

Foundation for Earth Science  
Board of Directors  
ESIP Winter Meeting  
January 7, 2015

Karl Benedict, Chairman  
Charles Hutchinson, Treasurer  
James Buizer, Director-at-Large (Remote)  
Mike Daniels, ESIP Director  
Robert Downs, ESIP Director  
James Frew, Director-at-Large  
Stefan Falke, ESIP Director  
Dave Jones, Director-at-Large  
Patricia Reiff, Director-at-Large  
Brian Wee, ESIP Director  
Bruce Caron, ESIP Director  
Ruth Duerr, ESIP Director  
H.K. "Rama" Ramapriyan, ESIP Director  
Erin Robinson, Staff

1. Call to Order  
The meeting was called to order at 5:45 p.m.
2. Agenda Review  
Chairman Benedict reviewed the agenda. There were no modifications.  
Director Frew motioned to adopt the agenda. The motion passed by acclamation.
3. Adoption of Minutes from Nov 10, 2014  
Minutes were amended by Director Reiff to include her name on attendance.  
Director Frew motioned to adopt the amended Minutes. The motion passed by acclamation.
4. Report from Executive Director
  - a. Goals and Objectives  
Executive Director Robinson reported on her goals for the upcoming year:
    - i. Establish financial foundation for FES that allows the management of multiple projects (1) move to QuickBooks desktop (2) Audit for FY14 (3) Approve FY15 budget at

March/April board meeting (4) on time FY16 budget approval starting at July meeting and finalized at October meeting.

- ii. Hire a replacement for past position.
- iii. Build FES foundation & brand - Assessment (Spring) & Strategic Plan (Summer/Fall)
- iv. Funding - Renew NASA funding (March/April) - Develop Corporate sponsorships for some parts of ESIP work (Student Fellows, Meetings)
- v. Pursue ED Training (1) Signed up for three online classes to be finished by June: Intro to non-profit management, Budgeting for Nonprofit Organizations, How to Read a Nonprofit Financial Statement (2) in person intensive at Georgetown or Duke (June or October) (3) Executive coaching to bolster leadership skills
- vi. Business Development - Identify and support potential new communities that FES may support -

b. Staffing

Executive Director Robinson plans to put out a call for a Community Manager in January and hire by March. The board discussed general staffing structure.

c. Updates to our Accounting System

Executive Director Robinson reported on progress in transition from QuickBooks Online to Desktop and the updates to the Chart of Accounts, Classes and Sponsors for better reporting.

d. Project Updates

Reports on ESIP and EarthCube were given.

5. Treasurer's Report

Treasurer Hutchinson gave a brief status report on FES finances. The organization was undergoing an accounting system overhaul, so more details will be presented at the Spring Board Meeting.

6. Committees

a. Advisory Committee

Chairman Benedict reported that the committee to look in to forming an Advisory Committee had met. That group determined as it was initially conceived to be a communication channel could be better accommodated through current channels with staff and Board leadership. The Board discussed logistics of an Advisory Committee –

how often would it meet and candidates to participate.

b. Transition Planning Committee

The committee is entering the next phase of activity to solidify transition plans while the transition is still fresh. It will be made of Directors Buizer, Falke and Wee.

c. Strategic Planning Committee

The committee will be made of Chairman Benedict and Directors Daniels and Hutchinson.

7. Update on MOU Activity

FES had legal review of the MOU in July. The ESIP Federation legal council is currently reviewing the MOU. A new fiscal sponsorship agreement will be established to address concerns from both parties.

8. Election of New Board Members

The slate of new board members from ESIP – Directors Caron, Duerr and Ramapriyan were approved by acclamation.

Directors Benedict, Falke and Wee were approved to renew their seats as Directors-at-Large by acclamation.

9. Election of Board Officers

Chairman Benedict was re-elected as FES Chairman by acclamation.

Treasurer Hutchinson was re-elected as Treasurer by acclamation.

Director Duerr was elected as Secretary by acclamation.

10. Other Business

Executive Director Robinson will create a Doodle poll to identify Spring and Fall Board meetings. She will also share the Board training done by Don Wells with new Board members.

11. Adjourn

The meeting adjourned at 8:30 pm.