

ESIP Program Committee Running notes

Note: Google doc: for collaborative editing. Notes will be ported to Wiki; ADD new notes above previous notes

Grey highlight means the notes have been ported to the wiki archive

Telecon Info:

Please join my meeting from your computer, tablet or smartphone.

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December

Members (Bold when join the call)

- **Christine White, President**
- Steve Diggs, Vice President
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- **Mike Daniels, Chair, Governance**
- Matt Mayernik, Chair, Data Stewardship
- **Shelley Olds, Chair, Education**
- Rich Signell, Chair, IT & I
- **Tracey Pilone, Chair, Nominations**
- **Beth Huffer, Chair, Semantic Technologies**
- Erin Robinson, Staff
- **Annie Burgess, Staff**
- **Megan Carter, Staff**

- 1) Welcome & Agenda Check
- 2) Approve October & November Minutes - postponed last month
- 3) Group business
 - a) Leadership Offboarding Process
 - b) Software Citation pre-assembly discussion

- i) ESIP's Software and Services Citations Cluster has formulated guidelines on how to cite software and services. If you are interested in reviewing the guidelines, please visit [this document](#) and comment by January 9th.
- 4) Committee Report Highlights
- 5) Other Business?
 - a) ESIP one-pager - ESIP staff can share if we have time on this call: esipfed.org/onepager
 - i) Request to Program Committee for any input/ideas/value props for other audiences, let Megan and Annie know if you have them
 - ii) Maybe one pager for the ESIP Committees?
 - b) Reminders for Winter Meeting: Slides, and Registration - due by Jan 4

Detailed Reports Below

- **Staff Report**
 - Offboarding (focus on bold points)
 - **Review and document job description, roles, accountabilities, tasks, and methods of accomplishing same ([doc](#))**
 - **Document lessons learned/tips for future leaders**
 - Remove from leadership Slack/email lists
 - Move any personal files to an external Google account
 - **Move esipfed files to a Google team drive ([instructions](#))**
 - Acquire login names & passwords to 3rd party applications, and/or have employee change these to ESIP-generic
 - Recover any ESIP property (supplies, equipment)
 - Remove from ESIP websites
 - Meet with and share info with incoming chair
 - Off-boarding should be complete by end of January
 - If [Proposed Leadership Attendance policy](#) is approved during Jan Board Mtg, then attendance requirement should be mentioned during transition
 - 2019 ESIP Winter Meeting - Jan 15-17, 2019
 - <https://2019esipwintermeeting.sched.com/>
 - 2018 Fall [ESIP Lab Request for Proposals](#) closes today

- ESIP-Lab funded project chosen as NGA Challenge awardee
- AGU Events
- Other save the dates:
 - NASA ESDSWG - March 19-21, 2019
 - 2019 ESIP Summer Meeting - July 16-19, Tacoma, WA (Tentative)

- **Committee Reports**

- IT&I
- Data Stewardship
 - Data citation guideline revision in process (Mark Parsons lead).
Collaborating with Software citation cluster to do two sessions at ESIP winter meeting.
 - Working on a paper about data risk assessment (Matt M. lead). Will inform (and be informed by) similar working groups in RDA/CODATA and USGS.
- Education
 - Development and distribution of a handout featuring education resources from ESIP member institutions - will be posted to the ESIP Ed wiki.



- - Should this be posted to FigShare; its a living doc that will likely be updated and enhanced over the year(s), so I think not.
 - Multiple presentations at the regional National Science Teacher Association - Charlotte conference about coding in the classroom by teacher Kalo Haslem reaching approx 400 teachers about coding & ESIP.
 - Participate in AGU Geophysical Information for Teachers (GIFT) share-a-thon talking about & distributing approximately handout to 50 teachers
 - Present poster Coding in Geosciences at AGU - very active session with many questions about ESIP, Jupyter notebooks, & ESIPhub

- Preparing for Exploring Jupyter Technologies for Educators working session @ ESIP Winter Meeting Tuesday, January 15 • 2:00pm - 3:30pm
- Semantic Tech
 - Planning for Winter Meeting
 - Presented an iLightening Session poster on schema.org at AGU
 - Geosemantics Symposium postponed until Summer Meeting
- Nominations
 - Nominations are complete and the voting started yesterday 12/17.
 - We will compile some lessons learned and prep for next year's team!
- Partnership
 - ESIP Partner of the Year has been chosen and information sent to ESIP Staff.
 - Have language to suggest on the description of membership types that is found on Sections 2 and 3 of the ESIP Policies & Procedures to take to the ESIP Board meeting in January. These are not changes to any policy, but only descriptions.
- Governance
 - After a Committee review of the [2003 ESIP Policy document](#) and discussions with Erin, I have written draft of a [new attendance policy for the Board and Program Committee](#) which will be discussed by the Governance Committee at their December 18 meeting.
 - We have reviewed one section of the historical governance document mentioned above (Board Responsibilities and Functions) and have two sections more to go (Executive Director Responsibilities and Functions and Organizational Finance).
 - The Committee is working on a new policy to ensure that affected entities have a chance to review and vote on policies that may impact them. For example, the Program Committee looking at Board-only approval of policies and the Partnership Committee's look into eliminating the Assembly's vote for membership.
 - In following [Policy and Procedure 1.4 - Amending the Policies and Procedures](#), the Governance Committee looked at the final version of the Partnerships suggested change to [Policy and Procedure 1.2 - ESIP](#)

[Members and Member Organizations](#) as there have been several modifications since this was first discussed in August.

- Policies and Procedures have been drafted to ensure compliance with federal non-profit requirements in procurements, investments, audits and the handling of bank accounts.
- Finance
 - Worked with Dan Keyes to get all FiCom documents moved from a shared Google Drive to the ESIP Team Drive, so they owned by ESIP and not any particular person. This is to prepare for transition to a new FiCom chair in January.
- **President's Report**
 - Planning for January 14 ESIP Board Meeting
 - Presentations for ESIP Winter State of the Federation and Assembly Meeting
 - ESIP Awards
 - Working through leads on specific presenters for Summer Meeting
 - Worked with Nominations for wrapping up 2018 ballot and bios

November

Members (Bold when join the call)

- **Christine White, President**
- Steve Diggs, Vice President
- Helen Conover, Chair, Finance
- Nancy Hoebelheinrich, Chair, Partnership
- Mike Daniels, Chair, Governance
- Matt Mayernik, Chair, Data Stewardship
- **Shelley Olds, Chair, Education**
- Rich Signell, Chair, IT & I
- Tracey Pilone, Chair, Nominations
- Beth Huffer, Chair, Semantic Technologies
- **Megan Carter, Staff**
- **Erin Robinson, Staff**

■ **Annie Burgess, Staff**

- 6) Welcome & Agenda Check
- 7) Approve October Minutes - postponed to December, as many Committee Members are traveling
- 8) Group business - Megan present SGCI bootcamp notes
- 9) Committee Report Highlights
- 10) Other Business?

Detailed Reports Below

- **Staff Report**

- 2019 ESIP Winter Meeting - Jan 15-17, 2019
 - Call for sessions is open, due November 16.
<https://docs.google.com/forms/d/1vpQRQUddgRbA7sgWiyPT3KD76vM2-o8zDaaFJz2jpS0/edit>
- 2018 Fall ESIP Lab Request for Proposals will be released tomorrow (11/14)
- Other save the dates:
 - Ignite@AGU - Wednesday, December 12 at Poets and Busboys; Call for talks is out: <https://www.esipfed.org/igniteagu2018>
 - AGU Data Fair - Monday-Friday, December 11-15, 2018.
<http://www.copdess.org/data-fairs/2018-agu-fall-meeting-data-fair/>
 - NASA ESDSWG - March 19-21, 2019
 - 2019 ESIP Summer Meeting - July 16-19, Tacoma, WA (Tentative)

- **Committee Reports**

- IT&I
- Data Stewardship
- Education - We have many projects for this coming year with progress made on many of them (1,2,and 3 below). Thank you to the Finance committee for their help to fine-tune and approve the budget! Projects:
 - 1) Data tool videos - Out to Lunch webinars; 4 webinars fall 2018; 4 spring 2019

- 2) Learn to code initiative for teachers - - Build 1, revise 1 Jupyter-driven coding activities
- 3) Share ESIP member learning resources through workshops/seminars
- 4) ESIP Education PocketLab Technology Permanent Loan & Lending Library - Development of shareable lessons & Create sensor instrument lending library
- 5) ESIP Educator Workshop at the ESIP Summer Meeting - Presentations with embedded activities + Coding as multi-hour component of summer workshop
- Also: **Hour of Code is here and everyone is welcome: December 3-9, 2018:** <https://hourofcode.com/us>
 - Novice: try one out!
 - Parent (Novice and Expert): Work with your child(ren) to do a coding activity
 - Expert: try one out! See where our next generation is starting... what can you contribute?
 - Lots of topics from arts to science, lots of languages, lots of technologies
 - Spread the word!
- Semantic Tech
- Nominations - The nominations committee has nominated a slate of nominees for the board and leadership positions for next year. Voting will take place in December via an online vote. The positions have been filled with nominees and in many cases more than one nominee, which was a goal for our group this year.
- Partnership - Nothing new at this point; waiting to hear about the Assembly vote for the current cohort of applicants. No nominations for the ESIP Partner of the Year award despite the deadline being extended. Call this month will discuss approaches to taking the proposed changes to Policies and Procedures to ESIP Winter Assembly meeting.
- Governance - The Board approved two new policies: [Policy and procedure 1.8: Use of the ESIP Logo](#) and [Policy and Procedure 1.7: ESIP Endorsements](#). The Committee is continuing to review a historical document from 2003, describing Board member responsibilities, for consistency with current Bylaws and Policies and Procedures. Work is continuing on a Procurement Policy and an Investment

Policy to ensure that ESIP complies with recently enacted regulations for non-profits.

