

## **Minutes from the Indiana Water Monitoring Council Board of Directors meeting (5/29/2009)**

Next scheduled meeting: July 14, 2009

### Action Items:

- Contact new Committee Chairpersons and task them with assembling their personnel prior to next Board meeting (Jody Arthur)
  - InWMC Coordination and Collaboration Committee (Chairperson: Bill Guertal)
  - InWMC Research, Education, and Outreach Compilation Committee (Chairperson Ruben Goforth)
- Look into adding an “other” member category on Wild Apricot site so that professionals and their expertise can be added to rolodex without being members (Scott Morlock, Shawn Naylor)
- Rollout InWMC Web site to General Membership (Scott Morlock)
- Develop plan for establishing non-profit status for Council (Jody Arthur, Stu Shipman, Shawn Naylor)
- Look into retaining original Council Web site domain ([www.InWMC.org](http://www.InWMC.org)) and re-directing to current Web site hosted by Wild Apricot

### Attendees (10 total):

Scott Morlock, United States Geological Survey (USGS)  
Jody Arthur, Indiana Department of Environmental Management (IDEM)  
Shannon Zezula, Natural Resource Conservation Service (NRCS)  
Siavash Beik, Christopher Burke Engineering  
Shawn Naylor, Indiana Geological Survey (IGS)  
Sara Slater-Atwater, Indiana State Department of Agriculture (ISDA)

### Via conference call

Rodney Renkenberger, Maumee River Basin Commission  
Reuben Goforth, Purdue University  
Leighanne Hahn, Office of the Indiana State Chemist (OISC)  
Stu Shipman, Indiana Department of Natural Resources (IDNR)

### ***Jody Arthur: calls the meeting to order at 10:10 am***

Jody Arthur: Before we begin discussing topics on the agenda, we need to address the issue of whether or not Shawn can serve as both Executive Secretary and proxy for at-large member John Steinmetz. This is important since Shawn’s vote allows us to have a quorum today.

Leighanne Hahn, Siavash Beik: This is not a problem.

Several in agreement.

## *Projects in Committee*

Jody Arthur: Can we get an update on the Communications Committee?

Scott Morlock: The Council Web site, hosted by Wild Apricot, has been updated to include material for each of the primary links which was developed by members of the Communications Committee (Welcome, About us, Projects, Events, Resources, and Contacts).

Siavash Beik: Do we need to have Wild Apricot in the URL?

Shawn Naylor: Yes, it is my understanding that we're tied to their domain name since we're using them as a host.

Siavash Beik: The original URL, [www.InWMC.org](http://www.InWMC.org), still exists and takes you to the old Web site. Can we link that site to the Wild Apricot site and retain it in case we want the option of moving away from Wild Apricot in the future?

Shawn Naylor: There is a yearly fee that the IGS paid to GoDaddy.com so this will need to be paid to retain the domain/URL. It seems like there is an option to link other Web sites to the Wild Apricot site, but I'm not sure exactly how that works.

Scott Morlock: The Communications Committee can look into that.

Jody Arthur: We also need to make sure that the National Water Quality Monitoring Web site also links to the site hosted by Wild Apricot. Are we ready to vote to roll-out the InWMC Web site to the General Membership?

Rod Renkenberger: I would like to continue discussion. It appears that several of the links are not functional under the "About us" tab.

Scott Morlock: Those are place-holders, but the Communications Committee can look into making the links live.

Jody Arthur: If there is no further discussion, do I have a motion to roll-out the Web site to the General Membership?

Siavash Beik: I motion that we introduce the Web site to the General Membership.

Scott Morlock: I second the motion.

All in favor.

Jody Arthur: The next topic that needs to be addressed is how we will deal with Council structuring issues. I have done some research on establishing non-profit status so Shawn, Stu, and I need to come up with a plan to move forward with and present this to the Board at the next meeting.

***New Business: project work plans discussed during May 6 General Membership meeting***

Jody Arthur: The first task / action item listed at the end of the meeting minutes is whether or not the Wild Apricot site can host a rolodex. Scott, is this a Communications Committee task?

Scott Morlock: Yes, we can look into that.

Jody Arthur: Shawn, does Wild Apricot have the capacity to manage a rolodex and can we start that process?

Shawn Naylor: Yes, but people would need to sign-in as members and enter their information. This can be accomplished now but we need to establish if we're going to introduce Wild Apricot for people to sign-in as Affiliate Members. Once we determine a due-paying schedule and finalize the organizational structure, those paying dues could then switch to the General Member category.

Jody Arthur / Siavash Beik: That sounds like a good plan.

Siavash Beik: Are we able to post people's information in the rolodex without having them be members?

Shawn Naylor: I think the best way to facilitate the rolodex is to have people sign-in as a member, but I can see if there is another method for adding professionals to a rolodex list without them being Affiliate or General Members.

Jody Arthur: I call for a vote that we introduce the Wild Apricot to our General Membership so they can login as Affiliate Members and establish an action item for Shawn to look into creating a method for non-members to post their information on a rolodex.

All in favor.

Jody Arthur: The next task/project is to develop an interagency coordinated plan.

Scott Morlock: Bill Guertal has already said that he will serve as Chairman of such a committee.

