

**Winter 2017 IRIS Board of Directors Meeting  
January 19, 24, 2017  
(Virtual Meeting)**

**Attendees January 19th:**

**Board Members:** D. Wiens (Chair), G. Abers, M. Ishii, Z. Peng, D. Shillington, M. West Absent: K. Fischer, K. Koper, A. Nyblade

**IRIS Staff:** R. Detrick (President), T. Ahern, L. Linn, J. Taber, R. Woodward, R. Woolley

**Attendees January 24th:**

**Board Members:** D. Wiens (Chair), G. Abers, K. Fischer, M. Ishii, K. Koper, A. Nyblade, Z. Peng, D. Shillington, M. West

**IRIS Staff:** R. Detrick (President), T. Ahern, L. Linn, J. Taber, R. Woodward, R. Woolley

**AGENDA**

***Thursday, January 19<sup>th</sup>***

- 12:00-12:15 Welcome – Chair’s and President’s remarks
- 12:15-12:45 Conference call with G. Anderson re NSF Leadership Changes
- 12:45-12:50 Review Meeting Agenda
- 12:45-12:50 Status of Action Items from November BoD Meeting
- 12:50-13:00 Consent Agenda Items
  - November Board Meeting Minutes
  - IRIS Board Officers, Sub-Committees and Liaisons
  - Board response to CoCom
- 13:00-13:30 Revision of MT siting plans for FY17 and FY18 (Woodward)
- 13:30-13:45 Status of OBSIP renewal proposal (Woodward)
  - Board reviewers for OBSIP proposal
- 13:45-14:15 CCArray Letter of Interest (Woodward)
- 14:15-14:45 Simpson Innovation Fund (Detrick)
  - Status of Fund
  - New Call for Proposals?
- 14:45-15:00 Review of Standing Committee memberships (Detrick)
- 15:00 *Adjourn*

***Tuesday, January 24<sup>th</sup>***

- 12:00-12:20 Budget and Finance Report (Shin)
  - Audits and Reviews
    - Audit Finding: Prior Period award Receivables
  - Unrestricted Funds/Investments Update
  - Unallowable Expenses
  - Indirect Rate Agreement Update
  - Investment Policy Development
- 12:20-12:30 SAGE Yr. 5 Budget Calendar
- 12:30-13:00 Use of SAGE Year 3 carryover funds

13:00-13:30 SAGE Year 5 Budget Guidance  
 13:30-13:45 SAGE Year 4 carryover process (3 or 5% threshold)  
 13:45-14:00 FY18 IRIS staff salary increases  
 14:00-15:00 Board Executive Session (Board + President only)  
 15:00 Adjourn

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## MINUTES

Meeting called to order by Board Chair Doug Wiens about 12:00 pm on Jan. 19th, 2017.

### 1. Agency Update

The Board had a 30-minute teleconference discussion with Greg Anderson from NSF. Topics discussed included:

- NSF/EAR leadership changes
- Timeline for review of NCEO proposal
- Future of CEUSN and discussions with USGS
- Demobilization of the TA in Alaska
- Timeline for hiring of OCE geophysics program manager
- Timing for second increment of SAGE Yr. 4 funding from NSF
- SAGE Year 5 budget guidance
- Prospects for NSF funding in the new administration

### 2. Consent Agenda

**Note:** The Board unanimously approved the following motion (West moves; Fischer seconds): *“The Board approves the following Consent Agenda items with documentation provided and reviewed prior to this Board meeting.”*

- November Board Meeting Minutes
- Approval of Board response to CoCom from Nov. Board meeting

### 3. Board Officers, Subcommittees Membership and and Liaisons

<b>Officers</b>		
Board Chair		Doug Wiens
Board Vice-Chair		Geoff Abers
Board Secretary		Keith Koper
Board Treasurer		Candy Shin
<b>Board Committee Members</b>		
Budget and Finance Committee		Miaki Ishii, Karen Fischer, Zhigang Peng
Membership Committee		Mike West
Nominating Committee		TBA
CoCom		Chair: Geoff Abers; BoD Reps: Andy Nyblade, Donna Shillington

<b>Committee Liaisons</b>		
ISSC Liaison		Mike West
GSN Liaison		Keith Koper
PASC Liaison		Donna Shillington
DS Liaison		Andy Nyblade
EPO Liaison		Zhigang Peng
IDS Liaison		Karen Fischer
OBSIP Liaison		Geoff Abers