- Finance - completed annual budget process for committees and working groups. Wrapped up remaining budget negotiations; received updated budget documents and posted to shared FiCom google drive.

- **President's Report**

- Chaired October Board Meeting, 10/23
- Assisted with initial Student Fellows applicants
- Worked with Nominations Committee - confirming nominees, getting bios posted
- New Monday Update model where leadership contributes on 5th Monday
- Visioneers call continuing work towards winter meeting
- [Science Gateways Community Institute Bootcamp](#), ESIP - just returned 11/09, ESIP staff and I will be able to share with you

October

Members (Bold when join the call)

- **Christine White, President**
- Steve Diggs, Vice President
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- Mike Daniels, Chair, Governance
- **Matt Mayernik, Chair, Data Stewardship**
- **Shelley Olds, Chair, Education**
- Rich Signell, Chair, IT & I
- **Tracey Pilone, Chair, Nominations**
- **Beth Huffer, Chair, Semantic Technologies**
- **Megan Carter, Staff**
- Erin Robinson, Staff
- Annie Burgess, Staff

11) Welcome & Agenda Check

12) Approve September Minutes (*no revisions suggested; approved, Unanimous consent*)

13) Group business

- a) Introduction for Megan, ESIP's New Community Director
- b) 20th Anniversary [Time Capsule](#) reminder and invitation for input

14) Committee Report Highlights

15) Other Business?

Introduction for Megan, ESIP's New Community Director

- (We hope Megan can join, pending jury duty notice - but if she has jury duty, we will record this as a "Letter to Megan" regardless)
 - All, please share:
 - The purpose of your Committee, in one sentence
 - One important thing that has happened this year in your committee, and...
 - One important thing that will be happening
-
1. Semantic Tech -
 - a. Expand vocab for schema.org
 - b. Roadmap for community adoption and moving ahead on the state of the art
 2. Nominations -
 - a. Get better sense of diversity and perspective on the Board
 - b. Next big thing: getting voting out for this year
 3. Finance
 - a. Web Form for ESIP-funded travelers to report out
 - b. Get reports condensed, sanitized, and posted to main website so others can learn from travelers
 4. Data Stewardship
 - a. Data Citation updates + ongoing working group for data risk factors; closely aligned clusters & working groups
 - b. Grant coming through, this is big
 5. Partnership
 - a. Proposal to change the ways new members are voted into the ESIP Assembly

- b. Push to find organizations to nominate for ESIP Partner of the year
- 6. Governance
 - a. Added cheat-sheets that describe how to modify Policy and Procedure documents in github
 - b. Successfully tested the process of documenting several new and revised policies using the new set of Policies and Procedures approved by the Board in 2017
- 7. Education
 - a. Shared codeable devices to use in the classroom to support science data collection @ teacher workshop this past summer
 - b. Continuing with Out to Lunch webinar that highlights data exploration tools and potentially coding in the classroom

Detailed Reports Below

Staff Report

- ESIP Staff onboarded Megan Carter. She started Oct. 1 and will be reaching out to all of you to set up individual meetings. We are all preparing for ESIP Board meeting, October 23.
- ESIP represented: Erin attended the Enabling FAIR Data AGU Stakeholder workshop in early September and an NIH Data Commons workshop that was looking at ESIP as a model. She will be at FORCE18 this week. Annie Burgess attended the West Big Data Hub All-Hands Meeting in Idaho, the NumFocus Conference and this weekend will be at the Google Summer of Code conference.
- ESIP Sponsor: Erin had annual check-ins with Lawrence Friedl and Ed Kearns for NASA and NOAA. In addition, Annie Burgess has led a new IdeaScale crowdsourcing activity on "[Building SpatioTemporal Feature Registry](#)".
- Call for Winter Meeting Sessions is open, due November 16.
<https://docs.google.com/forms/d/1vpQRQUddgRbA7sgWiyPT3KD76vM2-o8zDaaFJz2jpS0/edit>
- New Clusters: COPDESS, E2SIP (ESIP in Australia),
- Save the dates:

- Ignite@AGU - Wednesday, December 12 at Poets and Busboys; Call for talks will be out next week.
- AGU Data Fair - Tuesday-Friday, December 11-15, 2018.
- 2019 ESIP Winter Meeting - Jan 15-17, 2019
- NASA ESDSWG - March 19-21, 2019
- 2019 ESIP Summer Meeting - July 16-19, Tacoma, WA (Tentative)

Committee Reports

- IT&I
- Data Stewardship
 - Data citation update in progress. On track to finish the update before ESIP winter meeting. Two submissions to AGU about the update were accepted. Mark Parsons will present.
 - Working on a paper related to assessing data risk factors. Hope to finish before ESIP winter meeting.
- Education
 - Budget submitted and revised per requests
 - Abstracts to AGU & AMS accepted: Coding in the classroom
 - Next monthly meeting will be next Thursday @ 2pm ET
 - Out to Lunch is being scheduled for later fall
- Semantic Tech
 - Budget submitted and approved
 - Began planning for the 2019 geosemantics symposium
 - Planning for next steps for schema.org vocabulary development and other semantic technology roadmap activities
 - Abstract to AGU for schema.org vocabulary effort was accepted as an eLightning Talk
- Nominations
 - Nominations has been meeting weekly to review progress and track outreach activities.
 - We anticipate having a full slate of nominees for the upcoming elections.
 - Anyone that is interested should email the team at nominations@esipfed.org.

- Partnership
 - Telecon on September 24th
 - Finalized language with Governance on P&P 1.2 policy change submission
 - Settled on approach to ESIP Partner of the Year award (focus on organizations that supported ESIP's Strategic Goal #3 -- value of socioeconomic data)
 - Drafted change to nomination form per focus above
 - Brainstormed list of member organizations to approach for self-nomination
 - Began discussion of language in P&P sections 2 and 3 related to description of ESIP member types; TB continued in October and November meetings for possible discussion at January Board meeting.
- Governance
 - Telecon on September 18
 - Two policies will be submitted for Board approval: [P&P 1.2](#) (partnership approval process) and [P&P 3.5A](#) (meeting registration fees)
 - Policy revisions are in progress for the Procurement Policy and Investment Policy
 - New policies will be drafted for 1) Use of the ESIP logo and 2) ESIP endorsements
 - We are reviewing a [2003 legacy document](#) describing Board Member responsibilities for consistency with the current ESIP Bylaws
- Finance
 - Annual budget process for committees and working groups:
 - Received and reviewed annual budget requests from three groups
 - Approved two budgets as requested; working with third group to refine request
 - Discussion within FiCom to provide better budget guidelines for committee/wg annual budgets and special projects, similar to what we do already for travel funding to ESIP meetings.

