

March 24, 2004

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

Draft  
MINUTES OF THE ANNUAL BUSINESS MEETING  
2004

General Membership Meeting of February 25, 2004

(This meeting was held at the Asilomar Chapel in Pacific Grove.)

## I. SUMMARY

### A. ACTION ITEMS -

- See Visions in Item 9 below.

### B. MOTIONS PASSED OR TABLED

- A quorum of the Steering Committee shall consist of 11 members, and the names of the organizations that are no longer participating in CWEMF activities shall be removed from the Bylaws.
- The requirement for a Standing Peer Review Committee shall be removed from the bylaws, and a Peer Review Committee shall be convened as needed.
- The Treasurer's duties were modified.

### C. REFERENCES HANDED OUT - None

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## II. MINUTES

1. **WELCOME/CALL TO ORDER** – Nigel Quinn opened the meeting. A quorum was declared.

2. **SECRETARY'S REPORT** – The minutes of the 2003 Annual Meeting were passed unanimously.

3. **TREASURER'S REPORT** – The Treasurer presented the account balances.

4. **STEERING COMMITTEE QUORUM REDUCTION PROPOSAL** – The Executive Director (ED) described the reasons for the quorum reduction proposal. Several of the originating groups of 1994 are no longer in the Forum, and some membership sectors have been under-represented at Steering Committee meetings. Thus sometimes it is difficult to have a

quorum at Steering Committee meetings. The ED proposed changing Section 5.02(c) of the bylaws to remove the organizations that are no longer active. It was also recommended to have two members in each membership sector rather than three. There was much discussion on ways to achieve the quorum reduction. Finally a motion was made and seconded to have a quorum consist of 11 members of any combination of sectors, and to remove the names of the organizations that are no longer participating from the Bylaws. The vote was unanimous for these changes.

**5. REMOVE STANDING PEER REVIEW COMMITTEE REQUIREMENT** - The ED discussed the desire of the Steering Committee to remove the Standing Peer Review Committee requirement from the bylaws, and just have a Peer Review Committee convene as needed and with persons knowledgeable for the review in hand. A motion was made, seconded, and passed unanimously. Thus Section 7.02 was removed from the Forum's bylaws.

**6. MODIFY BOOK-KEEPING ITEMS** – - The ED discussed the desire of the Steering Committee to modify some book-keeping items as described in Section 5.10(b) of the bylaws. The Treasurer does not directly deposit the Forum's monies, but instead is usually involved in causing them to be deposited. The wording in the bylaws should be changed to reflect this. Also, the Steering Committee desires that the books of the account be independently audited every 10 years, rather than every year. A motion was made, seconded, and passed unanimously to make these two changes.

**7. ELECT OFFICERS** – All existing officers were willing to serve again this coming year, and were voted into office at the meeting.

#### **8. SELECTION OF STEERING COMMITTEE MEMBERSHIP SECTOR**

**REPRESENTATIVES** – An announcement was made for persons interested in representing any of the five sectors (university, environmental organizations, consulting firms, water delivery and purveying agencies, and individual membership group) to contact the Convenor.

#### **9. OTHER BUSINESS** –

a. **Annual meeting location** – There was some discussion on where to have the meeting next year. No resolution was made. The attendance this year was 110, down from about 130 last year, and attributed to the current State budget situation.

b. **Fischer Award** – Through a generous donation by Lyle Hoag, and more than matching contributions from Forum members, the Fischer Award fund became fully funded (plus some).

c. **Update on CWEMF Activities** –

**(1) Convenor Report** - Nigel Quinn summarized the workshops and peer reviews of the past year. He described the activities of the existing or proposed User's Groups and electronic bulletin boards for the IGSM2, DSM2, and DHI MIKE models.

For 2004, there are three workshops definitely planned right now (CALSIM2, salmon modeling, and DWR hydrodynamic and transport model development). Additional possible workshops are for TMDL modeling, aquifer pump tests, watershed modeling in North Coast streams, and modeling for NEPA/CEQA requirements.

**(2) Executive Director Report** – Rich Satkowski described continuing efforts to get a CALFED grant of support for some of CWEMF’s work. The CWEMF’s last proposal was not in the final group of projects selected by CALFED for funding. He described the purpose of the new career achievement award. The re-designed web site was described. Rich mentioned that efforts were being made to put the power point presentations onto the web for the 2002 and 2003 technical workshops of the annual meetings.

The incipient long-term planning process of CWEMF was described, along with a call for ideas from anyone. The recent activities of CWEMF in DWR’s California Water Project was described. Rich showed the related DWR letter (it is available on our web page) and went over its eight points. The CWEMF is forming a committee to participate in the process. Possibly the CWEMF can help in this activity by supporting technical workshops related to the California Water Plan.

The visions of the CWEMF were described. Some of these are as follows:

- Increase interactions with stakeholders and decision-makers (CALFED, California Water Project)
- Write a long-term planning white paper
- Secure additional funding
- Start additional User’s Groups
- Have workshops on new topics/areas
- Improve website
- Determine new service needs based on member needs assessment.

10. **ADJOURN** – 10 AM

Respectfully Submitted,  
George Nichol, Secretary, CWEMF