**Motion** (Abers moves; Fischer seconds): *“The Board unanimously approves the Board Officers, Committee Members and Liaisons summarized in the above table.”*

#### **4. Management and Program Guidance**

##### **4.1 Revised MT siting plans for FY17 and FY18**

The planned MT-TA footprint for 2017-2018, developed by the USArray ElectroMagnetic Working Group in 2013, focused on collecting a 140 km spaced grid in the Great Plains and a 70 km spaced extension of MT coverage in the Southwest. The EMAC has recommended to the ISSC and IRIS Board of Directors that this plan be revised and that the remaining MT-TA data collection in 2017 and 2018 be focused solely on the Great Plains utilizing a 70 km station spacing. The justification for this change is threefold: (1) the 140 km station spacing proposed originally has the potential to alias the complex geologic structure in the Great Plains, (2) there is the potential to secure supplementary funding for the MT-TA stations in the Southwest in response to the National Space Weather Action Plan, and (3) working at normal, 70-km spacing in a region like the Great Plains with lower operating costs will achieve a more efficient and expansive collection of data.

Following discussion by the Board, the following motion was passed by a vote of 8-0 with one abstention (Koper) on the second day of the Board meeting:

**Motion** (Shillington moves; Abers seconds): *“The Board approves the revised MT-TA siting plan for FY17 and FY18 proposed by the EMAC.”*

##### **4.2 OBSIP Renewal Proposal**

The Board briefly discussed the status of the OBSIP renewal proposal. NSF has asked for a supplemental budget request for the 2017 operating year by January 25th. NSF has also pushed back the submission date for the OBSIP renewal proposal to July 2017.

**Action Item (1701-01)** – Karen Fischer and Doug Wiens will serve as Board reviewers of the OBSIP renewal proposal.

##### **4.3 Canadian Cordillera Array (CCArray)**

IRIS has received a Letter of Interest from David Eaton (University of Calgary), Katherine Boggs (Mount Royal University) and Roy Hyndman (Geological Survey of Canada) expressing interest in having IRIS participate in CCArray, a major TA-like experiment in the Canadian Cordillera being proposed in Canada. Letters of Interest have also been sent to NSF and UNAVCO.

The Canadians would like to explore the potential of utilizing in CCArray some of the NSF-owned equipment that is currently deployed at the EarthScope Transportable Array (TA) stations in Alaska after that equipment is removed from Alaska. In addition, they wish to explore options to extend

the operation of some TA stations in place in eastern Alaska and northwestern Canada, beyond the planned removal dates. The cost of maintaining and operating this equipment in CCArray will be supported using Canadian funds and the TA equipment will be returned to the US after completion of the ~ 4-year CCArray experiment. The Canadians are also interested in utilizing the field engineering expertise of IRIS and UNAVCO in CCArray, as well as the IRIS/UNAVCO data acquisition, management, archiving, and data distribution facilities.

The Board discussed this Letter of Interest and encouraged IRIS to pursue discussions with the Canadians and NSF regarding CCArray, leading to the following two action items.

**Action Item (1701-02)** – IRIS should hold discussions with the Canadians and NSF regarding CCArray, including both the utilization of some subset of the AK-TA equipment in CCArray and involvement of IRIS field engineering staff and data management facilities in CCArray.

**Action Item (1701-03)** – The relevant governance committees that might be involved or impacted by this experiment (ISSC, TAAC, PASC, DSSC, EMAC, EPOSC) should be asked to comment on the CCArray LOI. Any feedback to the Board following the Spring Standing Committee meetings should be transmitted through the usual CoCom reporting mechanisms.

#### **4.4 Simpson Innovation Fund**

The Simpson Innovation fund was established in 2014 to provide the Consortium with a source of unrestricted funds that the Board can designate to stimulate new initiatives and develop new ventures. Priority is to be placed on increasing community outreach and leveraging development of new resources to support early career scientists, expand international engagement, enhance the visibility of research in seismology, and develop interactions with industry. The current value of the fund is ~\$125K.

A solicitation for Simpson Innovation Fund proposals was issued by the Board in 2015. Only three proposals were submitted and only one proposal was funded (an EPO proposal for the FieldXP program). IRIS subsequently got NSF funding for FieldXP and the Simpson funds were never expended. In 2016 a new call for proposals was not issued because of preoccupation with the NCEO proposal. The question raised with the Board was whether the Board wished to issue a new RFP in 2017 and what its focus should be. There was general agreement on the Board that a new RFP should be issued, leading to the following action item:

**Action Item (1701-04)** – Geoff Abers and Bob Detrick are tasked with developing a draft RFP for the Simpson Innovation Fund for review and comment by the Board prior to the Board's April meeting.