President Report

- Annual Review Process, discussion regarding relevant policies

- Convened Board Working Group on Succession Planning
- Working with Nominations Committee, as leadership and award nominations season in is full swing
- Working with ESIP Board and Staff to prepare for upcoming Board meeting 10/23
- Planning for Science Gateways bootcamp first full week Nov
- Met with Esri Chief Scientist to talk through results of Do-Fest
(<https://appadvice.com/app/do-fest-2018/1434338341>) - ideas ESIP could flow into our meeting, TBD

September

Members (Bold when join the call)

- **Christine White, President**
- **Steve Diggs, Vice President**
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- **Mike Daniels, Chair, Governance**
- **Matt Mayernik, Chair, Data Stewardship**
- Shelley Olds, Chair, Education
- Rich Signell, Chair, IT & I
- Tracey Pilone, Chair, Nominations
- **Beth Huffer, Chair, Semantic Technologies**
- **Annie Burgess, Staff**
- **Erin Robinson, Staff**

16) Welcome & Agenda Check

17) Approve August Minutes - [approved by unanimous consent]

18) Group business

- a) Theme for next year and general plan - a strategic goal + looking ahead
 - i) 2019 - Recap of current work/wrapup anniversary + theme
 - ii) 2020 - Looking ahead and strategic plan 2020-2025
- b) [Endorsement Decision Tree](#)
- c) Logo discussion (more detail in notes below)

19) Committee Report Highlights - key items for group knowledge or ideation

20) Other Business?

a) [Award Calendar](#)

b) December Program Committee - Dec 18

Endorsement Decision Tree

- What does it mean to endorse - likely need to document this; policy that Governance can work on but this group provides the philosophy and mindshare
 - “Corporate” section of P&P’s, perhaps
 - Policy can be worked on by the Board too
 - Context on endorsement - examples from our ESIP community
 - Ruth, Mark - Mike can talk with these people
 - What were they getting out of endorsement
 - Language could be useful
- ESIP Staff should be empowered up to make the decision up to a certain point in the process
- Is it awkward to endorse something that is produced by an ESIP committee - an ESIP product?
- Identifying some samples that illustrate the process
 - E.g., Force11 Data Citation Guidelines
 - Open Access policies might be more powerful for larger assembly to vote on
 - Power of a whole assembly saying with one voice - more than approving, in some cases
- At what point does it need a Program Committee vote?

ESIP logo discussion: In reviewing some of the examples you all provided, what is your feedback on these items?

1. **Use:** when the logo should be used and when it shouldn’t
 - i. By default, anything ESIP funds should get the logo: e.g., Lab, FUNding Friday, special projects, Presentations where ESIP sponsors...
 - ii. But what about other cases?
 - iii. And cases where the logo should not be used – e.g., [UNAVCO’s logo guidance page](#) had good language on this: “UNAVCO’s logo cannot be used in a manner that falsely implies employment by or affiliation with UNAVCO. UNAVCO’s logo cannot be used to imply or endorse a product or service.”
 - iv. A note as part of the guidance: If you are using it, we’d love to know because it helps us share the ways ESIP is working in our community...
2. **Permission needed to use?** *Program Committee agreed that no, we don’t want to have a permission-granting process but instead follow the UNAVCO example.* UNAVCO’s page is clear about not requiring permission
 - i. [EarthCube’s logo page](#) as well: “EarthCube logos made available free for use in posters, presentations, and any other non-commercial application.”

3. **“For the press” information** ([OGC’s page](#) encourages the press to engage well)
4. Etc.?
- In general - Program Committee was supportive of logos being easily accessible, clearly documented for appropriate/inappropriate use, and not needing a permission workflow while still encouraging letting ESIP know
- Thus, ESIP Staff can proceed to work on the logo access and guidance

Detailed Committee Reports Below

- **Staff Report**
 - ESIP made a successful new hire for the Community Director position to Megan Carter. Megan will start October 1 and an official announcement will go out to the community the week of September 17.
 - Erin will be in DC for Enabling FAIR meeting and will be meeting with NASA and NOAA sponsors in September
 - SGCI Bootcamp report back on ESIP Lab and planning for an ESIP/SGCI Bootcamp workshop in November
 - Working on FY19 Budget with Ficom and accountant, draft shared Oct. 9
Call for Community Fellows Released.
 - Collaboration Areas will be asked if they are interested in having a fellow.
 - [ESIP Lab working with NumFOCUS on small development grants](#)
 - Annie B. on a panel on innovation at the WBDH All Hands and attending NumFOCUS Project Forum.
- **President's Report**
 - Board Activities (Annual Review, Travel forms review, and Leadership Succession WG)
 - Ideation with Erin around quarterly communications to membership
 - Initial thoughts on logo and endorsement
- **Committee Reports**
 - Nominations Committee
 - Starting weekly calls for the committee next week for the Fall.
 - Publishing schedule for nominations next week.
 - Will be soliciting applicants in the weekly newsletters in addition to targeted outreach that is already underway.
 - Governance Committee
 - Most recent telecon was August 21.
 - [Revised Policy 1.3](#) (Nominations Committee changes) was approved by the Board and committed to GitHub.
 - The Committee reviewed a [proposed change to Policy 1.2](#) in regards to streamlining the partnership process. The Committee has some comments on this change that will be sent to Nancy.

- A [cheatsheet for adding new standing committee/working group rules and policies to the GitHub repo](#) was created.
- Instructions were created for modifying and logging approved changes for P&P documents in the GitHub repo.
- Several other policies are in various states of development:
 - Privacy and terms of use policies to address the General Data Protection Regulation (GDPR).
 - A policy and procedure for opening and closing ESIP bank accounts.
 - A [revision to P&P 3.5A](#) covering complimentary registrations.
 - Two policies on investment and procurement were requested by the auditor and need to be drafted by our accountant (P&P 3.6A and 3.6B, respectively).
 - Review of a [2003 document describing Board duties and responsibilities](#) to ensure that our existing Bylaws and P&P address these matters in a consistent way.
- Next telecon is September 18. *The Governance Committee needs to have all policies requiring Board review and approval ready by October 2nd.* [Here is the procedure](#) for suggesting amendments.
- Partnership Committee
 - On our last call, Erin reported that some on the Governance Committee were uncomfortable taking away the decisions about membership from the ESIP Assembly as it was one way that each Assembly member could have a vote. They were more comfortable with the existing process, but with a slight change to help improve the speed by which applicants received a response to their application for membership.
 - After discussion, the Partnership Committee still recommends that the Policies & Procedures be changed to have the Executive Board make the decisions about accepting applicants as partners at each of the quarterly Board meetings for the following reasons:
 - The Assembly will still have the opportunity to read each of the applications during a required 4 week comment period; however, the Assembly should be urged to review the applicants from a more positive perspective than looking for problems, i.e., looking at applicants as potential collaborators and contributors to their own business interests and to the ESIP community efforts.
 - Each of the positions on the Executive Board are now elected, and so, are chosen by and responsible for representing Assembly interests following the definition of a republic style of governance versus a full democracy. Assembly members will still have the

opportunity to voice their opinions to the elected officials via the comment period, and to individual members of the Board as well.

- The process of expressing concerns and recording responses should be very transparent, using, for example, the spreadsheet form that Partnership has adopted which is open to all at: <https://docs.google.com/spreadsheets/d/1pVH9kMp-xc-Ktsl3yHC Dnxcmk-QuBAyU9Nxx2YZM75s/edit#gid=0>
- The timeline for the process should also be very transparent and rigorous, i.e.,
 - Completed applications and any concerns noted and resolved by the Partnership Committee should be submitted to ESIP Staff 6 weeks before the next quarterly Board meeting; (by September 11th for the October 23rd Board meeting)
 - Assembly will have 4 weeks to review the current cohort of applicants and make comments; comments that require response will be made by ESIP Staff, passed along to the Partnership Committee, and recorded in the spreadsheet mentioned above within the 4 week time period. (by October 9th for the October 23rd Board meeting)
 - The Executive Board should receive information about each of the applicants that has been compiled by the Partnership Committee and ESIP Staff two weeks before the quarterly Board meeting. (by October 9th for the October 23rd Board meeting)
 - Decisions made about the applicants' acceptance or rejection as ESIP partners should be conveyed to the applicants within 1 - 2 weeks after the quarterly Board meeting.
 - The next cycle of applications should be received by ESIP Staff by December 4th for a January 2019 Board meeting.
- Question: is there an issue here? Unclear based on what Governance has suggested in text of change and other comments not yet received. Timeline for decision so we can get back to applicants who are eager to hear about results of their applications.
 - Will be discussing how to rev up interest & applications for Partner of the Year awards in September call at end of month.
- Semantic Tech Committee
 - Submitted a talk proposal for AGU regarding extending schema.org vocabulary for marking up datasets; planning to launch the vocab development effort this month

- Presentation by Peter Fox on previous development of Semantic Web roadmap by Semantic Web Cluster; committee members have been asked to review the presentation and come to the next meeting prepared to talk about possible capabilities that we can help to move forward - examples include managing modular ontologies (i.e., using ESIP COR), helping get YAMZ adopted by community as an ontology/vocabulary development/crowd-sourcing tool; we will work to identify some target capabilities and develop a plan for
- IT&I Committee
- Education Committee
 - Budget request submitted
- Data Stewardship Committee
 - Budget request submitted.
 - Committee is actively working on a revision of the ESIP Data citation guidelines. Goal is to complete revision for approval at Jan 2019 Winter Meeting. Mark Parsons is leading the revision.
- Finance Committee
 - Committee and WG annual budget requests were due last Friday, Sept 7.
 - Rec'd budget requests from two: Education and Stewardship. Any more on the way?
 - Plan to review this week

August

Members (Bold when join the call)

