IMEXEC Meeting Notes
March 20, 2019

Attending:
- Stevan Earl (co-chair)
- Suzanne Remillard (co-chair; notetaker)
- Dan Bahauddin (EB representative)
- Jason Downing
- Tim Whiteaker
- Renee Brown
- Marty Downs (NCO representative)
- Kristin Vanderbilt (EDI representative)

Executive Board report (Dan)
https://lternet.edu/wp-content/uploads/2019/03/EB-minutes-2019-03-07-approved.pdf
EB met on March 7th.
LNCO gave update on new proposal; upcoming budget proposal is 5% smaller. Looking for other means of support for synthesis working groups.
Science Council planning is in the works.
Decadal self study committee is underway; looking into themes; Dan asked that IMC be included.
FAIR project proposal was presented by Dan, moved, seconded and approved by EB; Dan did necessary signatory steps on website to show LTER as a signatory organization.
Dan gave updates on IMC working Groups, the 2 page IMC report for self-study committee, and monthly VWC meetings. EB suggested that an IM stay on to work with committee, but budget and timing won't work. He also gave details of the IMC summer meeting plans.
EDI gave update (Corinna) to EB; proposal is written but are still waiting for RFP; they are observing an increase in data submissions to PASTA, but don't know why; summer fellows program is receiving applications (18 people); Clim/HydroDB workshop March 11-15.
Education committee report; active subcommittees; children's book committee is looking for a publisher; REU mentorship; data literacy group (DataJam); cross-site knitting project that mimics temperature change (in colors, called tempestry project).
EB discussed various proposals
AccelNet (NSF solicitation) - a network of networks
LTER proposal from Frank Davis; ILTER nitrogen initiative; Other proposals too.
NSF midscale infrastructure grants; should LTER submit proposals? HBR, SEV, FCE are all submitting proposals.

Environmental Data Initiative update (Kristin)
Dan provided most of the information from EDI.
The fellowship program has been extremely successful and popular.
EDI has a seminar series. There is an upcoming 'open source' talk that should be promoted to scientists.

Working Group Updates (Tim)

ClimHydroDB 2.0 - recent workshop in Albuquerque (March 12-14) with 15 participants; the current ClimDB/HydroDB data will be archived into PASTA (not retired) and uploaded to CUAHSI. The current metadata will be used to begin to populate the necessary CUAHSI ODM tables (but likely not up to date) for the upload.Sites will have the opportunity to update their data and/or metadata before the final archive push and the shutdown of the ClimHy servers and services. Group would like to hold a VWC to talk about design and plans developed by the workshop and hold an ESIP session for more hands on work. *Note*: Tim has lots of experience with CUAHSI and would be willing to help with the ODM conversions.

LTER Core Metabase - a schema for storing a local data catalog; a set of R scripts were developed by Li Kui. Margaret and Gastil are working with the database. The [project for the schema](#) is on GitHub. There is a lot of activity. *Note*: BLE has received their first dataset and they will test the core metabase.

Zotero - can export straight to Marty's Zotero, however, sites may feel intimidated uploading to the production database. If sites invite Marty to their Zotero group, then Marty can perform the the transfer and errors may be minimized.

ECC check - new check has been implemented for file size.
https://environmentaldatainitiative.org/2019/03/10/eml-congruence-checker-ecc-adds-new-checks-for-file-size/

Logistical Issues to Clarify for IMEXEC

IMEXEC Meeting Schedule:
The 4th Tuesday isn't the best for everyone; we need to find a better time to meet.
Does the 3rd Wednesday of the month at 1pm PT / 4 pm ET. Yes, for most people. However, in May, this is during Science Council. Can we adjust this one date to the following week; so May 22nd at 1pm PT / 4 pm ET? This is fine for everyone except Kristin will be travelling and will miss this one meeting.

IMEXEC Roles:
Renee does not want to be note taker so we need to rethink/reassign IMEXEC roles.
See list of tasks: http://im.lternet.edu/home/imexec
Renee has volunteered to lead the logistics for the summer meeting planning
Suzanne and Stevan will alternate between notes and leading the meeting.
Website updates and keeper of lists - Jason and Suzanne will be responsible
Annual Reports (2018 and 2019) collation - Stevan with help from Suzanne
VWC - Jason will continue
Working Group Updates - Tim will continue; Active WG: http://im.lternet.edu/projects

Databits Call
Should IMEXEC contribute an article? They did last year, but there had been a lot of changes within the IMC since the previous Databits. Do we have appropriate items now? If we had our visioning exercise summarized from last year's meeting, that would be a good article. Let's not offer anything, unless John Porter or Sven Bohm ask.

VWC - ideas for April 8th VWC
ClimHydroDB 2.0 - Suzanne will reach out to find potential leader
Also could include more on ESIP working groups to prepare for April 26 deadline
One-day IMC meeting topics - poll to see who is thinking of submitting an ESIP session; so we can get list to Corinna (these may be funded by EDI).

Annual Meeting
Funding - may be a mixed funding model; thought we may want to have site pay for lodging
Stevan worked up some funding models (see spreadsheet)
[https://docs.google.com/spreadsheets/d/1LeTKQyDhJf7DvmcCWPYWP-D9wDNX_ZDuBUhofY MlRzg/edit#gid=0](https://docs.google.com/spreadsheets/d/1LeTKQyDhJf7DvmcCWPYWP-D9wDNX_ZDuBUhofYMlRzg/edit#gid=0)
Should we use up all our NCO money (carry-over from ASM)? Their grant is set to end in October, so we should use the money now.
However, it is generally good for sites to contribute a bit to send their IM to the meeting. It sets a good precedent and shows that they value and support their IM's activities. Should we ask sites to pay for lodging?
We need to provide information to the IMC soon about logistics as registration and hotel reservations are open.
IMEXEC was conflicted about which funding model to choose. A vote was taken and model #2 (NCO and EDI will fund IMs to attend, we will not ask sites to contribute) was selected 3 to 2.

Meeting ideas (spreadsheet from VWC two days ago).
[https://docs.google.com/spreadsheets/d/1DvwLsNZ-elCPbJ6zlGklPrqEixNoSvAFXjMtllK6DXU/e dit#gid=0](https://docs.google.com/spreadsheets/d/1DvwLsNZ-elCPbJ6zlGklPrqEixNoSvAFXjMtllK6DXU/edit#gid=0)
There are ideas for both ESIP and IMC. We need to decide which are just for IMC. Let's take the spreadsheet and build a framework for the meeting with different tabs. Tim started this. We should also make a tab to begin to develop the agenda (timeline for 9am - 5pm with breaks and lunch).

Next steps for logistics:
Kristin will report back to EDI.
People need to know how to make reservations.
How do we identify people that could be funded by EDI
We need to start a participant spreadsheet that identifies funding

Today's action Items; March 20, 2019:

- Suzanne will reach out to find potential leader for ClimHydroDB 2.0 VWC on April 8th
- Everyone should review the meetings ideas spreadsheet and begin to sort between ESIP sessions and one day IMC meeting topics.
- Suzanne will clean up notes for IMEXEC review and then post to the IMC Website.

Action Items from February 26, 2019:

- Stevan will confirm meeting change to third Wednesday of month with Marty.
- Jason will start a spreadsheet for our meeting preparation, similar to how we prepared last year.
- Dan will present our FAIR data LTER Signatory proposal to EB on March 7 for approval. If approved, Suzanne will proceed with signing LTER as signatory.
- Tim will investigate the tool that John Porter developed last year for PASTA reporting for the mid-term review reports; whether it is in GitHub; and easy to use or requires training and then report back.