The first day of the Winter Board meeting was adjourned by Board Chair Doug Wiens about 2:30 pm on Jan. 19th, 2017.

The Board reconvened for a second day of meetings on Jan. 24<sup>th</sup>, 2017. The meeting was called to order by Board Chair Doug Wiens about 12:00 pm.

## **5. Budget Planning**

### **5.1 Budget and Finance Committee Report**

Candy Shin, IRIS CFO, presented a Budget and Finance Report to the Board. Topics covered in her report included:

- Audits and Reviews
  - Audit Finding: Prior Period award Receivables
- Unrestricted Funds/Investments Update
- Unallowable Expenses
- Indirect Rate Agreement Update
- Investment Policy Development

IRIS received the FY16 annual audit report January 12<sup>th</sup>, 2017 from its auditor, Aronson LLC. A prior period adjustment was recorded to reduce the July 1, 2014 balance of accounts and beginning net assets. Shin reported that an indirect rate agreement for FY13, 14 and 15 was signed with NSF on December 16<sup>th</sup>, 2016. The Board's Budget and Finance Committee is developing a draft written investment policy for IRIS for review and comment by the Board.

### **5.2 Approval of use of SAGE Yr. 3 Carryover funds**

The Board discussed the use of carryover funds from SAGE Yr. 3 based on priorities developed by individual programs/projects and by CoCom at its Fall 2016 meeting, as well as recommendations to the Board by the SMT. Carryover funds that are less than 5% of a program's annual budget can be retained by the program. Carryover funds that are greater than 5% of a program's annual budget are swept and allocated by the Board to address broader SAGE-wide needs. Following discussion, the Board unanimously approved the following motion:

**Motion** (Nyblade moves; Koper seconds): *"The Board approves SMT recommendations for use of SAGE Yr. 3 carryover funds as specified in the accompanying tables. The Board also approved setting the threshold for SAGE Yr. 4 carryover funds that can be used at a program's discretion at 5%."*

#### **Board Approved Use of Yr. 3 Carryover Funds (<5% of annual program budget)**

<i>Program</i>	<i>Amount</i>	<i>Description</i>
IS Management	\$42,937	Management travel and other uses prioritized by the ISSC
GSN	\$145,128	Shipping/installation of sensors; relocation of II.KWAJ
PASSCAL	-	No carry forward funds
MT	\$9,606	New MT instruments or other uses prioritized by the EMAC
Data Services	\$241,704	New firewall equipment; data bricks
EPO	\$67,835	Uses prioritized by the EPO SC
<i>Total</i>	<i>\$507,210</i>	

**Board Approved Use of Yr. 3 Carryover Funds (>5% of annual program budgets)**

<i>Program</i>	<i>Amount</i>	<i>Description</i>
PASSCAL	\$180,000	GPS Replacements for RT130
GSN	\$24,000	New Episensor
<i>Total</i>	<i>\$204,000</i>	

**5.3 SAGE Yr. 5 Budget Guidance**

NSF has indicated that IRIS should anticipate a flat budget for SAGE Year 5 (FY18). The following table (labeled “SAGE Year 5 Budget Guidance”) shows SAGE Yr. 5 budget targets for each program, approved by the Board. For most programs the budget level is set at Year 1 levels, with some reprogramming as discussed below. Because the reprogrammed funds can be anticipated only for this year, they focus on one-time expenses rather than increases in personnel, and should not be expected to continue.

**SAGE Year 5 Budget Guidance**

<i>Budget Category</i>	<i>SAGE Yr. 5 Guidance</i>	<i>Comments</i>
Instrumentation Services		
IS Management	\$1,560,230	
IS Governance	\$10,125	
Portable	\$4,367,497	Includes \$375K (including G&A) for M&S
GSN	\$2,603,621	
Polar	\$850,000	
Transportable Array	\$7,710,410	
MT	\$642,705	
IS Coordinated Activities	\$0	
Data Services	\$5,432,913	
Education and Public Outreach	\$1,655,320	
Community Activities	\$317,179	\$220K for IRIS Workshop in 2018; \$97K for Community Activities
Management Fees	\$0	
Subtotal	\$25,150,000	
Projected Flat Funding	\$25,150,000	

The SAGE Year 5 budget includes the following deviations from previous years:

(a) The IS Coordinated Activities budget is reprogrammed elsewhere within IS, following the completion of a successful Wavefields Demonstration experiment in SAGE Yr. 3.