- **Christine White, President**
- **Steve Diggs, Vice President**
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- Mike Daniels, Chair, Governance
- **Matt Mayernik, Chair, Data Stewardship**
- **Shelley Olds, Chair, Education**
- Rich Signell, Chair, IT & I
- Tracey Pilone, Chair, Nominations
- **Beth Huffer, Chair, Semantic Technologies**

21) Welcome & Agenda Check

22) Approve Minutes

23) Group business

a) Discussion - Award Cluster idea

- i) Meets as needed but likely throughout the year; ESIP staff could help support
- ii) Award Calendar - AGU is late spring (Falkenberg); GSA, RDA, CODATA, EarthCube... ESIP members could easily find this calendar
- iii) What is the way that ESIP members are recognized - capacity building
- iv) Increase the awareness of the awards out in the community - increasing the pool of nominators and nominations - even helping people identify themselves/peers/etc. as a nominee
 - (1) What does a candidate look like for [this award]
- v) Not replacing current defined award mechanism
- vi) Finding new award opportunities and sharing them
- vii) Fellowship opportunities and the timing
- viii) Action: Erin, Christine and Beth to summarize this input and provide some ideas/options on next steps

b) ESIP Logo, ESIP Endorsement

- i) What goes into the guidelines for using ESIP logo, where/how do we post it for access, who should review folks who want to use the logo
 - (1) Action: confirm that there are no existing guidelines (we don't believe so)
 - (2) Where does the logo "live" for access?
 - (3) Guidance on "when do you need to have a discussion" on using the logo and branding resources
 - (a) Action: For those who may have a sample, we can send to Erin and we can talk through on next month's call
 - (b) Shelley to share UNAVCO guidelines (public guidelines: <https://www.unavco.org/about/logo-usage/logo-usage.html> ; we also have internal)
 - (c) Matt to share NCAR guidelines, and EarthCube if he can find that too [From Mike D.: [here are the NCAR guidelines](#) and [here are the EarthCube guidelines](#)]

- (4) Partnering in logo-ing - difficulty (size, who is first, where it goes...) this would be good to understand
 - ii) Don't want to review every slideset where ESIP is described
 - iii) ESIP Endorsement - what does it mean for ESIP to endorse, how do we do that
 - (1) Guidelines here, can talk with Matt and also ESIP Governance
- 24) Tool Highlight - Data Management Training Clearinghouse
dmtclearinghouse.esipfed.org, Nancy Hoebelheinrich
- 25) Committee Report Highlights - key items for group knowledge or ideation
 - a) Finance: Budget requests due September 7
 - i) Action: Helen to resend to excom list, Erin to determine why leadership alias didn't get through. Erin will also put it in the weekly
- 26) Other Business?
 - a) Note to start thinking about your roles, what do you wish you had known when you started that you know now?

Detailed Committee Reports Below

- President's Report
 - Participated in Community Director interview process
 - Convening annual ED evaluation with Board
 - Connecting ESIP with recommendations on marketing resources
 - GEO-ESIP strategy and upcoming annual meeting - call with Erin and Kathy
- Staff Report
 - Thanks for all the effort to make the Summer Meeting a success! 254 people attended.
 - New Community Director - We are in the interview process and hope to have a candidate hired in September
 - Erin/Annie B are attending the Science Gateways Community Institute Bootcamp (<https://sciencegateways.org/engage/bootcamp>) the week of Aug 13-17
 - Call for Community Fellows will go out this month
 - Working on FY19 Budget - reminder to all committees to get budget requests in by September 4.
 - ESIP has joined the NumFOCUS Community Alliance
 - Community Fellow Call will be released at the end of the month
 - GSOC is wrapping up - Annie B. and Ryan Berkheimer (NOAA) will attend the GSOC Mentor Summit in October

- Committee Reports

- Finance

- Finance committee face-to-face meeting in Tucson
 - Revised travel funding guidelines for ESIP session speakers:
 - Goal is to infuse new people, not bring in repeat visitors, so no repeat travel funding within two years
 - Only confirmed session organizers can submit funding request
 - Consider funding travel for students / early career folks in return for helping with meeting logistics, note taking, etc.
 - Trip reporting to be part of reimbursement request. Add this to [expense reimbursement policy 3.5A](#)
 - Reviewed and updated annual budget cycle - should propagate to official [policy document 3.3A](#)
 - Annual Committee and WG funding RFP is out, budgets due **Sept 7**.
 - Note that relevant [policy document 3.3F](#) has very specific due date (Aug 15), when it should probably be a guideline (e.g., “end of August, no later than mid-September”)

- Partnership

- Have received three more applications for membership:
 - AuScope Ltd (Australia)
 - Geological Survey of Canada
 - University of Nevada Reno Cyberinfrastructure
 - Will be reviewing their applications by the end of August, hopefully, at our next meeting on August 27th
 - Will be taking the Board’s interest in looking at the language of Member Types back to the committee to figure out how to accomplish with a goal of having any changes submitted for discussion at the October Board meeting.

- Governance

- No telecon in July, next telecon is August 21
 - [Revisions to Policy 1.3](#) were made by the Board in July and will be discussed during the August telecon
 - Several policy review and/or initiation requests have been received and will be discussed at the August telecon:
 - Partnership wants to review membership approval policy
 - We will have privacy and terms of use policies coming forward
 - A new policy to open and close a bank account
 - A new policy on complimentary registration
 - Two policies on investment and procurement (described in [Policy and Procedure 3.6 Asset Management](#)) need to be finalized by the board

- Semantic Tech
 - No telecon in July, next telecon August 28
 - Sem Tech had several great session at the ESIP Summer Meeting
 - Semantics in Action-full house for sessions describing ways in which orgs are currently using available semantic resources, including ESRI's use of semantics to improve search within ESRI products, the Arctic research community's efforts to develop controlled vocabularies to improve data interoperability, the ocean science community's use of semantic tagging of Best Practices documentation for improved knowledge transfer, and an effort to integrate information from the Gene Ontology with information from the ENVO ontology to drive an environmental genomics knowledge base; we also had a very well-received hands-on tutorial on how to use schema.org and JSON-LD mark-ups for improving relevance rankings and semantic linking on dataset landing pages.
 - Sem Tech also participated in a session on how to manage and maintain the COR
 - There is significant enthusiasm about leveraging schema.org for improving data discovery via major search engines; it was widely agreed that there is a need for additional work on the vocabulary available for creating schema.org mark-ups for data sets and that the Sem Tech Committee might be the right organization to help drive the development of vocabulary extensions for the schema.org basic vocabulary; several committee members drafted and submitted an abstract for an AGU presentation on the subject
- Education
 - Telecon last week (Aug 8) focused primarily on 2018-2019 FY budget and potential Special Projects request(s)
 - Next step: Getting draft budget out to the ESIP Ed community for comment and suggestions
 - Teacher request for classroom environmental sensors to enhance classroom project... which could lead to citizen science style project
 - Creating suite of coding activities to model /visualize Earth science concepts embedded within Jupyter notebooks/ ESIPhub that would provide a bridge from visual coding to python/javascript.
 - Question: budget for presentations @ AGU/AMS?
 - The ESIP Education workshop help at the Summer Meeting was a success. In addition to the teachers present (5 - a bit low) there were 2 ESIP members who work in outreach/education, and approximately 10 other ESIP meeting participants who joined in throughout the day.
- Data Stewardship

- DMT Clearinghouse IMLS project getting underway. Karl Benedict and Nancy Hoebelheinrich are leads.
- Data citation guidelines are being revised. Had discussion at ESIP Summer Meeting. Mark Parsons is leading the project, with a number of interested participants. Goal is to do a minor update to add information about landing pages, dynamic data citation, and other things that have emerged since 2011. Longer-term goal is to revisit the concept of data citation as a whole.
- Also had a session at the Summer Meeting about data risk factor categorization. Matt Mayernik is leading this project, with a number of participants. Goal is to develop guidelines (perhaps a rubric) for how organizations might categorize data risk factors as a step toward mitigating risks that data might face.
- IT&I
 - August 9 talk on "EarthSim: Flexible Environmental Simulation Workflows Entirely Within Jupyter Notebooks" by Dharhas Pothina (ERDC). Dharhas talked about the work the the U.S. Army Engineer Research and Development Center is funding to develop open-source tools for visualization and interaction with massive gridded data in Jupyter. This is being used in the <http://pangeo.esipfed.org> Pangeo environment to demonstrate analysis and visualization of high-resolution Hurricane simulations. Rich Signell is at the Pangeo Developers Meeting in Boulder Aug 13-15 (participants include Ryan Abernathy, Matthew Rocklin, Joe Hamman, Fernando Perez, Yuvi Panda, reps from British Met Office, CSIRO). Lessons learned should allow improvement of users experience for the <http://pangeo.esipfed.org> and <https://esiphub.ndslabs.org> JupyterHub instances.
- Nominations
 - The nominations committee spent time reaching out to lots of candidates during the summer meeting. All of the committee chairs should be thinking about how their committee handles succession in general, and we've spoken directly to many of them already. We will begin meeting on a more regular basis in September and the entire nominations process will take place in the fall.

