

**GoMODP**  
**Executive Committee Meeting**  
**August 9, 2006**  
**Conference Call**

Attendees: David Mountain, Linda Mercer, Dan Sampson, Philip Bogden, Deb Soule, Bob Branton, Tom Shyka, Sylvia Most

Agenda:

1. Metadata Editorial Committee  
revised TOR's (yet to be sent out by D. Mountain)  
update from Robert
2. Fall 'Web-Services' workshop  
preparations/actions to be taken
3. Shrimp and Water Quality Projects  
report on progress (...or lack there of...)
4. IOOS issues from Phil
5. Other business  
update on any activities/issues  
Tech Committee  
Proposal that was submitted  
....

Action Items from this meeting:

- David to update TOR document and distribute.
- Question: Should ODP have its own workshop or piggy-back on SURA? This needs to be resolved. Tom/Phil to form a steering committee to answer this question. Also they will redistribute SURA/OOSTech abstract. To be accomplished within the next two weeks – by Aug 21<sup>st</sup> week.
- Dave/Linda/Phil to set a date to meet by conf call to discuss timeline for the Shrimp Project.
- Deb/Tom/Ray to meet in Portsmouth to begin working on an approach for the Water Quality Monitoring pilot project. Deb will convene a group to work on the grant application once the guidelines are out – end of August.
- Deb/Sylvia to make arrangements for Sept 7<sup>th</sup> ExCo meeting and December 7<sup>th</sup> Partnership meeting in Portsmouth (completed as of 8/14).
- David/Sylvia to meet by phone to discuss 2005 report and outline for 2006 workplan.

Meeting Minutes

1. Discussion on minutes from last meeting. Tech committee work plan was not attached, Deb distributed it at the last meeting. This is on the wiki for reference. Last meeting's minutes agreed to be accurate.
2. Review of Action Items from Last meeting:

- Dave Mountain will update metadata editorial committee's terms of reference and make available for the executive committee for review. (on agenda)
  - Metadata editorial committee will begin a review of 10% of the partners' metadata records. (next meeting)
  - Sylvia and Tom will call all partners to give them an ODP update, check to see if their survey information is still current, ask for updates and check in on the registration of metadata. (next meeting)
  - Deb Soule will take the lead on the developing an environmental exchange network challenge grant with support from GoMOOS. Need to form team to work on grant. (on agenda)
  - Communicate to the partners that we will be pursuing the challenge grant and ask to see who is interested. We should make sure to have a certain mix of organizations. (on agenda)
  - Develop timelines with milestones for pilot projects (Shrimp and monitoring location) (on agenda)
  - Evan with help from Sylvia will develop packet to describe GoMODP for new partners. (next meeting)
  - Tom and Sylvia with input from partners will update ODP wiki. (next meeting)
  - Communications- develop annual report, write and send out newsletter, finalize work plan. (next meeting)
  - Tom and Sylvia to initiate planning for fall web service workshop. (on agenda)
  - Sylvia to initiate planning for December annual meeting. (other business)
3. Metadata editorial committee:
- a. Terms of reference (TORs) sent out yesterday.
  - b. Discussion on 10% figure – realistic to review carefully this many? Board will report annually on their evaluation of these records and lessons learned from updating these 10% of the records. Review board will select these 10% of records randomly. ExCo will need to support the review board as they ask partners to make changes based on their review.
  - c. Revisions to terms of reference draft:
    - i. Add 10% review to bullet #2
    - ii. Mention “lessons learned” information dissemination
4. Web Services workshop
- a. Format will be similar to last year's metadata registration workshop – presentation + “hands on.” Likely 2-day workshop @ GMRI. Anticipating grant money through RA this year (rather than FGDC) for those that can accept travel funds.
  - b. Will tie-in to pilot projects, especially Shrimp
  - c. Tom/Sylvia have begun formation of a steering committee. First step will be to outline/describe the workshop to help identify the appropriate participants. Will get “save the date” invitation out. These actions will be accomplished in the next few weeks.
  - d. Marine Metadata Interoperability Project update – a number of complimentary activities are occurring, but are not well coordinated. Next OOS-Tech is likely to be very similar to what Tom has described – also occurring end of November, location TBD.
  - e. Question: Should ODP have its own workshop or piggy-back on SURA?

5. IOOS issues from Phil
  - a. Marine Metadata Interoperability Project (MMI) – Abstract for Boston meeting was distributed. Philip reviewed this - OOS Tethys – open source demonstration project to be developed that will implement OGC specifications. Will have complete documentation. Diagram on p. 3 of the document outlines the specification for this project. A new contribution of this project will be the ability to send time-series data.
  - b. This workshop won't occur until late Nov – delaying the ODP workshop isn't ideal. Philip/Tom to confer to take a first stab at putting together a list of who should be on the steering committee to review this question.
  
6. Project Progress
  - a. Shrimp Project – communications have started to move beyond initial problems with OpenDAP between various departments. Oracle views solution is an interim solution to move toward open data sharing – not a final solution for interoperability. Need to get a timeline together to enable us to move forward with having a project together by the end of the year.
  - b. Water quality project – Leads on this project are Tom and Deb. Proposal was requested to the Northeast Water Quality Monitoring Council for a pilot project – this was compiled by Paul, Tom, Phil and Deb. Outlined 4 areas of work that built on existing efforts. At this time ours is the only proposal for this region and Chuck Spooner is passing it around for review by many groups but still no word whether there is any funding for it. Still need to apply for an EPA Exchange Network grant – Nov 20<sup>th</sup> drop dead date, \$500,000 available. This year's water quality project would be to establish guidelines to get partners engaged and develop a schema to share monitoring location data. The grant could expand on this to revamp the monitoring location schema developed during the water quality project and then develop a schema to share sample data.
  
7. Other business
  - a. Tech committee is still just working through work plan. No new projects were started this summer.
  - b. Ecosystems indicators partnership – funding available for some work, they would like to coordinate with us. May want to consider whether they should be an official partner.
  - c. RE: metadata initiative – Gulf of Maine Council Environmental monitoring portal being created through GCMD. Should these records be included in the ODP Portal? Records could be shared with them, but we do not want to bring non-partner records into our portal.
  - d. Deb to forward a link to an EPA workshop in Washington in October on data sharing/registries.
  - e. Annual meeting – plan for Pease, Thursday, December 7th. Deb to check date.
  - f. ExCo meeting – Sept 7<sup>th</sup>. Deb/Sylvia to make arrangements for Portsmouth.