 - The status of the pending GLISN proposal was briefed.

The meeting was adjourned