

**Winter 2019 IRIS Board of Directors Meeting  
January 30, 31, 2019  
(Virtual Meeting)**

**Attendees January 30th:**

**Board Members:** D. Wiens (Chair), C. Ammon, R. Aster, S. Hansen, V. Schulte-Pelkum, S. Schwartz, C. Thurber    Absent: Z. Peng, D. Shillington

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

**Attendees January 31st:**

**Board Members:** D. Wiens (Chair), C. Ammon, R. Aster, S. Hansen, Z. Peng, V. Schulte-Pelkum, S. Schwartz, D. Shillington, C. Thurber

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

**AGENDA**

***Wednesday, January 30<sup>th</sup>***

- 3:00-3:05    Welcome – Chair’s and President’s remarks
- 3:05-3:10    Review of Meeting Agenda
- 3:10-3:15    Status of Action Items from November BoD Meeting
- 3:15-3:20    Consent Agenda Items
  - November 2018 Board Meeting Minutes
  - IRIS Board Officers, Sub-Committees and Liaisons
  - IDS request for \$28K for two International Interns in 2019 from Simpson Innovation Fund
  - Appointment of Beatrice Magnani as PASC chair; Sarah Kruse, Lee Liberty and Wes Thelen as members of PASC
- 3:20-3:30    Update on Status of Partial Gov’t Shutdown and Impact on IRIS (Detrick)
- 3:30-3:45    Budget and Finance Report (Shin)
  - Audits and Reviews
  - Unrestricted Funds/Investments Update
  - Unallowable Expenses
  - Indirect Rate Agreement Update
  - Simpson Innovation Fund account status
- 3:45-4:45    SAGE II Transition Issues
  - IRIS-UNAVCO Joint EPO Implementation Plan (Taber)
  - SAGE website (Taber)
  - Proposed SAGE II metrics (Ahern, Taber, Woodward)
- 4:45-5:00    Review of Standing Committee Memberships (Detrick)
  - Proposed PNSC committee membership changes
- 5:00        *Adjourn*

***Thursday, January 31<sup>st</sup>***

- 3:00-3:05    SAGE II Yr. 2 Budget Calendar (Detrick)
  - Scheduling of Fall 2019 BoD meeting
- 3:05-3:15    Review of SAGE II, Year 2 proposed budget (Detrick)
- 3:15-3:30    SAGE II Year 2 Budget Guidance to Standing Committees (Wiens)

- 3:30-3:45 FY20 IRIS Staff Salary Recommendations (Detrick)
- 3:45-4:05 Mid-Scale Infrastructure I Proposals (Woodward)
  - Board reader(s) for MSI proposals
- 4:05-4:25 Planning for joint IRIS-UNAVCO workshop (Taber)
- 4:25-4:30 DMC office relocation; IRIS HQ office lease modifications (Ahern, Detrick)
- 4:30-5:00 Board Executive Session (Board + President only)
- 5:00 *Adjourn*

## MINUTES

Meeting called to order by Board Chair Doug Wiens about 3:00 pm on Jan. 30th, 2019.

### 1. Consent Agenda

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

- November 2018 Board Meeting Minutes
- Board Officers, Sub-Committees and Liaisons (see below)
- IDS request for \$28,000 from the Simpson Innovation Fund for two International Interns in 2019
- Appointment of Beatrice Magnani as PASC chair; Sarah Kruse, Lee Liberty and Wes Thelen as members of PASC

### Board Officers, Subcommittees Membership and and Liaisons

<b>Officers</b>		
Board Chair		Doug Wiens
Board Vice-Chair		Cliff Thurber
Board Secretary		Sam Hansen
Board Treasurer		Candy Shin
<b>Board Committee Members</b>		
Budget and Finance Committee		Sam Hansen (Chair), Zhigang Peng, Chuck Ammon
Membership Committee		Susan Schwartz
Nominating Committee		TBA
CoCom		Chair: Cliff Thurber; BoD Rep: Donna Shillington, Rick Aster
<b>Committee Liaisons</b>		
GSN Liaison		Chuck Ammon
PASC Liaison		Susan Schwartz
DS Liaison		Vera Schultz-Pelkum
EPO Liaison		Zhigang Peng
PNSC		Rick Aster
IDS Liaison		Donna Shillington

## **2. Update on Status of Partial Gov't Shutdown and Impact on IRIS**

The IRIS President updated the Board on the status of the partial government shutdown and its impact on IRIS:

- NSF funds in hand before the shutdown began Dec. 22<sup>nd</sup> were nearly expended by the middle of January
- NSF allowed IRIS to draw additional funds on Jan. 15<sup>th</sup> to continue “normal” operations. This gave IRIS enough funds in hand to continue operations through about the end of February
- During the shutdown, IRIS and its subawardees agreed not to make new commitments or begin new projects not required to sustain our ‘core’ operations, and curtailed all non-essential travel
- The unspent funds received on Jan 15<sup>th</sup> were returned at NSF’s request on Jan 29<sup>th</sup>.

