

**IRIS Board of Directors Meeting  
May 13-15, 2014  
IRIS Headquarters  
Washington, DC**

**Action Items:**

**Management and Program Guidance**

**Action Item (1405-01)** – The PASSCAL SC should review the draft PASSCAL Sustainability Report. With that input the report should be finalized and recommendations developed. The final version of this part of the report (on broadband instrumentation) and recommendations should be presented at the Fall 2014 Board meeting.

**Action Item (1405-02)** – The PASSCAL SC is encouraged to begin to socialize the findings in this report with PASSCAL users. Talking point should be developed by Bob Woodward and the PASSCAL PM and SC Chair. This socialization process can begin with the PASSCAL SIG at the IRIS Workshop.

**Action Item (1405-03)** – The Board requests that the Sustainability Working Group continue its work and investigate the short period and active source components of PASSCAL instrument pool (Part 2 of the report). The Board requests this part of the report be presented to the Board at its Winter 2015 meeting.

**Action Item (1405-04)** – The Board requests the PASSCAL SC investigate the value of routinely soliciting feedback from PASSCAL users and the possible mechanisms for obtaining that feedback.

**Action Item (1405-05)** – The GSN review charter should be finalized in the next 2-3 months and the review committee in place by Fall 2014. In parallel with this effort, the GSN Program Manager and the GSN SC should assemble the background material that will be required for this review.

**Action Item (1405-06)** – The Board directs the GSN SC and OBSIP Oversight Committee to complete the “IRIS in the Ocean” vision document and present to the Board at its Fall meeting.

**Action Item (1405-07)** – The Board encourages the GSN SC and OBSSIP Oversight Committee to develop plans for a community workshop on future broadband observations in the ocean and present these workshop plans to the Board at its Fall meeting.

**Action Item (1405-08)** – The BoD advises the IRIS workshop organizers to make sure workshop structure and facilitators place a strong emphasis on science and not focus just on facility needs and operations. The outcome of this workshop will be extremely important as the IRIS community develops its post-SAGE vision.

## **Discussions with NSF and USGS**

**Action Item (1405-09)** – Detrick will call Bart Bridwell at NSF regarding the proposed IRIS Management Fee.

**Action Item (1405-10)** – Woodward will work with IS Program Managers to send out a message to IRIS bulk mail list alerting them to the new requirement to provide IRIS letter of support for any proposals utilizing SAGE facilities.

**Action Item (1405-11)** – IRIS should work with UNAVCO and the EarthScope SC to investigate the possibility of a community workshop in the first half of 2015 to define and prioritize future science directions and facility needs.

**Action Item (1405-12)** – Once leadership GEO and EAR leadership stabilizes, IRIS should brief the new EAR DD and the GEO AD on the SAGE facility and future science directions and facility needs.

**Action Item (1405-13)** – Detrick and Meltzer will follow-up with Leith and Wolfe on the opportunities that were discussed and identify what actions might be taken. IRIS leadership and the Board should consider whether IRIS is interested in providing long-term operational support for CEUSN for the USGS.

**Action Item (1405-14)** – The PASSCAL SC, the Portable Instrument Program Manager and Woodward should engage with USGS about their potential procurement of portable instruments and how these instruments might be managed to see if this might represent an opportunity for IRIS.

**Action Item (1405-15)** – The GSN SC and the GSN Program Manager should discuss ways of improving efficiencies of operation between IDA and ASL.

## **SAGE Award**

**Action Item (1405-16)** – IRIS Program Managers should work with the SC Chairs to develop a list by June 30<sup>th</sup> of the most urgent and highest priority needs if additional funds for SAGE were to become available and the potential impact of these additions on the science IRIS-operated facilities support.

**Action Item (1405-17)** – The Board tasks the IRIS Program Managers to work with their SC to develop a rescoping plan assuming a flat budget through FY18. These rescoping plans should be presented to the Board at its Fall meeting. Abers, Woolley, Detrick and Meltzer will work together to provide a template for these rescoping plans for the programs and SC to use.

**Action Item (1405-18)** – Detrick will work with the Abers, Miller and the IRIS PMs to finalize a suggested list of performance metrics to present and discuss with NSF.

## **Board Executive Committee Session**

**Action Item (1405-19)** – Woodward will develop revised position descriptions for the GSN and Portable Instrument Manager positions and the junior level support person. The two Program

Manager positions will be filled following the IRIS succession policy, although the Board agreed to waive this requirement if a qualified, existing IRIS employee filled one of these positions.

**Action Item (1405-20)** – Detrick and Woodward will develop talking points addressing these changes and inform key stakeholders (NSF, USGS, appropriate SC chairs and sub-awardees) and the broader community of this reorganization and staffing plan.

**Action Item (1405-21)** – Board members who have volunteered to do so, will place phone calls to selected individuals seeking contributions to the Innovation Fund. These calls will be made about two weeks after the letters go out.

**Action Item (1405-22)** – Detrick and Meltzer will work with the Board to finalize the charter for the GSN review including committee membership and chair.

**Action Item (1405-23)** – Meltzer and Detrick will schedule a Board telecom to finalize the Board response to the Program/Project questions presented in the CoCom report (see Appendix).

**Action Item (1405-24)** – Detrick will send to the Board the 2009 *Development Resources, Inc.* report on private fund raising for IRIS. Detrick and Meltzer will schedule a Board conference call for further discussion of this topic.

**Action Item (1405-25)** – Detrick will initiate an internal examination of IRIS' indirect and overhead costs (including benefits) and report the results of this study, and any recommendations, back to the Board.

**Action Item (1405-26)** – Detrick to work with Meltzer to present a plan to the Board to develop a strategic vision for IRIS in 2020, including a leadership retreat to be held in Winter 2015.

**Action Item (1405-27)** – Detrick to work with UNAVCO and the EarthScope National Office to develop a plan for providing NSF the information they have requested from the community to help frame the recompetition of SAGE and GAGE facilities.

**Action Item (1405-28)** – The SC are directed to hold their Fall meetings as normal in September and October (i.e. we will not hold an AllCom meeting in the Fall). The Fall Board meeting will be held in November at a place/time TBD. Detrick to contact UNAVCO about the feasibility of holding a joint meeting with the UNAVCO Board in the Fall.