June 2018

Members (Bold when join the call)

- **Christine White, President**
- Steve Diggs, Vice President
- Helen Conover, Chair, Finance
- Nancy Hoebelheinrich, Chair, Partnership

- Mike Daniels, Chair, Governance
- **Matt Mayernik, Chair, Data Stewardship**
- Shelley Olds, Chair, Education **Becky Reid, Vice-Chair** sitting in for Shelley
- Rich Signell, Chair, IT & I
- **Tracey Pilone, Chair, Nominations**
- **Beth Huffer, Chair, Semantic Technologies**
- **Erin Robinson, Staff**
- **Annie Burgess, Staff**

27) Welcome & Agenda Check

28) Approve May Minutes - will look to approve on August call

29) Tool Highlight: [ESIP COR Ontology Portal](#)

30) Group business

- a) "Lightning Round" Committee Report Highlights (key items for group knowledge or ideation)
 - i) Staff - Reminders on collab area slides, great response to incubator project and look for community director announcement out this week.
 - ii) Nominations - Kick off meeting last month. Looking for two people for every position and not too early to start nominating.
 - iii) Governance - See notes
 - iv) Partnership - See notes
 - v) Semantic Tech - Summer meeting planning
 - vi) IT&I - See notes
 - vii) Education - Teacher workshop on Thurs, July 18. Looking for more teachers. Is there a shareable flyer? Yes - see the wiki:
<http://wiki.esipfed.org/index.php/Education/2018workshop>
 - viii) Data Stewardship - Data citation guidelines will be updated at Summer Meeting
 - ix) Finance - Next up will be FY19 budgets
 - x) President's - Read great book: Ideal Team Player
- b) Slack as an ESIP tool - open enough?

- i) Works if it's in it all the time. Too many places to check and down side of federal access - partial usage is worst case scenario
- ii) Look for process going forward with guidance - appropriate for x, y, z, but not recommended for a, b, c.
 - (1) Good for:
 - (a) Active projects
 - (b) Interactive conversation
 - (2) Not useful for:
 - (a) General announcements
 - (b) Conversations that need to be open
- iii) Larger conversation regarding suite of tools - looking at it holistically
 - (1) Subset of this group to Tiger Team with Community Manager to walk through what the community wants, what they don't want, and something goes to the assembly for what we're keeping moving forward
- iv) Timeline
 - (1) Erin to check on renewal date for slack
- c) Annual Theme for next year: "Looking Forward" proposed
 - i) Announce in October around start of fiscal year
- d) Submit your collaboration area slide(s)

31) Other Business?

- a) [Guidance for leading sessions](#) (Wednesday, June 27 at 3ET)
- b) FigShare repo for telecon presentations?
- c) No July Call

Detailed Committee Reports Below

- President's Report
 - Visioneers meeting, finalizing Summer Meeting
 - Nominations meeting (you'll hear from Tracey on this)
 - Working with Erin & Board Members on Summer Board Meeting Planning - also content for a couple of the Board working groups: leadership transition planning & partnering strategy
 - Summer Meeting presentation preparation (welcome, and larger group gathering Thursday)

- Read "[Ideal Team Player](#)" - recommended, rich for building and identifying leadership capacity
- Staff Report
 - ESIP meeting in Australia, colocated with C3DIS was very productive. [Meeting agenda](#) and [details are here](#). Look for Australian participation in your committees - specifically, semantic tech, data stewardship and some clusters.
 - Presented at EarthCube All-Hands last week. [Slides here](#).
 - ESIP also represented at the [4-D workshop](#) and [OGC](#). Will be present at AWS workshop next week.
 - Announcement for Community Director position will go out this week. I will email this group for help getting the word out.
 - First webinar on socioeconomic value of data was held June 5.
 - Summer Meeting
 - Schedule is [live](#)
 - Plenary plan for Wednesday - three sections on disasters + data, water resources + data and collaboration + data
 - Plenary plan for Thursday - Report out from ESIP Lab (USGS PROV, GSOC, Lab-Funded Projects)
 - [Raskin Scholar announced - Sara Lafia](#)
 - Research as Art call to go out later this week
 - Finalize the [collaboration area slides](#) by June 15. Details and [submission folder here](#) or email lab@esipfed.org.
 - Remote participation will be added for all sessions to sched.
 - ESIP Lab received 12 submissions for incubator projects
 - [June Lab Update](#) went out on June 5
 - USGS PROV award for 2017-2018 is wrapped up. Final report -> [USGS Provenance Activity Report](#)
 - Sli.Do license continued. If you are interested in using reach out to staff@esipfed.org
 - Staff roles & accountabilities can be found here: <https://app.glassfrog.com/organizations/9132>
- Program Committee Reports - switching order here, so the same committees aren't always reporting last
 - Nominations
 - Held our first kickoff call on 5/23/2018 and established high level plan for the rest of the year. Including candidate outreach beginning at the Summer meeting.
 - Spoke about logistics for conducting team meetings in general
 - Summer meeting prep meeting scheduled for 6/15/2018. Our goal is to have two candidates for each position to speak with at the summer meeting.

- Governance
 - Held a telecon on May 15
 - Changes to [approved Policy 1.4](#) were finalized in the GitHub docs
 - Completed [revisions to Policy 1.3](#) which will be put up for Board approval
 - Erin has created a DOI for the Governance Docs ([doi://10.5281/zenodo.1248981](https://doi.org/10.5281/zenodo.1248981))
 - The Governance Committee is developing a “cheatsheet” to describe how to modify the P&P docs in GitHub
 - The Governance Committee created a [separate GitHub repo folder](#) for Standing Committee/Cluster Policies and Procedures
- Partnership - Nancy is out this month, but the one application was up for review from SGT and has received no negative comments. Vote will go out this week.
- Semantic Tech - We are working on finalizing our sessions for the summer meeting; working with Annie and the COR team to determine and travel along the path forward for the COR.
- IT&I - Tech Dive talk this week will be awesome - Tim Crone using Pangeo to work on massive underwater video data at the vents
- Education
 - Summer Teacher Workshop is ready to go!
 - For more information and a registration link to the Teacher Workshop, please visit: <http://wiki.esipfed.org/index.php/Education/2018workshop>
- Data Stewardship
 - Working on collaboration area slides, plan to submit after DS committee call on June 18
 - Plan to revise the ESIP data citation guidelines to include recommendations for dynamic data citation. Initial discussions to take place at summer meeting.
- Finance

May 2018

Members (Bold when join the call)

- **Christine White, President**
- Steve Diggs, Vice President
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- **Mike Daniels, Chair, Governance**
- Matt Mayernik, Chair, Data Stewardship
- **Shelley Olds, Chair, Education**

- **Rich Signell, Chair, IT & I**
- **Tracey Pilone, Chair, Nominations**
- **Beth Huffer, Chair, Semantic Technologies**
- **Erin Robinson, Staff**
- **Annie Burgess, Staff**

32) Welcome & Agenda Check (different format for call today)

33) Approve April Minutes - Minutes approved by unanimous consent

34) Tool Highlight - IdeaScale

- a) Overview of IdeaScale - home page + individual campaigns walk through;
Discussed how ESIP could brand page more
- b) Q - What is definition of community? Anyone who comes to the platform; Can have walls if community isn't open
- c) Q - How easy is it to spin up a campaign? Need to be an administrator, all configurable. Can set up campaign in 5 mins with the wizard to customize. No tech expertise needed.
- d) Q - Are they archived? Yes, Can archive and put end dates on them.
- e) Q - Could this be used for meeting session planning? Yes, NYU wanted to keep momentum between meetings. Couldn't make meeting could collect ideas, agenda items. Use stages
 - i) Nice way to get session contributors/collaborators too
- f) Q - Can ideas be exported? Yes, excel + reports
- g) Q - could Google Forms / spreadsheets be imported into this tool for use / analysis? Erin will check on import - Yes can be imported.