=> Overall, the impact of shutdown on IRIS operations was minimal. However, it was a stressful time for all IRIS employees, especially those with spouses who worked for the Federal gov’t or its contractors

If the government shuts down again on Feb. 15<sup>th</sup>:

- IRIS will seek an additional draw of funds from NSF before Feb 15<sup>th</sup>
- If that is not possible, IRIS can use its \$1.6M Line of Credit to pay staff for a while even if all NSF funds are expended
- Other actions IRIS could take is all NSF funds are expended:
  - Defer payments to most vendors and subawardees until the government reopens
  - Subawardees could continue operations but would not be reimbursed for expenses until IRIS has access to NSF funds
  - Pay IRIS staff at 50% level; reimburse them for lost salary after the government reopens (this would allow employee benefits to continue with interruption)
  - Put IRIS staff on “unprotected” Leave without Pay status (only as last resort if all NSF & IRIS funded expended); staff could lose benefits
- NSF/EAR unlikely to know its final FY19 budget until late Spring. This could impact our budget planning for SAGE Yr II

## **3. 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
- Unrestricted Funds/Investments Update
- FY18-19 Unallowable Expenses
- Indirect Rate Agreement Update
- Simpson Innovation Fund Update

IRIS received the FY18 annual audit report November 28, 2018 from Aronson LLC. There were no audit findings. IRIS received an extension on filing its FY18 IRS Form 990 until May 15, 2019. The Form 990 will be reviewed by the Board’s Budget and Finance Committee prior to submission.

The status of IRIS’ unrestricted funds account was reviewed by the Board. The portfolio balance as of 12/31/18 was \$2,237,633. During 2018, \$130,000 was withdrawn from this account to pay unallowable expenses. A summary of these unallowable expenses was presented to the Board. During FY18 (7/1/17-6/30/18) these expenses totally \$146,357. The largest single expense was

\$78,000 for lobbying. During the first 6 months of FY19 unallowable expenses were running about \$2000/mo. less than in the previous year.

NSF's Cost Analysis and Pre-Award Branch issued a new indirect rate agreement to IRIS on 12/19/18. NSF has accepted IRIS' final FY17 overhead and G&A indirect rates. NSF also issued provisional rates to IRIS for FY19-20.

The Board had asked for a briefing on the status of the David Simpson Fund for Innovation. Established in 2014, the Simpson Fund began with \$141,181. After fundraising expenses, two projects funded in 2018, and the new commitment of \$28,000 made by the Board at this meeting for International Student Internships, the uncommitted balance of the fund now stands at \$42,350. The Board decided not to commit additional funds from this account at the present time.

#### **4. SAGE II Transition Issues**

##### **4.1 IRIS-UNAVCO Joint EPO Implementation Plan**

Our SAGE II Cooperative Agreement requires that by March 1, 2019 IRIS and UNAVCO provide NSF with a coordinated Education, Outreach and Workforce development (EWO) implementation plan. John Taber described a draft EWO implementation plan that he has developed in collaboration with Donna Charlevoix at UNAVCO. The draft plan has been devised to show that the IRIS EPO and UNAVCO ECE programs are synergistic and complementary and that the current level of collaboration is high. The document outlines a broad, high-level 5-year plan for GAGE and SAGE EWO activities with a detailed plan for Year 1 to show the level of collaboration and the staff from IRIS and UNAVCO involved in each activity. The level of collaboration varies from no or limited collaboration on activities done by just one organization to joint activities with staff from both organization working together as partners. In other cases, the both programs are involved, but one organization is clearly identified as the lead.

**Action Item (1901-01)** – IRIS will present the draft IRIS/UNAVCO Joint EWO Implementation to NSF for review and approval by March 1, 2019.

##### **4.2 SAGE Website**

The SAGE II Cooperative Agreement also requires IRIS develop a SAGE facility website. John Taber described the approach we have taken in developing this website and demonstrated a developmental version of the site to the Board. He explained we wanted to maintain an IRIS website and the IRIS “brand”, especially for educators and the general public. We also wanted to minimize the work involved in the creation of the SAGE website since it may only be in existence for 5 years. The Board endorsed the approach we have taken using 3 different banners for web pages, depending on whether they described a SAGE facility, an IRIS EPO activity or IRIS as a corporation.

