

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For November 19, 2010

(This meeting was held at the Solano Irrigation District Office in Vacaville.)

Decisions	<ul style="list-style-type: none">•
Action Items	<ul style="list-style-type: none">• Send out date for the finance/budget committee meeting in January 2011 – Stacy Tanaka• Clarify the individual's Asilomar registration forms – Executive Director
Parking Lot Items	<ul style="list-style-type: none">• At the Asilomar business meeting, ask for approval of the increase in institution's Tier 1-3 dues. – Convenor/Treasurer• At the Asilomar business meeting, present the details of the membership game plan and ask for additional suggestions. – Mike Deas
Motions	<ul style="list-style-type: none">•

REFERENCES HANDED OUT:

1. Executive Directors Report.
 2. Info. Sheets on Hugo Fischer Award, Career Achievement Award, and Distinguished Life Member Award.
 3. Outreach Strategy
 4. Workshop status
 5. 2011 CWEMF Annual Meeting Sessions.
 6. Status of organizational member dues.
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MINUTES

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened with 10 persons in attendance and 2 proxies. A quorum was declared.

2. EXECUTIVE DIRECTOR'S REPORT – The Executive Director has met with Stacy Tanaka to go over several financial matters, and has contacted organizational members about their 2010 dues and has sent them invoices. She has set up a dues-tracker system. She has been setting up the details of the annual meeting at Asilomar, including working with the moderators, getting ready for the awards nominations, and preparing the registration materials. She has organized the CWEMF files and set up the accounting files in Quickbooks, and updated CWEMF email lists. Other inputs are included in the items below.

3. SECRETARY'S REPORT – With some minor changes, passed unanimously.

4. TREASURER'S REPORT – There is \$37,700 total, with \$19,400 in the general fund and \$18,300 in the peer review fund. All funds are in the River City Bank now.

5. ORGANIZATION DUES & MEMBERSHIP GAME PLAN –

a. **Organizational Dues** - The invoices are out now for 2010. The DWR and USBR (tier 1 dues) are OK on having their dues at \$5,000 each (our two large agencies). The suggested 2011 dues for other public agencies and large consultants (tier 2 dues) are \$2,500 each. The 2011 suggested dues for smaller consultants (tier 3 dues) are \$1,000. The exact definition of what the tier levels are is still in question. These due levels are suggested to start in March 2011, if they are approved by the general membership at the Asilomar business meeting. So from March 2011 on the institutional and individual dues will both run from March through February of the following year. Work on the individual's registration forms is being done so that persons clearly understand whether they are signing up under the domain of an institution or individually, that the reason for on-site and off-site differences in cost become clearer, and also to show whether the person is signing up for his annual membership at the same time if not under the domain of an institutional member. Lucinda will check on a possible name at HDR to contact on whether they want to become an organizational member.

b. **Membership Game Plan** – The objective here is to find ways to increase value of CWEMF to existing members and to attract new members. Mike Deas presented his draft Outreach Strategy for accomplishing this, the seven main steps of which appear below:

- Identify value of CWEMF to existing members and potential new members
- Define CWEMF's activities (our annual conference, technical workshops, peer reviews, and awards)
- Define CWEMF's activities in outreach and marketing
- Define activities/products that CWEMF does not participate in, but could
- Determine CWEMF's efficiency in its current activities
- Determine the best way to communicate value
- Implement strategy and track progress.

Some suggestions were to have an email-based newsletter and within it possibly have links to the Asilomar Power-Points, and to publish the proceedings of the annual meeting. Mike is planning to give a 5-10 minute talk to the next general membership meeting at Asilomar to get more ideas.

6. 2011 ANNUAL MEETING – We have lots of people wanting to make presentations. Our Pop-Up talks and Poster Session will allow us to accommodate those who aren't speaking at the regular sessions. Our web sign-up sheet will be changed to clearly show the on-site discount of \$100. IEP will not be at Asilomar. There is a chance that we might be able to have a session on CWEMF's activities at the IEP's Conference. Paul will talk to CH2M-Hill and MWH on whether they will contribute again to the social function. Art Baggett of the SWRCB has agreed to be the key speaker. Elaine Archibald will send the Annual Meeting announcement to ACWA, WEF, CWP, Delta Stewardship Council, and the Corps Delta Newsletter.

