

GoMODP Executive Committee Meeting
9/7/06 9:15AM – 2PM EST
NH DES, Portsmouth

1. Those present: David Mountain, Deb Soule, Tom Shyka, Philip Bogden, Bob Branton (by phone), Sylvia Most
2. Old Business – Actions from Prior Meetings
 - a. Fall Data Partnership workshop – strategy will be to wait and have OOSTech meeting first. Have our workshop late winter/early spring. OOSTech meeting objectives are to help technical people learn about the Web Services standards being developed and enable implementation of the standards
 - i. Metadata mediation service being provided by MMI will enable the crosswalk between various data providers; this will enable the ultimate collaboration between various entities. Since these conceptual objectives are well-aligned with our objectives, its worth waiting/collaborating with this effort.
 - ii. Tentative date is just after Thanksgiving, somewhere on the East Coast.
 - iii. OOSTech, OpenIOOS, MMI related through the OOSTethys Interoperability demo plone site – need to have this implementation before having the meeting.
 - b. Shrimp project discussion
 - i. Meeting scheduled (by phone) for Tues, 9/12
 1. Status of project
 2. Technical team detailed needs discussion
 - ii. Interim step of direct db connections to combine data between DMR, NFSC, GoMOOS. Waiting on IT clearance from all organizations (NDAs being signed). Implementation seems straightforward.
 - c. EPA Water Quality Monitoring discussion
 - i. National Monitoring Network (NMN) proposal (undefined \$): Chuck Spooner is still working on proposal grant administration. We are awaiting news on funding (sense is that it is just a matter of time).
 - ii. Exchange program grant proposal (\$500,000) – pilot project:
 1. Environmental Exchange Network Standards utilized - selected elements for sharing monitoring locations (actual results will be selected as a second phase)
 2. Task list developed and is in progress. Waiting for feedback on schedule/list.
 3. Next step is to distribute this schema and get partners to join in.
 - d. Milestones for pilot projects – need to develop for Shrimp project – next meeting.
 - e. Terms of Reference – Metadata – sent out by David - complete.
 - f. Metadata Editorial Committee – update
 - i. Bob/Lou sent out summary of 18 randomly selected GoMODP metadata entries based on David’s TOR guidelines.
 - ii. Next step is to contact relevant people to get entries completed prior to really evaluating it.
 - g. Partner survey update – plan is to re-connect with partners and follow through on partnership expertise activity. September/October activity.
 - h. New member information packet - table
 - i. Communications strategy for the partnership - table

- j. 2005 Annual Report – draft presented. Suggested revisions include removing acronyms, add dates, add live links, expand descriptions to bring document to about 2 pages. This will be used for educating potential funders, stakeholders and new partners about the activities/accomplishments so far.
- k. 2007 Workplan outline –
 - i. Discussion on general structure of keeping the authority-discover-accessibility-interoperability continuum that we have been using through the past few years. We agreed to retain that structure and outline projects within these bullets.
 - ii. Additional effort to understand the relationship between the ODP and the RA. What is the role of the IOOS with respect to the RA? These frameworks need to be better understood. When the RA gets formed, there will be money associated with the effort, which will bring with it renewed focus on accountability/governance. Are the 3-year terms of the governing board for the GoMODP going to be sufficient to bridge the gap to the RA formation, or do we need to revise that structure as well?
 - iii. Need to have draft workplan - available prior to the annual meeting.

3. New Business

- a. December annual meeting
 - i. Structure/Content
 - 1. Show concrete progress
 - 2. Educate partners who have not been as active in the ongoing efforts
 - 3. Where we should be next year?
 - 4. How our efforts relate to national efforts?
 - a. We are on the forefront of strategic activities
 - b. Leverage these efforts across agencies
 - c. Demonstrate that our efforts are related to the efforts of other agencies/organizations
 - ii. Guest Speaker? Motivational toward the above content goals. Need to think strategically. Having a good keynote speaker can be an accomplishment in itself.
 - 1. Exchange Network – Chuck Spooner – Deb contact
 - a. Service oriented architecture
 - b. Monitoring Network Grant App
 - 2. Rick Spinrad – Deputy administrator NOS, (IOOS leader) - Philip contact
 - 3. Pat Halpin – faculty at Duke University, expert in Geospatial technologies - Bob contact.
 - 4. Contact on the Terrestrial side/GEOSS?
 - 5. Canadian contact? GeoConnections rep?
 - iii. Invitees beyond partners?
 - 1. Chuck Spooner
 - 2. Melanie - GCMD
 - iv. Notification plan
 - 1. Save the date ASAP
 - 2. Arrangements/budget for lunch.
 - 3. Need to confirm travel money for Canadian partners.

- b. Web presence for the partnership - Current wiki needs some re-organization and updating. We'd like a professional look and feel on a low budget.
 - 1. editing capability is important
 - 2. design, content, implementation need to be handled separately
 - a. Riley can do design work under the RA umbrella
 - b. Sylvia can update content on the wiki regardless of other activities
 - c. Status of new members
 - i. National Coastal Data Development Center – Stennis, Mississippi. They came to us from a presentation Tom and Evan gave to the Southeast Regional Association. Northeast liaison will become a member. Need contact info for Bob Gelfeld.
 - ii. Others that we should pursue include Environment Canada, NH Fish and Game, NH DMR, etc. Need to discuss strategy for pursuing new members and whether we want to invite them to the annual meeting. (next meeting).
4. Other business
- a. MMI Sensor workshop – October 19 & 20th in Portland. Need to notify technical committee members.
 - b. Description of dataset accessibility – Sylvia/Tom to discuss. Need to go back through surveys, identify web links and test them. Need to define accessibility.
5. Actions from this meeting
- a. Technical committee should decide whether we should be recommending attendance at the OOSTech meeting. We should contact Annette Schloss as a likely attendee (she went to the last meeting).
 - b. Put NMN proposal to EPA on the wiki site for general review
 - c. Milestones for Water Quality Location Monitoring proposal need to be sent to Exec comm members.
 - d. Need to develop milestones for Shrimp project.
 - e. Sylvia to talk to Bob about the Survey Monkey possibility for collecting partner data. GoMOOS has a Survey Monkey account.
 - f. Sylvia to revise 2005 annual report and re-send out to exec committee for review.
 - g. Sylvia to contact Annette Schloss about whether logo was ever done for GoMODP. If not, Tom will work with GoMOOS contacts to find out if we can get one created.
 - h. Schedule working meeting on the work plan and preparations for the annual meeting. Suggest 11/2, **11/3 as possible dates. Deb to check availability of Pease site.**
 - i. Philip/Tom to get info on MMI workshop in Portland for Sylvia to distribute.
 - j. **Exec committee to meet 8:30AM 9/12 (conf call)** to discuss speaker possibilities for annual meeting. Based on the results of this conversation, Philip/Bob/Deb to look into various keynote speaker possibilities. David to write a memo laying out the various possibilities as discussed today prior to the conf call.
 - k. Evan needs to outline plan/thoughts for RA/GoMODP integration.
 - l. Annual meeting draft agenda to be ready for November 3rd exec committee meeting.
 - m. Sylvia to send save the date memo for annual meeting
 - n. Sylvia to talk with Evan about travel money for Canadian partners.
 - o. Tom to confirm money is available for lunches on annual meeting. Jodi to make arrangements.

- p. Sylvia to get contacts for Bob Gelfeld - NCDDC (new member) and incorporate on wiki. Need to find out if paperwork is done and find out alternate info.
- q. Sylvia to talk with Riley about content for the wiki/web site.
- r. Technical committee – dataset accessibility inventory/description.