**Action Item (1901-02)** – IRIS will present the developmental SAGE website to NSF for review and approval.

##### **4.3 Proposed SAGE II Metrics**

The SAGE II Cooperative Agreement requires that IRIS and NSF agree by March 1<sup>st</sup> on a set of metrics for the SAGE facilities. The Board reviewed the proposed SAGE metrics developed by the Project Leads and Standing Committees for GSN, PASSCAL, POLAR, MT, Data Services and EPO. In some cases (GSN, DS, and POLAR) we are proposing to keep the same metrics used for the SAGE I award. In other cases some new metrics will be proposed. The Board provided some suggestions for new PASSCAL metrics.

**Action Item (1901-03)** – IRIS will present the proposed SAGE metrics to NSF for review and approval by March 1, 2019.

## **5. Review of Standing Committee Memberships**

Most standing committee membership changes for 2019 were approved by the Board at its November meeting. The three main outstanding issues are: (1) appointment of a new chair for the TA Advisory Committee (Rick Aster, the current chair, is now a Board member), (2) appointment of a co-chair for the PNSC, and (3) filling three open positions for IRIS members of the PNSC. Candidates for all of these positions were identified by the Board.

**Action Item (1901-04)** – The IRIS Project Leads will approach the candidates identified by the Board for these open positions on the PNSC. The Board will be consulted, if necessary, if any of these individuals decline to serve.

The meeting on January 30<sup>th</sup> was adjourned at 5:03 pm.

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The Board reconvened for a second day of meetings on Jan. 31<sup>st</sup>, 2019. The meeting was called to order by Board Chair Doug Wiens about 3:00 pm ET.

## **6. Budget Planning**

### **6.1 SAGE II Yr. 2 Budget Calendar**

The calendar for SAGE II Yr. 2 budget preparation, and the schedule of meetings, was presented to the Board. The main difference this year is that the Annual Plan and Budget is due on May 1<sup>st</sup> rather than June 1<sup>st</sup> as in the past. This considerably shortens the timeline for budget preparation and review by the Standing Committees and the Board.

### **6.2 SAGE II Yr. 2 Budget Guidance**

The budget situation this year has been complicated by the recent government shutdown and the fact that NSF is still on a Continuing Resolution (CR) and doesn't yet have a final FY19 budget. Even if NSF's FY19 appropriation is approved by Congress by the upcoming Feb. 15th deadline, it could be as late as April or May before EAR knows exactly what its final FY19 budget will be. We have to submit our Annual Plan and Budget for SAGE II Yr. 2 to NSF on May 1st, so we are going to have to begin preparation of our budget not knowing what NSF's budget this year will be.

The Board reviewed the proposed SAGE II Yr. 2 budget which was approved by NSF as part of our CA. The budget assumes an overall 2% increase in the budget from SAGE II Yr. 1 to Yr. 2

In light of the uncertainty regarding the NSF budget, the Board recommended that the Project Leads and Standing Committees develop two budgets for SAGE II Yr. 2: one budget assuming a 2% increase over the SAGE II Yr. 1 budget and a second budget which is flat at the same level as SAGE II Yr. 1. IRIS FS has prepared budget templates for these two scenarios and distributed them to the Project Leads.

**Motion** (Schwartz moves; Ammon seconds): *"The Board directs the Project Leads and Standing Committees to develop two budgets for SAGE II Yr. 2: one budget assuming a 2% increase over the SAGE II Yr. 1 budget and a second budget which is flat at the same level as SAGE II Yr. 1."*

### **6.3 FY20 IRIS Salary Pool Recommendation**

The Board was presented with information on national average projected salary increases for the private sector and Federal government from 2010 through 2019. The table shows that until recent years, IRIS average salary increases have generally outpaced the PayScale Index in both the DC Metro and Seattle areas, as well as the raises Federal employees have received. Since 2017, however, IRIS raises have been less than the DC Metro and Seattle area averages.

