

**CALIFORNIA OCEAN SCIENCE TRUST
BOARD OF TRUSTEES MEETING MINUTES
APRIL 18, 2007
Monterey Beach Resort, Big Sur Room
2600 Sand Dunes Dr. Monterey, CA**

Trustees Present: R. Moll, G. Knatz, T. Haymet, B. Baird, B. Jines, J. Kelley, F. Keeley, M. Gold (By phone) F. Klass (by phone for beginning of meeting)

Staff Present: A. Mace, Executive Director; B. Hunt, Program Associate

Guests: D. Bohan

Trustees Absent: S. Weisberg

Introductions: Members introduced themselves and welcomed new member to the Board of Trustees, Tony Haymet and new member to the CalOST staff, B. Hunt.

Director Mace provided the Board with an overview of the day's agenda noting that items 2- Consideration of expenditure of CIAP funds and item 4- Science Services for Ocean Protection Council (OPC) should be discussed thoroughly.

I. CalOST Board Business

- A. Minutes from February 9, 2007 meeting were approved and noted that providing binder's and/or CD's of agenda items is unnecessary. Motion by J. Kelley to approve and B. Baird seconds approval.

B. Financial Report

1. Income and Expenses

- Director Mace provided a recap of the current financial status of CalOST
- CalOST expects to have adequate funding to carry out objectives.
- Director Mace reviewed anticipated CIAP expenditures and projects approved at February meeting.

2. Taxes

- Director Mace currently working with accountant and bookkeeper to set up accounting system for CalOST
- CalOST working with NFWF to set up all tax reports and bring past reports up to date.
- R. Moll discussed payment process for Director Mace for 2006. Discussed responsibility of Trust for paying employers portion of taxes 2006. F. Keeley made a motion to approve payments and B. Baird seconded.

C. Other Business

1. Staffing update

- Program Associate position filled by Brad Hunt. Trustees reviewed resume and Director Mace provide an overview of background and update of position and responsibilities.



- Bookkeeper contracted to help with accounting system and setup.
- G. Knatz asked about administrative position and funding and Director Mace announced that administrative staff will be hired and that this position will be co-funded by MPA Monitoring Enterprise.

2. Board Administration

- Office space update- Director Mace provided handouts of new office space for which she negotiated a four year lease with building landlord. Rent is \$6365 per month and will be split by among programs within CalOST. Some space may also be subleased to the Coastal Services Center. If MPA Monitoring Enterprise remains part of CalOST, we can expand office space as necessary but if MPA Monitoring Enterprise separates, Director Mace has negotiated the option to sublease space.
- T. Haymet asked about computer services- Computer services will initially be shared with Conservancy but CalOST will have our its own server and system. T. Haymet made a recommendation to rent server space from other organizations such as Google which may be more cost effective. All furniture and equipment will have to be purchased to equip the new office space.
- Logo – New Logo examples were provided for Trustees to review. Discussion moved to end of meeting.
- Consideration of employee benefits – Director Mace provided information about requirements for benefits package and discussed the spreadsheet of employee benefit options for Trustees to review and consider. G. Knatz asked about the premiums for each of the recommended benefit programs. M. Gold recommended speaking with his staff about the benefits package for Heal the Bay. R. Moll discussed need for costs of programs to determine what is reasonable. T. Haymet recommended looking for a similar organization to consider benefits package. Director Mace and staff will review options and provide them to Chair and then Trustees will be provided with a recommendation.
- Committee Membership
 - a.) Director Mace reviewed the Existing Committees and members and proposed a new committee for Program Development and Strategic Planning (PDSP).
 - b.) R. Moll not listed as a member of any committee but is considered a floating member of all of the committees.
 - c.) Trustees agreed that all members should be involved in the PDSP committee but a focus group or two or three person subcommittee is

needed. G. Knatz recommended that a strategic business plan brought forward by Director Mace. J. Kelley asked for clarification on who would be calling the committee meetings, the chair of each committee or Director Mace.

- d.) T. Haymet added to MPA Committee. F. Keeley advocated for a small number of committees and that committee focus should be maintained. Trustees agreed that a committee's performance should be reviewed and can be disbanded if not effective. Director Mace can assign tasks for committees.
- e.) S. Weisberg added to Science advising Committee. F. Keeley made a motion to approve and seconded by G. Knatz. Motion approved unanimously.