35) Group business

- a) Remind collaboration area slides are due mid-June
 - i) When did your group start? Adding 20th anniversary
- b) 20th Anniversary
 - i) Physical timeline -
 - ii) Research as art will have a 20 (days, minutes, items, 1920's...) theme
- c) Meeting best practices for session- Visioneers will discuss tomorrow and looking for input from this group; Reminder to put in appendices of governance docs

- d) Governance Procedure - Recommended to transfer to [governance github](#)
- 36) Committee Report Highlights - key items for group knowledge or ideation
 - a) See detailed reports below
- 37) Future Business
 - a) Semantic - COR & Schema.org conversation
 - b) Slack - lack of openness

Detailed Committee Reports Below

- President's Report
 - Participated in Machine Learning workshop - held at University of Colorado Boulder, in their [EarthLab](#)
 - ESIP facilitated, NASA AIST sponsored
 - Honored to sit on career panel there for EarthLab students and share about ESIP Community Fellow Program
 - Sponsorship brainstorming meeting
 - Convened one of the ESIP succession planning working groups
- Staff Report
 - ESIP supported NOAA's EDM Workshop, NASA's ESDSWG and AIST Machine Learning workshop
 - Erin participated in the NSF Software Institute Planning Workshop for the U.S. Research Software Sustainability Institute (<http://urssi.us/workshops/berkeley/>)
 - Erin & Annie K visited Tucson for a site visit. Very productive meetings across Univ. of AZ. Facility is great. Looking forward to the meeting and will share details with Visioneers tomorrow.
 - ESIP Lab Newsletter launched today. [Read here.](#)
 - Call for Incubator Projects is live here -> <http://www.esipfed.org/wp-content/uploads/2018/04/May-2018-Request-for-Proposals.pdf>
 - We are launching a Socioeconomic Value of Data Webinar series in early June
- Program Committee Reports
 - Finance
 - Approved travel funding up to \$1000 for two session speakers at ESIP Summer meeting; meeting registration waivers for two local speakers. Declined travel funding for an individual wishing to attend the meeting.
 - First ESIP-sponsored travel report came in - reminder that we need to provide travelers with "what is ESIP" material
 - Action: Share form with group and get preparedness info to the travelers
 - Data Stewardship

- Data Management Training working group - [IMLS grant funded](#)
 - Future discussion: Affiliation with ESIP but roadmap now for governance of the Clearinghouse, advisory board - transition from Working Group
- Education: Theme of coding/computing through the classroom
 - Out 2 Lunch: 2 webinars in April, 2 coming up in May:
 - May 9 - SIFT - Scott Lindstrom, SSEC
 - May 23 - Overview for the ESIP Education Summer Workshop - ESIP Education team
 - Agenda for Education workshop is lined up; accepting teacher registrations
 - NSF STEM+C call for proposals - asking others to reach out if there are other proposals going in - so we could point to each other, or as collaboration ideas.
- IT&I
 - Focus: Explore and share technologies that aid data discovery, access, analysis and interoperability
 - Update: (Last meeting, April 12) "[Jetstream: A free national science and engineering cloud environment on XSEDE](#)": Jeremy Fischer, Indiana University
 - Next meeting: (May 10, 3:30pm ET) "[NetCDF-CF Simple Geometries](#)": Dave Blodgett (USGS) and Tim Whiteaker (UT Austin)
 - Pangeo project: working on interactive, scalable analysis of large ndarray data (NetCDF, HDF5) in the Cloud with Kubernetes & JupyterHub. Try it out at <http://pangeo.pydata.org>, and join the discussion at <https://github.com/pangeo-data/pangeo/issues>
- Semantic Tech
 - Summer Meeting session planning
 - Real-life use cases for semantic technologies
 - Hands-on how-to workshops for using semantic technologies
 - Collaboration with Climate Resilience cluster for brainstorming workshop to align data-related pain points with possible semantic solutions
 - <http://cor.esipfed.org/> is now an ESIP managed resource
- Partnership
 - We have an application for membership ready to be put before the ESIP Assembly, Stinger Ghaffarian Technologies, Inc (SGT). The Partnership Committee has reviewed and sends the application on! Next steps?
 - Started looking at updating the Policies & Procedures document with help from Annie Burgess. Will continue on future Partnership calls.
- Governance

- [Revised P&P 1.4](#) agreed upon by the Governance Committee and approved by the Program Committee. Final step is Board approval. When this is approved by the Board, the date of approval will be part of Github's change commit message, e.g. "Discussed by Governance Committee March 21, 2018. Approved by the ESIP Program Committee April 10, 2018. Approved by the ESIP Board xxxx, xx, 2018."
- [Revised P&P 1.3, Section 2 Part 3](#) written, will be discussed by the Governance Committee at its telecon on May 15. Initial discussion indicates some questions about the what is meant by an "external member" as it pertains to the ESIP nominations committee. After our Governance Committee discussion this change will need to be approved by the Board.
- Nominations
 - The committee has been formed and all the member types are represented. We are in the process of scheduling our first call sometime in the next week or so.

April 2018

Members (BOLD means they were on the call)

- ☐ **Christine White, President**
- ☐ Steve Diggs, Vice President
- ☐ **Helen Conover, Chair, Finance**
- ☐ **Nancy Hoebelheinrich, Chair, Partnership**
- ☐ **Mike Daniels, Chair, Governance**
- ☐ **Matt Mayernik, Chair, Data Stewardship**
- ☐ Shelley Olds, Chair, Education (**Becky Reid**)
- ☐ **Rich Signell, Chair, IT & I**
- ☐ Tracey Pilone, Chair, Nominations
- ☐ **Beth Huffer, Chair, Semantic Technologies**
- ☐ **Annie Burgess, ESIP Staff**
- ☐ Erin Robinson, ESIP Staff

- Approve March Minutes - Unanimous consent
- President's Report - Highlights
 - ESIP Board Meeting took place March 29th
 - Reviewed Board Meeting outputs and working with Staff and Leadership on different next steps
 - Helped with slate for Nominations committee
 - Shadowed 2 ESIP Staff holacracy meetings – tactical and governance; ESIP Staff working on first pass on bringing together role documentation

- 20th Anniversary planning [Visioneers call](#) took place 03/28
- RE: guidance on session leading, Visioneers will be preparing some resources to recommend
- Staff Report
 - Staff transition to Holacracy is going well. Our roles can be reviewed [here](#). If anyone would like to observe, we'd be happy to invite to our meetings.
 - 2018 Summer Meeting Registration soft-launch. Register [here](#) and use discount code: Leader Please register and let Erin know if you see any issues. Summer sessions are due 4/30.
 - Annie led a [synthesis workshop on PROV](#) last week for USGS.
 - Erin is at UC Berkeley this week for US Sustainable Science Software Institute planning workshop;
 - Next week ESIP Team is at NASA Earth Science Data System Working Group meeting in Annapolis and NASA AIST Machine Learning Workshop; NOAA Environmental Data Management Workshop
 - ESIP Lab Incubator RFP - AB
 - GSOC
- Program Committee Reports
 - Finance
 - New trip report form was discussed at recent ESIP Board meeting. After a walkthrough of the [ESIP Travel Report](#) form, the Board had the following recommendations.
 - Action - add presentation if you presented (link to figshare portal)
 - Feedback - each individual that travels fills it out; identify which parts of form may be blogged and folks that fill out review posts ahead of publications. Add to form that won't be made public without review. 1 week for review.
 - Modify - "Anything else you'd like to include for ESIP leadership".
 - Share survey ahead of travel with travel instructions
 - Action - add section 'how to talk about ESIP' to the ESIP slideset
 - **Travel funding for ESIP Summer session speakers:** email to ESIP community announcing funding available, requesting proposals by April 30.
 - None received so far.
 - Education Committee requested a reallocation of part of their travel budget to fund some instructors for their workshop at Summer ESIP. Approved.

- Data Stewardship
 - Second Data Management Training (DMT) crowdsourcing event held March 29. DMT working group now reviewing next steps.
 - March telecon: presentation by Jessica Hausman (JPL) about new Software & Services Citation cluster
 - April telecon: presentation by Cara Manning (University of British Columbia) about open access and data policies in Canada
- Education
 - Spring 2018 Out to Lunch Webinars, (<http://wiki.esipfed.org/index.php/Out2Lunch>):
 - 10-minute demonstrations of Earth science data tools & resources for educators teaching grades 6 to 14. A five minute Q&A session takes place after the demonstration.
 - April 11, 2018 - Story Maps - LuAnn Dahlman, NOAA CPO - Learn how to combine text, images, and always-up-to-date web maps to tell a story. See examples at Esri Story Maps
 - April 25 - ImageJ - Carla McAuliffe, TERC, NESTA Executive Director - Learn about Image processing and Analysis in Java. More at <https://imagej.nih.gov/ij/>
 - May 9 - SIFT - Scott Lindstrom, SSEC - Explore GOES-16 data via a new Satellite Information Familiarization Tool. More at <http://sift.ssec.wisc.edu/>
 - May 23 - ESIP Education Tucson Arizona Summer Workshop - Tips for success - Shelley Olds & Becky Reid
 - Summer education workshop: Computing in the Classroom - Coding, Gadgets, and STEM
 - 1-day workshop focusing on computer tools that facilitate data exploration.
 - Date: Wednesday, July 18, 2018
 - Topics: basic coding skills (hour of code- visual coding example), codable gadgets, tech-talks (10-min Out2Lunch style presentations including Drones in the classroom), Drone raffle (previously purchased drones from yesteryear)
 - Details: <http://wiki.esipfed.org/index.php/Education/2018workshop>
- IT&I
 - Tech Dive [Webinar Series](#)
 - 8 March, 2018: "[Zarr: A simple, open, scalable solution for big NetCDF/HDF data on the Cloud](#)": Alistair Miles, University of Oxford. This talk described one of several efforts to develop N-dimensional data stores based on key-value objects and light-weight metadata, specifically designed to work well on the Cloud. Two more efforts are [N5](#) and [TileDB](#).
 - 12 April, 2018: "[Jetstream: A free national science and engineering cloud environment on XSEDE](#)": Jeremy Fischer, Indiana University.