As noted above, NSF allowed IRIS to include a 2% annual budget increase for the 5 years of SAGE II. However, our revised budgets retained the 1.25% annual salary increase assumed in our original NCEO proposal. The SMT recommended that the Board approve an average salary increase of 1.75% for IRIS staff (same as the last two years) plus \$15,000 for exceptional salary increases and promotions. After discussion, the Board approved this recommendation by passing the following motion:

**Motion** (Thurber moves; Shillington seconds): *“The Board approves an average salary increase of 1.75% for IRIS staff (corresponding to a salary pool increase of \$94,852) plus \$15,000 for additional exceptional increases/promotions or bonuses at the discretion of the President”.*

## **7. Other items**

### **7.1 Mid-Scale Infrastructure Proposals**

Bob Woodward reviewed plans to submit two preliminary proposals in February to the new NSF Mid-Scale Infrastructure I solicitation. IRIS is working with the PASSCAL Standing Committee to develop a proposal that will “advance, enhance, and expand” our capabilities to improve imaging from the Earth’s surface to the core. We will propose to acquire a near-surface geophysics instrument pool for imaging the critical zone and studying near-surface processes, enhance high resolution wavefield and active source imaging through acquisition of large numbers of nodal sensors, and modernize our pool of aging broadband instruments through next generation broadband sensors and acquisition systems. Ammon and Schwartz will be Board readers of this proposal.

Woodward also explained that IRIS has been invited to participate in a second Mid-Scale Infrastructure I proposal led by WHOI to develop a long-term seafloor broadband seismic capability. IRIS’ role in this proposal would probably be as a subawardee to WHOI, to engage the community in the design of this system through holding meetings or reviews. On the technical side IRIS might be involved in development of a sensor burial system. The Board readers will be Wiens and Detrick.

### **7.2 Planning for the 2019 joint IRIS-UNAVCO workshop**

Our new SAGE II CA requires IRIS and UNAVCO hold annual, joint community workshops. The first workshop will be in Portland, OR on October 8-10, 2019. We are expecting 350-400 participants including up to 100 students. A joint IRIS-UNAVCO organizing committee will plan the workshop.

IRIS and UNAVCO have agreed to trade leadership responsibilities for these workshops annually: IRIS is taking the lead in 2019 and UNAVCO in 2020. In 2019 IRIS will be responsible for contracting for the venue, developing a workshop budget, setting up a workshop website and things like meeting registration, travel reimbursements, hotel reservations, etc. IRIS will submit a supplemental request to NSF to cover workshop costs that we haven’t budgeted for. Danielle Sumy will be the IRIS staff lead; Donna Charlevoix is the UNAVCO staff lead. The Workshop Organizing Committee will be:

IRIS: Colleen Dalton, Donna Shillington, Cliff Thurber

UNAVCO: William Barnhart, Laura Wallace, Terry Wilson

### **7.3 DMC office relocation and IRIS HQ office lease modification**

Tim Ahern briefed the Board on the relocation of the DMC offices in Seattle. Wells Fargo, the DMC's current landlord, is selling the building the DMC has occupied since 1991. IRIS must vacate the space by August 31, 2019. Office space has been located about 3 miles north of the present DMC, two blocks from the Northgate Transit Center. The new office will accommodate 23 staff and includes a large conference room, kitchen, and storage and LAN rooms. The DMC has also relocated its primary servers, storage systems and networking gear to the UW Data Center. The new office lease will cost about \$114,000 more annually than the DMC's current lease, and will result in an increase in the DMC Office Overhead.

IRIS has also renegotiated its lease with AAAS for its headquarters space in DC. IRIS will be giving back about 2000 sq. ft. and extending the lease through December 31, 2023. This change should result in a saving of about \$120,000/yr in rent for these offices. The extension of the lease through 2023 will bring it into alignment with the term of the SAGE II award runs to September 30, 2023.

This is Tim Ahern's last Board meeting; on Monday, February 4<sup>th</sup> Tim will retire after 30 years as Director of IRIS Data Services. In recognition of this milestone, the Board unanimously approved the following motion:

**Motion:** *"The IRIS Board of Directors congratulates Tim Ahern on his retirement after 30 years as Director of IRIS Data Services and thanks him for his long service to the IRIS community. Through his tireless work promoting standards for exchange of seismic data and the free and open exchange of seismic data, Tim has revolutionized the field of seismology and served as a model of other parts of the geosciences and beyond".*

### **8. Board Executive Committee Session**

Topics discussed in the Board Executive Session included:

- SAGE II Year 2 Budget Guidance to Standing Committees
- FY20 IRIS Staff Salary Recommendation

Schedule for upcoming BoD meetings:

April 17-18, 2019 – Washington, DC

November 13-14, 2019 – Ft. Collins, CO

Meeting adjourned by Board Chair Doug Wiens about 5:01 pm on January 31<sup>st</sup>, 2019.