

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

# MINUTES OF THE STEERING COMMITTEE

For July 23, 2010

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

Decisions	<ul style="list-style-type: none"><li>• The Steering Committee made the decision to hire Elaine Archibald as the next Executive Director of the Modeling Forum.</li></ul>
Action Items	<ul style="list-style-type: none"><li>• Steering Committee – Discuss with the new Executive Director the possibility of seeking donations from Foundations.</li><li>• Paul and others – Write an offer of employment letter to Elaine Archibald, and an employment contract.</li><li>• Rich – Send out emails to CWEMF mailing lists asking for session volunteers for the next annual meeting.</li></ul>
Parking Lot Items	<ul style="list-style-type: none"><li>• Possible increase in organizational dues.</li></ul>
Motions	<ul style="list-style-type: none"><li>• None</li></ul>

REFERENCES HANDED OUT:

1. Executive Directors Report.
  2. List of CWEMF Groundwater Peer Review In-Kind Tasks
  3. End-Of-Year 2009 Treasurer's Report
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## MINUTES

1. **INTRODUCTIONS/DESIGNATION OF QUORUM** – The meeting was opened with 10 persons in attendance, three persons on the phone, and 3 proxies. A quorum was declared.

2. **EXECUTIVE DIRECTORS REPORT** – The Executive Director has been involved in sending invoices for the past annual meeting at Asilomar, and filling out cost-sharing forms with the USBR regarding the upcoming groundwater peer review. Other input is included in the items below.

3. **SECRETARY'S REPORT** – Passed unanimously.

4. **TREASURER'S REPORT** – The CWEMF fiscal year ends on June 30. There is approximately \$36,500 total in our accounts (about one-half in the peer review fund and one-half in the general fund.) There was a deficit in our net income this year, but things are getting better because of cost-reduction measures and changes in the individual dues structure. While we can only forecast one-year out, the finance sub-committee is working on a two-year budget.

5. **BUDGET PLANNING** –

a. Annual Meeting - It appears that one of the best ways to balance our budget is through cost-reduction at the annual meeting. We recently increased our off-site fee to try to induce more people to stay on-site (the size of the meeting rooms that we are given is dependent on how many people we have pre-paying for on-site lodging). The following topics were discussed:

- There was a recommendation to stop paying for coffee and snacks, as that was costing us \$200/room/half-day = \$800/day for two meeting rooms = \$2400 for the annual session, unless this can be donated from a sponsor. (Some discussion ensued: should we have coffee only in the morning, and in just one of the adjacent meeting rooms where people can share? This would then be \$600 for the annual session.)
- It was decided to continue with the scholarships for the students, as this is a small cost.
- After some discussion it was decided to keep the lunch for the first day, which is costing us about \$700 (if we don't prepay we cannot have lunch there as they will not have enough prepared food: you would have to go off-site for lunch for the first day).

b. Organizational Dues – We have two large organizational members (USBR and DWR), and three medium organizational members (CCWD, MWD, and EBMUD). Should the dues be raised to \$3,000 for the larger, and to \$2,500 for the medium ones? Can we possibly get some Foundation donations? Discuss this with the new E.D. We have kept the organizational dues fixed for years. Put this as an agenda item for the next meeting. We will need to present any organizational dues increase to the general membership at the next annual meeting.

**6. EXECUTIVE DIRECTOR SELECTION RECOMMENDATION** – A Steering Committee search sub-committee met for lunch recently with Elaine Archibald to discuss her application for the Executive Director position. All were impressed with her qualifications, which were presented to the Steering Committee today. A motion was made to contract with Elaine, and the motion was seconded and passed unanimously. Paul will write a letter to Elaine informing her of her selection, and Paul, along with the CWEMF officers and Lisa Holm, will write up a consulting contract. Rich will help Elaine get up to speed in her duties as Executive Director. Elaine's employment will begin on Sept. 1 of this year.

**7. 2011 ANNUAL MEETING** – Let Rich know of any ideas for sessions. Some current suggestions are Cal Lite, real time forecasting, climate change, what we are going to do about climate change, WARMF model applications, SJR Restoration, sediment transport modeling, and Bulletin 160. Rich will send an email to members and past attendees asking for session volunteers.

**8. TECHNICAL WORKSHOPS** – No input.

**9. PEER REVIEW** – CWEMF has sent the necessary forms to the USBR asking for cost-sharing in the groundwater comparative model peer review. The request will be considered by the USBR in their next years budgeting cycle.

**10. MODEL USER GROUPS** – The DSM-2 Newsletter is to go out.

**11. OTHER BUSINESS** – None.

12. **ADJOURNED** – 12:00 NOON. Next meeting is on Sept. 17 at Solano Irrigation District Office in Vacaville.

Respectfully Submitted  
George Nichol, Secretary, CWEMF

ATTENDANCE

Paul Hutton	Convener	MWD
Rich Satkowski	Executive Director	CWEMF
Stacy Tanaka	Treasurer	Watercourse Engineering
George Nichol	Secretary	SWRCB
Tara Smith	Past Convener	DWR
Michael Tansey		USBR
Ben Bray		EBMUD
Lisa Holm		USBR
Nazrul Islam		DWR
Linda Shih		CCWD

On Phone: Peter Vorster, Peter Baker, Mark Gowdy  
Proxies: Mike Deas, Jay Lund, Hubert Morel-Seytoux