(b) The budget for the IRIS Community Workshop in 2018 has been set at \$220K consistent with the cost of the last IRIS Community Workshop but ~\$33K less than in the original SAGE proposal.

(c) The Community Activities budget has been reduced by about \$23K to \$97K in SAGE Yr. 5 based on average annual expenditures for CA over the first 3 years of SAGE.

(d) From the available reprogrammed IS and CA funds, the PASSCAL budget is increased with the intention of making up the budgetary shortfall in Materials and Supplies, estimated at \$375K (including G&A).

**Motion:** The Board unanimously approved the following motion (Peng moves; Nyblade seconds): *“The Board approves SAGE Yr. 5 budget targets which, for most programs, sets budgets at SAGE Yr. 1 levels with some reprogramming of funds from IS Coordinated Activities and Community Activities as specified in an accompanying table.”*

#### **5.4 2018 Salary Pool Recommendation**

The Board was presented with information on national average projected salary increases for the private sector and Federal government from 2009 through 2017. The table shows that over these years, IRIS average salary increases have outpaced the Pay Scale index for the DC Metro area and Seattle area salary growth is generally higher than the DC Metro or National average for small companies. Projected salary increases for 2016 are somewhat higher than in 2015. Overall nationally, projected 2017 salary increases are expected to be about 3%, while Federal government employees will receive a 1.6% salary increase in 2017.

Given the flat SAGE budget over the past four years, and an anticipated flat budget for SAGE Yr. 5, IRIS must reduce its labor costs. IRIS has reduced its unmatched contribution to the employee Retirement Savings Plan from 14% to 4% of salary, with an additional contribution by IRIS of up to 5% matching an employee’s contribution. While these savings have partially offset the ~2.5% annual growth in average salary over the past 3 years, we don't expect further reduction in benefit costs going forward, and expect health care costs to continue to rise. In budgeting for NCEO, the Board approved limiting growth of the salary pool to 1.25%/yr.

Based on all of these considerations the SMT recommended to the Board a 1.75% average salary increase for IRIS staff in 2018 (which begins July 1, 2017) for cost of living and merit increases with a cap of \$107,000. An additional \$25,000 is approved for exceptional increases/promotions or bonuses at the discretion of the President. The Board unanimously approved the SMT recommendation with the following motion:

**Motion** (Fischer moves; Abers seconds): *“The Board approves an average salary increase of 1.75% for IRIS staff (corresponding to a salary pool increase of \$107,000) plus \$25,000 for additional exceptional increases/promotions or bonuses at the discretion of the President”.*

#### **6. Miscellaneous Motions and Action Items**

**Motion:** – The Board unanimously approved the following motion (Abers moves; Fischer seconds): *“The Board approves a minor change to the CoCom charter to include the OBSIP Program Manager and Oversight Committee Chair on CoCom”.*

**Action Item (1701-5)** – The ISSC and TAAC are asked to review and update plans for the demobilization of the Alaska TA experiment for review and discussion at the BoD meeting in April 2017.

**Action Item (1701-6)** – IRIS should work with NSF and USGS to schedule a three-way meeting to discuss the future of the CEUSN.

**Action Item (1701- 7)** – Standing Committee chairs are asked to provide feedback on the advantages and disadvantages of the virtual meeting format. Any feedback to the Board following the Spring Standing Committee meetings should be transmitted through the usual CoCom reporting mechanisms.

## **7. Board Executive Committee Session**

Topics discussed in the Board Executive Session included:

- Board Sub-Committee Memberships and Liaisons
- Revised MT-TA Siting Plans for FY17 and FY18
- Approved use of SAGE Yr. 3 Carryover Funds
- SAGE Year 4 Carryover Process
- SAGE Yr 5 Budget Guidance
- SAGE Yr. 5 Budget Guidance to Standing Committees
- 2018 Salary Pool Recommendation
- Approval of Revised CoCom charter

Schedule for upcoming BoD meetings:

April 11-12, 2017 – Washington, DC

November 2017 – TBD

Meeting adjourned by Board Chair Doug Wiens about 2:40 pm on January 24, 2017.