

Meeting Minutes

Gulf of Maine Ocean Data Partnership

Location: GOMOOS office

Date: 10/07/2004

Attendees: L. Mercer, E. Richert, D. Mountain, S. Most, B. Branton (by phone)

Formalities:

- Minutes from 061404: accepted unanimously
- Meeting started at 10:15

Agenda

- Review Governance Committee's progress and provide feedback
- Review Technical Committee's progress and provide
- Report on Outreach Activities
- Annual Meeting preparations - is there a scheduling conflict - should we reschedule?
 - time-line from now until Nov 16
 - what needs to be accomplished at the Annual Meeting
- Anything else

Minutes:

1. Annual meeting date – unresolvable conflict involving several of the partnership's members needing to be away at a national meeting
 - a. Suggest December 7 and December 14 as alternatives
 - b. SJM to inquire with partners by next week
 - c. SJM to work with Jodie to reschedule location
2. Review of Governance committee meeting minutes
 - a. Exec committee discussion on categories of partnership levels
 - i. Partner
 1. Organizations, not individuals
 2. Include programs? Yes, at this time.
 3. Program, department, full institution, data warehouse, etc, and inclusive
 4. The key is that members represent ongoing data collection effort
 5. voting
 - ii. Adjunct member
 1. non-voting
 2. collaborate, participate
 - iii. Goal of overall partnership is to promote collaboration around the Gulf of Maine – not just among members
 - iv. Distinguish between a data warehouse function (larger collection entity) working with standards, portals, etc. vs. singular collection or smaller issue-specific entity that is part of another portal or entity
 - b. Role of Host
 - i. Exec committee confirmed that the host will fill the role of treasurer and fiduciary agent
 - ii. Host not a voting member of the exec committee, as they will actually serving as sub-contractor to the partnership

- c. Procedures for formalizing the commitments of the organization – i.e. creating governance procedures. The MOU represents the charter of the organization
 - d. At the annual meeting we will present a governance procedures document for the full board to adopt. This will incorporate business-type elements for the effective working of the partnership.
 - e. The MOU will serve as the “charter” for the partnership.
 - f. We will need to reserve the creation of obligation-type changes to the work-plan for action over the next year.
 - g. Should there be a dues structure?
 - i. A group of PIs are working on establishing the Regional Association under Oceans.US and they will be seeking grant funding that will ultimately benefit this project
 - ii. This partnership will likely become a component of the Regional Association
 - iii. Therefore, initial funding will be through grants, later a dues structure may be established to be voted on at the next annual meeting.
 - h. Quorums
 - i. Decisions can be made by simple majority of those present at a general meeting.
 - ii. Decisions can be made by email voting if necessary between meetings
 - i. Executive committee
 - i. Desired Composition
 - 1. Geography: Maritimes/N. New England/S. New England
 - 2. Discipline: Physical/Biology/Geology/Environmental
 - 3. Fed/State/Non-profit
 - ii. Current composition:
 - 1. Mercer (NNE, State, Biology) - Governance
 - 2. Richert (NNE, Management, NGO) - Outreach
 - 3. Mountain (SNE, Phys, Fed) - Chair
 - 4. Branton (Maritimes, Biology, Fed) - Technical
 - 5. Bogden (NNE, Phys, NGO) – Host
 - iii. Who is missing?
 - 1. Canadian – Ask Lou Van Guelpen (Atlantic Ref Center)
 - 2. Environmental – Ask NH DES
 - 3. Geological – Ask USGS
 - iv. ER to review definition and roles of executive committee vis a vis the Governing Board and provide a full definition to be incorporated in the work plan as part of the governance procedures.
3. Review of Technical Committee meeting
- a. We discussed the GeoConnections website and/or the need for a preliminary inventory
 - b. Need to clearly understand the actual link between the NSDI and the CGDI portals
 - c. Workplan will include a cursory inventory that identifies disciplines, standards, datasets currently available or proposed from the partners as an appendix to the plan
 - i. Describe the categories in vocabulary being utilized on the GeoConnections site
 - ii. This would be in the spirit of “starting out as we plan to continue”

- iii. This enables the project to get moving with minimal technical investment and standardized approach
 - d. Based on the project outcomes we will create a task list that will accomplish them. This may involve defining a role at GoMOOS for managing the data collection effort
 - e. Project Outcomes:
 - i. Data discovery, inventory and assessment
 - ii. Data coordination – standardization within disciplines using existing protocols and standards and discipline-specific nodes
 - iii. Data integration across disciplines through an aggregation server housed at a host location calling upon partner-controlled datasets
 - f. Personal contact with each partner to explain this approach and what steps we will be taking will be undertaken by SJM between now and the annual meeting. Need to get a sense for what type of technical assistance will be required to accomplish this.
 - g. Create a rough overview of disciplines/standards/collections. Simple assessment of present capability. Use this scope to ask Lou to consider this as a project and create a cost estimate.
- 4. Project budget for the GoMODP should include administration (meetings, interface) and consulting (technical)
- 5. Annual meeting – Try to have presentations be in terms of desired outcomes, ie.
 - a. we could have Lou give a presentation of what he did for the CMB. Present a walk-through of how the system would work.
 - b. Have Tom Shyka present the FGDC as an example of intradisciplinary data sharing
 - c. Discussion on interoperability piece – Pat Helpan, Chair of OBIS tech committee?
 - d. Need to get agreement on policy around collaboration, that the data providers stay in control of data, operational collaboration that respects the limits of data
 - i. Time limited collaboration – one product, one-time use
 - ii. Operational collaboration – longer term, larger scope
 - e. DM and BB to discuss potential speakers/agenda items and provide suggestions to exec committee
- 6. Outreach
 - a. US Fish and Wildlife
 - b. Environment Canada
 - c. Maine DEP
- 7. Next meeting, Monday, November 15, 10AM:
 - a. Discuss workplan
 - b. Agenda:
 - i. Workplan draft
 - ii. Set agenda for annual meeting
 - iii. Review results of phone conversations with partners