- Semantic Technology
 - Planning for summer meeting sessions focused on using existing semantic tech resources to help solve actual data management problems
 - Transitioning COR to ESIP
- Partnership
 - Not much has happened since last meeting, except for a report out to the ExCom. Apologies! Had lots going on wrt the Data Management Training Clearinghouse and the AGU/RDA/ESIP Enabling FAIR data project.
 - Will have a meeting in late April (30th), but conducting business over email in the meantime including:
 - * Review of membership application
 - Committee review of ESIP staff analysis of 2017 Member survey
 - * Look at Procedures document for partnerships responsibilities & process
 - * Revisiting the new member packet to see if anything needs to change after ESIP reorganization last year
 - Advocating for & evaluating submissions for the ESIP Partner of the Year award
 - Identify what kind of geoscience information might be of value to potential ESIP members (perhaps in conjunction with Science Communication cluster) & seek opportunities to convey the value of ESIP membership to potential partners
- Governance
 - General information and links to Governance Committee documents can be found [here](#).
 - At the January Board meeting, there was a request to clarify the creation of the nominations committee [P&P 1.3 Corporate Organization, Section 2 Part 3](#). This is a five-person committee appointed by the ESIP President and approved by the ESIP Board. This policy already states that there will be one member from Type I, II and III institutions. A policy change was suggested to section 2.3.2 that explicitly states that one of the additional Nomination Committee members would be early career and the other would be an external member. I will be drafting this policy revision.
 - Elections were held for the 2018 ESIP Board Officers and the results were: Chair (Christine White), Secretary (Mike Daniels) and Treasurer (Helen Conover).
 - A change to requiring Board Approval of P&P changes, rather than Program Committee approval was discussed by the Governance

Committee and the Board. [Here is a document](#) that highlights the proposed change.

- Program Committee requested to approve this proposed change
 - Nancy moved to approve the proposed change
 - Beth seconded
 - Proposed change as presented by Mike in the document, passed by Program Committee
 - Nominations
 - Convened the 2018 members of the committee: Reid Boehm - Data Management Consultant, Johns Hopkins University ; Viv Hutchinson - Science Data Management Branch Chief, USGS; Brooks Hanson - Executive Vice President, Science, AGU; Luis Bermudez - Executive Director Innovation Program, OGC; Karl Benedict - University of New Mexico
 - Expect to have kickoff call in late April/early May
 - Other collaboration area highlights?
 - ESIPHub - Lab project that is interested in supporting sessions that have a coding component. Jupyter hub multi-user environment - provided by NDS
 - If need more info, contact @scgordon (Sean Gordon), and/or #esiphub channel on ESIP Slack.
- Other Business
 - Tool Focus - Telecon Engagement -
 - Postpone to possibly go over at next meeting
 - Collaboration Fellow [Process](#), discussion
 - Program Committee welcome to review, comment, and work with Annie on this
 - How else might we measure and track progress to strategic plan?

March 2018

Members (BOLD means they were on the call)

- **Christine White, President**
- Steve Diggs, Vice President
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- Mike Daniels, Chair, Governance
- Matt Mayernik, Chair, Data Stewardship
- **Shelley Olds, Chair, Education**
- **Rich Signell, Chair, IT & I**

- Tracey Pilone, Chair, Nominations
- Beth Huffer, Chair, Semantic Technologies
- Welcome
- Approve [February Minutes](#)
- President's Report
 - Highlights
 - Preparing for ESIP Board Meeting later this month
 - Initial stages of understanding holacracy for ESIP volunteers, working with ESIP staff
 - Per our last call, working on process for student fellow's assignment – ways to request one or say you don't need one, possible Policy & Procedures for this
 - Met with Nominations, good plans shaping up – in short, keep an eye out for leadership potential in your committees and groups and let Nominations and Leadership know what you need to support them
 - Summer Meeting
 - Session Lead role to clarify accountabilities for sessions, and convening a call/resource packet for Session Leads before Summer Meeting
 - Call for sessions is open now – see https://docs.google.com/forms/d/e/1FAIpQLSdsz5qX85-ZKHNsda8F0UY1iJeEOyUyFq40znk7z53U_1lvrA/viewform , closes April 30th
 - You all are Collaboration Leads, and so it's a good time to think about your slides - **please have them ready by June Program Committee Meeting**
 - 20th Anniversary Planning Visioneers Call will be March 28th – welcome your input
- Staff Report
 - Preparing for March board meeting
 - Summer Meeting
 - Staff Visit to Tucson - 5/2-4
 - Raskin Scholarship call for nominees - Due 4/2
 - ESIP Lab Updates
 - [GSOC](#)
 - [Earth Data Provenance Workshop](#)
 - COR: Transitioning to ESIP AWS account

- Fall Incubator projects at ½ way point
- Program Committee Reports
 - Data Stewardship
 - Started discussion of 2018 Committee strategic plan.
 - Data management training working group had a crowdsourcing event to build community and submit assets to the Data Management Training Clearinghouse. Next event tentatively planned for late March.
 - March 19 telecon will have presentation from Jessica Hausman about the Software & Services Citation Cluster.
 - Education
 - Planned the spring Out to Lunch Webinars
 - Working on summer education workshop content & presentations - coding in the classroom
 - Finance
 - **Trip reports:** Emails to all groups awarded travel funding, pointing them to the new trip report form
 - We now have an on-line form for ESIP-funded travelers to non-ESIP events to share what they learned within the community: <http://www.surveygizmo.com/s3/4023612/ESIP-Travel-Report>
 - As we get travel reports, they'll be posted here in ESIP web space: <http://www.esipfed.org/category/collaboration-updates/travel-report>
[s](#)
 - **Travel funding for ESIP Summer session speakers:** email to ESIP community announcing funding available, requesting proposals by March 23. None received so far.
 - Governance
 - Had our first telecon on February 20.
 - Following the telecon, we moved Google Doc versions of all the P&P docs over to GitHub (see [this link](#)) using a tool called "[pandoc](#)" to convert MS-Word files to markdown. There are some remaining minor formatting issues that need to be fixed.
 - Links on the ESIP wiki to the Governance materials (P&P and Bylaws) were updated.
 - At the February telecon, we identified the need to have a process for making changes to the P&P docs, especially for standing committees and clusters. There was also a suggestion to acquire a persistent reference for these docs (e.g. DOI, etc.) so that the URL does not change when they are moved.
 - Our next telecon is March 20. We added an agenda item for the review/clarification of the Nominations Committee Chair policy.
 - IT&I Tech Dive [Webinar Series](#)

- 8 March, 2018: "[Zarr: A simple, open, scalable solution for big NetCDF/HDF data on the Cloud](#)": Alistair Miles, University of Oxford
- 12 April, 2018: "[Jetstream: A free national science and engineering cloud environment on XSEDE](#)": Jeremy Fischer, Indiana University
- Partnership
 - Our first meeting this year held on 26 February; meeting notes at: https://docs.google.com/document/d/1x0GgJz_yFgiYVQAFZMUQ0dzl2EcTcvgCtzt6CDxF5ho/edit#
 - Goals for the year include:
 - Committee review of ESIP staff analysis of 2017 Member survey
 - Look at Procedures document for partnerships responsibilities & process
 - Revisiting the new member packet to see if anything needs to change after ESIP reorganization last year
 - Advocating for & evaluating submissions for the ESIP Partner of the Year award
 - Identify what kind of geoscience information might be of value to potential ESIP members (perhaps in conjunction with Science Communication cluster) & seek opportunities to convey the value of ESIP membership to potential partners
- Nominations
 - Met with Christine to go over high level plans for 2018
 - Goal is to be prepared to hit the ground running for the summer meeting and use that time to meet with possible candidates.
- Semantic Technology
- Other collaboration area highlights?
 - DMT Clearinghouse
 - Had a very successful “crowdsourcing” event in conjunction with the AGU / RDA / ESIP Enabling FAIR Data project
 - ~ 38 people pre-registered & ~ 26 attended
 - ~ 80 resources added to spreadsheets (duplicates still need to be identified); many, if not most of these should be published in the DMT Clearinghouse in the next few months.
 - Crowdsourcing event #2 where we plan to “map” the FAIR data principles to the resources found is scheduled for Thursday, March 29th 4 - 5:30 pm Eastern to enable Europeans & Australians to attend.
 - Lots of help & support from ESIP Staff (Erin & Dan!)
 - Waiting to hear about our grant proposal to IMLS (due in April).
 - Benefiting from collaborations by starting to bring on speakers on data education topics including those from the Belmont Forum and