Jody Arthur: Are we ready to vote to form an Interagency Coordinated Plan Committee?

Leighanne Hahn: I suggest that we call it the "Coordinated Plan Committee" and leave out the interagency part so we don't make non-agency members feel like they are not included.

Scott Morlock: I motion that we form a committee called the InWMC Coordination and Collaboration Committee chaired by Bill Guertal.

Stu Shipman: Seconds the motion.

All in favor.

Jody Arthur: The coordinated plan task has now been moved to committee. The next task/project is to compile technical resources and case studies. Will this overlap with the “education and outreach” task?

Siavash Beik: I think these are independent because there is a difference between providing education and compiling case studies.

Jody Arthur: It seems like this could be accomplished by establishing categories of technical resources and case studies. For example, we could have wetland monitoring and stream gauging categories.

Stu Shipman: Without a volunteer present, I don’t know how much we could task a committee with.

Scott Morlock: There has already been a considerable amount of work done to compile resources and they are already posted on the Web site. Therefore, the committee would simply need to add to what has already been compiled.

Shawn Naylor: It seems we could simply task the committee with first establishing resource and case study categories.

Leighanne Hahn: We also need to consider QA/QC considerations for studies. As the group pulls together resources, they need to think about how these resources meet people’s needs and the quality of the data.

Siavash Beik: I think we can present this task as a 3 step process: step 1 is to see what’s out there, step 2 is to categorize these resources, and step 3 is to figure out how to organize and convey the information as technical resources.

Jody Arthur: Are there 2 functions that need to be addressed, case studies and technical resources?

Siavash Beik: It seems that we could just have a Compilation Committee that organizes both.

Jody Arthur: Do we want to wait till a volunteer is present to charge them with the tasks we just discussed?

Siavash Beik: It seems like these individuals already volunteered at the General Membership meeting, and we need to formalize the task so they can move forward.

Stu Shipman, Scott Morlock: Agreed, we should move forward.

Ruben Goforth: I will participate on the committee and assist with leadership.

Jody Arthur: Ruben, would you like to serve as Chairperson of the Compilation Committee.

Ruben: Yes.

Leighanne Hahn: I will serve on the committee as well.

Siavash Beik: I move that we form the Technical Resources and Compilation Committee chaired by Ruben Goforth.

Leighanne Hahn: I second the motion.

All in favor.

Jody Arthur: Do we need to make a distinction between ad-hoc and standing committees?

Siavash Beik: Yes, these task-oriented committees should be ad-hoc.

Jody Arthur: The next task/project is synthesizing existing education and outreach resources.

Siavash Beik: It seems like we discussed looking at currently available pamphlets and education materials and looking at where the holes are before generating our own material.

Scott Morlock: As an example of existing material, the USGS has posters with basic watershed concepts aimed at K-12 that could be made available through the Council.

Jody Arthur: Another issue that needs to be addressed is: Who is our target audience? Are we directing these materials toward the lay person or professionals?

Scott Morlock: I would like to have basic educational materials posted at one location that I can use in presentations and also direct K-12 teachers toward.

Jody Arthur: Who do we have enlisted in terms of volunteers?

Siavash Beik: I would also like to add that this task is also a multi-step process including: 1) collect materials, 2) determine the audience, and 3) determine where there are gaps. Maybe without having a Chair for the committee, we can give them more flexibility in terms of doing what they can without any firm deadlines right away.

Jody Arthur: Should we call this committee the Research, Education, and Outreach Compilation Committee?

Siavash Beik: I move that we form the before-mentioned ad-hoc committee.

Scott Morlock: Seconded.

All in favor.

Jody Arthur: With regard to deadlines, are we OK with asking the Chairperson's to simply assemble their committees before the next Board meeting?

Several in agreement.

Jody Arthur: Since we do not have volunteers for the training opportunities task, we'll table that task till the next Board meeting?

Several in agreement.

***Wrap up / Next steps***

Jody Arthur: As follow-up to our task/project discussions, we'll plan on getting feedback from each of our new committees for the next Board meeting. The Structure Committee will also see what we need to do to get to the point where the Council can manage finances.

Jody Arthur: Before we adjourn, there is one remaining topic on the agenda. Do we want to come up with a method for electronic voting so we can continue with business in the case where we do not have a quorum?

Scott Morlock: I recommend that if we don't have a quorum, then we table any motions or action items for the next Board meeting and if there is any urgent business, we can establish a conference call and vote via phone.

Rod Renkenberger: I like that approach because, if we go to electronic voting, we may lose participation.

Siavash Beik: If we make motions without a quorum present to discuss them, we likely cannot be completely confident in the motion without proper representation from the Board. Therefore, it is better to instead table a given issue until we can meet in a quorum.

Leighanne Hahn: I would like to make an announcement. The theme for the 2010 IWRA annual meeting has been decided upon: "Headwaters: emerging waters, emerging communities, and emerging contaminants". We have not set a location or date, but the meeting will most likely be held on Ball State's campus.

Sara Slater-Atwater: When is our next meeting?

Jody Arthur: The next meeting will be here on July 14.

Jody Arthur: Do we have a motion to adjourn?

Siavash Beik: I motion to adjourn.

Several second and all in favor.

***Meeting adjourned at 12:15pm.***