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Thu, 09/13/2007 - 1:35pm — mobrien [1]

Venue: polycom bridge and telephone
Attending: Nicole Kaplan, James Brunt, Don Henshaw, Corinna Gries, Hap Garritt, Barbara
Benson, Margaret O'Brien, Barrie Collins, John Campbell, Eda Melendez-Colom, Todd Ackerman
Agenda:
1. Report on the Executive Board teleconference (Don, Friday 31 Aug)
2. Approval of IMC annual meeting executive summary (Nicole)
3. IMExec tasks update
4. Training
5. Report on the NEON meeting in Boulder (Todd)
6. IMC annual meeting survey responses, and initial planning for 2008 (Corinna)
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1. Don reported on the Executive Board teleconference (Friday 31 Aug):
Discussion of strategic plan, focused on the CI and education. Some major sections of the
scientific plan have been late or still need significant editing. This process need to be finished by
Sept 14. The EB seems to be hoping to add reviewers' comments in an appendix (some
paraphrased from Don's written report to imexec).
CI strategic plan: The EB recommended a few changes (to be completed by Phil Robertson,
Morgan Grove, Peter Groffman, Don Henshaw). James and Barbara will approve final edits. Don
will include a paragraph on the LTER plan's relationship to other observatory efforts. Morgan or
Peter may provide some examples and address some of the points brought up by Morgan during
the discussion. Confirm that NISAC is built in as the committee setting priorities for CI
implementation.
Also to complete: Critical network/site functionality doc, with some costs attached.

2. Approval of the IMC annual meeting executive summary. To be submitted by Nicole, 9/7

3. IMExec tasks (comments on doc circulated by Nicole)

   1. Reports (margaret agreed to replace emery as reporter):
      1. to LTER-EB: annual report, following IMexec winter meeting. They want it by their
         spring meeting.
      2. to IMC, monthly following teleconferences.
   2. working groups: several working groups have been moved to "inactive" status. Some
      products may become more dynamic as content is added to IM drupal site (e.g., EML Best
      Practices).
   3. scheduling (eda): it was suggested that telecons be scheduled further in the future (3-4
      months) software possibilities include Doodle (http://www.doodle.ch [2])

4. Training

15-16 people is optimal size per session

There is some confusion about what the category "informatics tools and concepts" entails – since training will be quite specific. Per James: there are existing modules for ESRI, db's qa/qc (by Kristin) qa/qc may be a good match given that it is an extant working in the IMC. Tailor a training session toward our needs.

5. Report on the NEON meeting in Boulder (Todd)

8/13-15, Boulder, CO. Goal was to define the "Fundamental Instrument Unit" team (FIU) and attendance was mostly engineers. Set up and design towers, choose instruments for 2 sites composed of ___ and aquatic arrays.

Todd's role was as the EML/metadata rep. The group adopted EML. Currently, there is no design for software/acquisition tools, or metadata storage (beyond adoption of eml). No mention of SML (=sensor model language) Per Barbara: SML is mostly instrument descriptions.

6. IMC Meetings: 2007 wrap up (also see report from IMexec breakfast 2007-08-05), Corinna: 2007 collated the meeting survey results, which were mostly favorable. Highlights:

1. more time for work in working groups, and less time spent on introduction. We may need a "guidelines for running a working group".
2. more interactions with visitors
3. Regarding the IMC business meeting: It would be beneficial to name the imexec candidates earlier, so decisions can be more thoughtful. Perhaps candidates can be introduced.
4. Meeting format: We should summarize old business, introduce new. Clearly state action items.

2008 IMC initial planning

- Where: UNM, Albuquerque (advantages: a, LNO logistics assistance, b, lower budget impact)
- When: 3 days during the last week September/early October, just before balloon fiesta (10/3-12). Corinna will poll IMC for preferences. Week of 9/29 is targeted.
- Format: open meeting (see <u>2007-08-05 imexecbreakfast notes</u> [3]) The LTER-IMC still needs 1 day for its own business, adding 2 days for the meeting makes 3 total. The IMC budget covers the core group at one/site, and we set up a registration system for costs to be passed on to outside participants.
- Planning Responsibilities:
  - Inviting guests: Corinna and Nicole (as chairs)
  - agenda: IMexec
  - theme: tbd
  - logistics: barry/margaret/eda (division of labor tbd)
  - registration process: tdb, engage LNO
  - website: todd - drupal

<u>Meeting Notes</u> [4]

Please <u>contact us</u> with questions, comments, or for technical assistance regarding this web site.

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