7. AWARDS – The volunteers for the awards committee for this year are the Convenor, the Past-Convenor, Elaine Archibald, Rich Satkowski, and George Nichol. When putting peoples names forward for nomination be sure to include specifics as to their modeling accomplishments,

and if possible attach their resume. When the Executive Director sends out the announcement for the award nominations she will include a check-off list so submitters will know what attachments we are looking for. The Distinguished Life Membership Award for last year will be presented to K.T. Shum this year.

8. **COORDINATION WITH IEP** – IEP will not be having their annual meeting at Asilomar this year. The possibility of having some CWEMF members at one of their sessions was mentioned above.

9. **WORKSHOPS** – We need to get the workshops moving again.

10. **PEER REVIEWS** –

a. **Groundwater Models Comparative Review** – Oct. 1 is the start of a new fiscal year for the federal government, so we should submit our request package for cost-sharing to the USBR now. The Executive Director has been in contact with Mike Tansey of the USBR on this. (As a reminder, we are asking the USBR for \$20,000, and CWEMF will provide \$10,000 plus another \$10,000 in in-kind services, with these in-kind services to include the groundwater modeling workshops that CWEMF will be providing to support this peer review.) We need to find a person to do the review.

b. **Potential BDCP Peer Review** – One of our core members stated that they pay donations into the peer review fund (the only member agency to directly do so), but that the groundwater model comparative review, while important to many of the members, is not of importance to them because of their geographical location. So in essence they are paying in money for peer reviews but are not getting the service they would like to see from that money. One important peer review that they would like to see is for the BDCP process. The question arose as to whether the BDCP has set aside money for a peer review, as CWEMF now only has \$8,000 left in its peer review fund (\$18,000 now minus the \$10,000 that will go to the groundwater model comparative review). CWEMF could start off with a workshop for the development of the baseline of BDCP. It was mentioned that we need to look for ways to become involved in a BDCP peer review. It was mentioned that in the future CWEMF should make more of an association between who is contributing peer review funds and what peer reviews are to be done. (However, as a reminder, the USBR is putting up \$20,000 for the groundwater model comparative review, and CWEMF does try to get cost-matching for peer reviews, so that those who are benefiting from the peer review have put up some money.) But the point is well-taken that we should pay attention to who is contributing into the peer review fund and what peer reviews are being addressed. It was mentioned that we need to re-define the peer review fund. Stacy mentioned that the CWEMF finance/budget committee will be meeting in January 2011 (she will be sending an email with the date) and will discuss the funding of the peer reviews.

11. **USER'S GROUPS** – The DSM-2 User's Group met recently.

12. **CWEMF LOGO ITEMS & BROCHURES** – We are down to one shirt and 2 hats. Since the hats are given to award recipients at Asilomar, the Executive Director will order another 20-25 hats. The old CWEMF address is on the brochures. Since we have about 1,000 brochures the Steering Committee determined that we will ask students attending the Annual Meeting to put labels with the new address on the brochures while they are not in sessions.

13. **2011 MEETING DATES** – Everyone present said that the third Friday of those months with meetings is still good. Solano Irrigation District is moving to a new office. The Executive Director will check with them to determine if we can continue to meet at their office.

ADJOURN – 12:30 PM.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Paul Hutton	Convener
Elaine Archibald	Executive Director
Marianne Guerin	Vice-Convener
Stacy Tanaka	Treasurer
George Nichol	Secretary
Mike Deas	
Linda Shih	
Rich Satkowski	
Lisa Holm	
Ben Bray	
G. Fred Lee	
Hubert Morel-Seytoux	
On Phone: None	

MWD
CWEMF
RMA
Watercourse Engr. Inc..
SWRCB
Watercourse Engineering
CCWD
Public Member
USBR
EBMUD
GFL & Assoc.
Hydroprose

Proxies: Rob Tull, Jay Lund