3. Program Development

- Fundraising efforts
 - a.) DC Trip- D. Bohan, B. Baird, and A. Mace met with leadership at NOAA and Department of the Interior to discuss developing State and Federal partnerships with CalOST to bring funding to California for OPC activities.
 - b.) Meetings were focused on identifying federal programs and align California priorities with these to leverage partnering opportunities and have California take the lead. Opportunities were identified to increase funding for research and monitoring and seafloor mapping.
 - c.) Comparative Analysis of Marine Ecosystem Organization (CAMEO) is a near term priority in the new federal research priority plan. This new federal program is aligned with California priorities. NOAA is looking for focus areas for this effort and Director Mace was invited to sit on the Steering Committee. A recommendation was made that CalOST take advantage of this opportunity. R. Moll stated that a strategic work plan is crucial to this process.
 - d.) G. Knatz discussed idea of sectioning portion of Port of LA for marine research which has community support. This may be a mechanism to bring funding to California, maintain NOAA presence in California, and an opportunity that could be offered to NOAA to increase federal and state cooperation.
 - e.) Director Mace reported that the Morgan Family Foundation has expressed interest in expanding their portfolio to include oceans, but more specific information is needed.
- Strategic plan and work plan – Discussed under project proposal

II. Consideration of expenditure of CIAP funds by December 2007

A. Proposed Projects and Costs

1. Project Title: Strategy and Business Plan Development with T.C. Hoffmann & Associates, LLC (TCH&A)
 - Director Mace provided background overview of T. C. Hoffman. R. Moll expressed reservations about utilizing an outside entity for the Strategic Plan. The Board should determine the Strategic Plan. F. Keeley had comments on the proposal and Trustees discussed identification of organizations for partnering and funding to promote achievement of our goals. Trustees discussed clarity of vision for CalOST and proposed retreat needs to be the culmination of something substantial, work oriented and focused. This should be reflective of the progress CalOST has already made.
 - Baird proposed that a small Strategic plan be submitted to describe where CalOST currently is in the process. Trustees should meet and move forward with the Strategic Plan.
 - Director Mace will provide a preliminary Plan to review at June meeting with a vision for future direction and current position of CalOST. Director Mace noted that CalOST is currently expanding on CalOST goals 7 and 8 by engaging federal agencies and providing services to OPC.
 - Trustees requested CV for TC Hoffman for members to review.
 - Trustees requested more information be included in future grant proposals.
 - F. Keeley made a motion to approve the funding proposal for the Strategy and Business Plan Development with T.C. Hoffmann & Associates, LLC (TCH&A). J. Kelley seconded. F. Keeley stated that the proposal should be a clarifying and refinement exercise with the result of a value added product and a revision document should be provided. Motion unanimously approved. Hold placed on formation of Strategic Committee.

2. PROJECT TITLE: Linking the Academic Community and Water Quality Regulators
 - F Keeley recommended to add to proposal item 6 - provide Public Education and Outreach.
 - Trustees discussed proposal and potential deliverables from this project. Clarity and recommendation for a mechanism was needed in the deliverables. Trustees discussed water quality, beach closures, and how this impacts and the connection with MPAs. Board recommended that a request for competitive proposals be submitted.
 - F. Keeley made a motion that we defer this item back to Director Mace to develop an RFP that clarifies the work needs and the desired deliverables and bring proposals back to the June meeting for consideration. B. Baird seconds the motion. Motion unanimously approved.

3. PROJECT TITLE: Compatibility and Impacts of Human Uses of the Ocean Workshop

- Workshop will be held June 13th and 14th.
 - Board discussed the proposal and concerns expressed over Marine Spatial Planning proposal. Board decided not to fund proposal at this time.
 - T. Haymet recommended that grant proposals include the organization and who making the proposals.
4. Other proposed expenditures for CIAP funds
- Dir. Mace discussed AGP video funding request to web cast OPC meetings. This is a one time request and falls within the Director's authority to approve. The Board requested a report. T. Haymet made motion to approve. J. Kelley second. B. Baird abstained. Unanimously approved.
 - Funding for Sea Grant program working on regional research priorities - R. Moll provided overview. Mark Hirshman is world leader in ocean policy and governance and offered grad student to put together plans. Grad student requires 3 quarters of support \$11,000/qrtr. CalOST would provide funds for one qtr. G. Knatz motion to provide funding. T. Haymet second. Unanimously approved.

III. MPA Monitoring Enterprise

- A. Update on search for a MPA Monitoring Enterprise Director
- Conducting interviews for Director and first round completed. Five went through initial interviews and 4 will go before the full search committee on April 24th.
- B. Requirements Analysis update
- Director Mace provided update and funding proposal will be submitted to RLFF in August.

IV. Science Services for Ocean Protection Council (OPC)

- A. Science Advisor update (meetings and committees)
- Director Mace provided update on the numerous meetings and activities she has been involved with or invited to.
 - Trustees positive about these experiences and emphasized recognizing the benefits to CalOST.
- B. Director Mace provided overview of Science Services by CalOST for OPC
- Trustees discussed the role of the SAT as proposed
 - Board discussed their role in the SAT and overlap of SAT and CalOST, and the need to more clearly define the respective roles.
 - Trustees revisited the framework of the SAT.

- T. Haymet proposed scientific working groups for issue specific areas of research.
- Trustees recommended that a standing SAT may not be necessary and that CalOST could act as the convening body for the expert working groups that would be needed.
- J. Kelley proposed a motion. T. Haymet second. Unanimous approved.

V. Next steps

Logo: Trustees recommend Director Mace make final decision about logo