CENDI (Federal agencies working on data curation & management education)

- First one: Vicky Lucas, associate of Belmont Forum's e-infrastructure & management Working Group will be speaking at a webinar sponsored by the DMT Working Group on April 19th, 12:30 pm Eastern on the Data Skills Curriculum that this group developed.
- Tool Highlight: [ESIP Travel Report](#) & website: www.esipfed.org/category/collaboration-updates/travel-reports
 - Action - add presentation if you presented (link to figshare portal)
 - Feedback - each individual that travels fills it out; identify which parts of form may be blogged and folks that fill out review posts ahead of publications. Add to form that won't be made public without review. 1 week for review.
 - Modify - "Anything else you'd like to include with ESIP leadership".
 - Share survey ahead of travel with travel instructions
 - Add section to 'how to talk about ESIP' Action - slideset of this is ESIP
- Other Business
 - Next Month - Review meeting session role & process doc for committee requesting Community Fellows

February 2018

Members (BOLD means they were on the call)

- **Christine White, President**
- Steve Diggs, Vice President
- **Helen Conover, Chair, Finance**
- **Nancy Hoebelheinrich, Chair, Partnership**
- **Mike Daniels, Chair, Governance**
- **Matt Mayernik, Chair, Data Stewardship**
- **Shelley Olds, Chair, Education**
- Rich Signell, Chair, IT & I, regrets... on a plane
- **Tracey Pilone, Chair, Nominations**
- **Beth Huffer, Chair, Semantic Technologies**

1. No minutes to approve

2. President's Report

- Welcome, & Program Committee Meeting Structure

- Highlights

- Big picture items for 2018 with this group

1. Leadership and service to you
 - a. Let Christine or Steve and/or staff if you need anything to help ESIP work better for your group.
2. More than reporting, and the pulse of ESIP
 - a. These calls can become a more interactive opportunity to let the group know about what you observe around ESIP. What's new? What's a problem? What's the pulse of ESIP?
 - b. Bring these topics to the PC notes and be ready to discuss.
3. [Strategic Plan](#) connections, theme
4. Portion of Program Committee for Tools you and your groups can use

- Board vs. Program and how fit together

1. [Policies & Procedures](#) regarding Board & Program Committee
2. For Board Duties and Responsibilities, see [Article 4 of the ESIP Bylaws](#). For Program Committee Duties and Responsibilities, see [ESIP Policy and Procedure 1.3, section 3](#).

- January Board meeting

1. Internationalization
2. Holacracy
 - a. Their [website](#)
3. COR Ontology Report and plan
4. Other Board Items - Budget, Strategic Partnerships, Succession Planning

3. Staff Report

- Winter Meeting recap ([link to survey](#))

- Kick off to 20th anniversary [[VIDEO](#)]

1. Visioneers will be working on this

- NASA Earth Science Data System Working Group Meeting and NOAA Environmental Data Management Conference planning

- Summer Meeting planning

- <http://summermeeting.esipfed.org/info>

- Raskin call for nominees

- Link [here](#).

- Google Summer of Code

- We're in!

1. [Github site](#)

- Earth Data Provenance Workshop

- USGS sponsored, ESIP organized, workshop at the eScience Institute at the University of Washington

- New Fellow
 - [Ranalda Tsosie](#) will support the SciComm Cluster
 - What is the process for requesting a Fellow/getting a Fellow?
 1. Fellow applicants indicate on their application what groups they are interested in working; also, cluster needs or if applicant has a strong interest in an area/individuals active in that group
 2. Action: consider how to clarify steps and dialog with cluster/committee lead on needs
- Building a knowledge base around Clusters: ESIP's innovation core
 - [How to Cluster](#) [draft]
- Building capacity around newer ESIP-available interactive platforms:
 - WeVideo (example: [HERE](#)) and IdeaScale: example: [EartharXiv logo](#)
- Figshare is improving its institutional features
 - [Winter 2018 sub-portal](#)
 - Streamlined uploading [instructions](#)
 - All objects listed as published by ESIP (great catch Erin!)
-

4. Program Committee Reports

- Data Stewardship
 - Working on updating the committee yearly plan.
 - Data Management Training working group is planning a crowdsourcing event in late Feb to identify resources to include in the DMT Clearinghouse. Intending to run a second event later depending on outcomes from the first.
- Education
 - First meeting of the new year is tomorrow - future telecons have been scheduled monthly on the second Wednesday of the month @ 3pm ET.
 - Working on summer education workshop content - coding in the classroom
- IT&I Tech Dive [Webinar Series](#)
 - Next talk upcoming: Effective approach for using big multidimensional data in the Cloud
- Semantic Technology
 - Had a great Winter Meeting, with lots of sessions and a successful Geosemantics Symposium
 - COR - working with Annie to develop an action plan on COR maintenance and improvements;
 1. Action: think about how to reach other people not already steeped in semantic technologies; Summer Meeting workshop - how Beth

can work with other Program Committee chairs to collaborate on how other ESIP members can use the COR ontology repo as a resource

- No January committee meeting; will resume meetings in February

■ Partnership

- Chair is in the process of getting up to speed on committee procedures & timeline thanks to assistance of previous chair

1. Current members include: Brian Wee, Tyler Stevens, Denise Hills

- Seems to be one member application at present
- Committee meeting to be called in late February or early March to introduce committee's work to new members and discuss goals / objectives for the year.
- Would like to see the results from last year's survey when they are ready for committee;

1. [BC] Here is the [LINK](#)

- what is the status of the analysis?

1. [BC] Some results: No real surprises. Because of ESIP's history, some ESIPs are subunits of larger organizations (e.g. NASA, NOAA, WHOI), which also have ESIP membership status. Others are subunits of organizations that are not ESIP members (e.g., UCSB). This can cause some confusion when new employees are registering for meetings (and need to know if they can use the member rate). Staff answers these queries on a case-by-case basis.

Keeping memberships for subunits when the larger organization is a member gives these subunits a vote. When the larger organization is a member, then this organization can also vote. As long as there is no organized attempt to game the voting, this causes no problem.

Travel to ESIP is mainly constrained by budget. Sometimes the travel is split among team members who might each attend one meeting. Staff/visioneers will examine suggestions about meeting logistics. Mostly members were well satisfied.

■ Finance

- Finance Committee for 2018 has three returning members - Helen Conover (chair), Rebecca Koskela, James Gallagher - and new member Kevin Ward.
- Our next big thing will be summer travel grants. That call should go out about the same time as call for sessions at the summer meeting.
- Still need to get [trip reports](#) and RFPs a home on ESIP web space.
 1. Reporting form is [here](#).
 2. Completed trip reports will live [here](#).

■ Governance

- The 2018 Governance Committee consists of Mike Daniels (chair), Bruce Caron [staff], Christopher Lenhardt, James Gibeaut and Bob Downs. First telecon is set for February 20th and future telecons have been scheduled monthly on the third Tuesday of the month at 10A Mountain.
- Cleaned up some of the legacy [esipfed.org wiki pages](http://esipfed.org/wiki/pages) related to Governance (though they still refer to our committee as the “Constitution and Bylaws Committee” instead of the “Governance Committee”). I did not add the link to the Google Drive P&P documents as there are permissions issues that allow anybody to muck them up.
- Have done some revamping of the Google Drive P&P docs for consistency. There are still some leftover comments in the docs (e.g. the [Conflict of Interest](#), [Whistleblower](#), [Travel Expense and Reimbursement](#), [Asset Management](#)). All individual policy documents are set such that anyone with the link can comment with the exception of the [Gift Issuance Policy](#) (only those in “Earth Science Information” can find and view) and the [Employee Search and Selection Policy](#) (only accessible to the PC).
- Have tested Gitbook as the viewer for the P&P docs once they are stored in github. On an initial test (just the [top level P&P page](#)), Gitbook did not preserve formatting and numbering of the sections and subsections, etc. We may have to restructure the docs to conform to what it is expecting as Gitbook does not appear to have many configurable options.
- “Appendices” might be a good place for the policies for ESIP Fellows
- Nominations
 - Completed the nominations and election process between December and January 2018.
 - 2018 nominations team should be kicked off over the next month and include lessons learned from 2017.
- Other collaboration area highlights?

5. Other Business

- AGU Honors needs nominations
 - [Falkenberg award](#)
- [Strategic Plan](#) & [Strategic Plan roadmap review](#) - Midcourse check-in and is there a better way to do planning?
- Team Drive, brief update
- [Doing your 3-slides](#) (instead of a poster) for the ESIP Summer Meeting: