



TAC Minutes
April 7th, 1:30-3:30 pm
1697 Cole Blvd, Suite 200, Golden
Call in 866-821-9867, 3058130#

MINUTES

Attended: Arnie, Lynn/Jeff, Barb, Sarah, Katie, Jenn, Jim, Lucia, Karl, Tracy, Laura

1. Meet Lynn and Jeff, DSN Project Coordinators, Discussion of their ideas regarding technical aspects of DSN, topics include:

Lynn and Jeff introduced themselves (on phone).

- **Billing and Budgeting**
Iterative process. First bill was sent to Sarah R, she has it, Jim D reviewed for Council. Lucia mentioned what she needs in that invoice/report and how interim reports can lead to an easy semi-annual and annual reports. Sarah R was confident that we had done that last time and were still doing all Lucia asked this time. All agreed this first time to communicate what is good and needs addressing.
- **Changes in Map (decision to abandon ArchIMS, some transition combo, or other)**
Basically GS will not support an ArchIMS system anymore their philosophy is with free ware. We have \$20,000 to upgrade the map to better functioning –driven by needs of the WQCD first and foremost. Most of our needs are the same as the WQCD. We have a choice to do a little work on ArchIMS map now and move to free ware, move to free ware or some combination. Discussions were had, information exchanged, a small subgroup will make this decision. UPDATE: Looks like we will do a combination of free ware to provide simple information and then a version of ArchIMS for more complicated functions. The WQCD supports this plan. Next meeting will provide the details.
- **Database**
Lynn and Jeff will work to stream line the various databases we have for multipurpose as well as update them and add new information. They also are working on common names for these so everyone knows what database is really what when mentioned. Lynn and Jeff have some good ideas about making our information here into valuable products to serve the community.
- **GS hosting contract**
LT has a copy of the new contract, which covers Feb 2009-September 2009 at \$1000 per month, unlimited organizations and many refreshes. This is funded out of donations and we need to check on that balance. We will address a new contract in context with other issues such as WQX in September 2009.
- **WQX update**
Everything is on schedule and we will be benefitting from the hard work that has been done for states and tribes. At this point it looks like it will cost us \$10,000 to transition. Support for the

- existing system will end in July. So that is our guidelines for time and money to plan a smooth transition. At this time this is not funded.*
- **Webpage**
We selected new domain names for the DSN project and the Council itself. I apologize in that I don't have the results (I have misplaced that sheet). When the transition is made Lynn/Jeff will inform everyone. After this hardware transition if you will, we collectively will focus on updating content, format and function.
 - **Other**
2. **Administrative Items should be moved to LT meeting, here only as retains to technical aspects of DSN, contracts, grants, etc. Should Sarah R be on LT versus TAC?**
The purpose for this agenda item is to really start having the appropriate content and decisions made a appropriate committee and LT levels. Sarah R main purpose for being involved in the TAC is for SPCURE and technical aspects. She also is the fiscal representative for our NPS grant. We can cover the fiscal side of things via Lynn/Jeff's report to the LT and leave it out of the TAC agenda. Sarah R will check to see if that will work from her end.
 3. **Priority data sets for map/ database**
We need to populate populate and populate the map and database. We have a list of data sets from each SWAP and Sarah S final report to start with. Jeff needs to set out a targeted schedule and plan regarding these sets based on entities willingness and readiness. They are tier one data sets by nature of willingness so it is more readiness.
 4. **USGS project meetings / integration strategies**
After several initial meetings the TAC needs to make a plan with each project officer of the various USGS retrospective projects. This if for both legacy and future data. USGS has embarked upon putting all their retro's into one system and website. At first this seems redundant to DSN. Parts are and parts aren't. Parts of the data calling and gathering are and aren't. DSN needs this partnership to succeed and so does USGS to sustain these efforts in the long haul. We need the TAC to have a plan to develop a plan for each of these. It was decided to wait until Barb meets with USGS on April 30th where more direction may be provided.
 5. **Separation from Outreach Strategy, New Chairs for TAC?**
TAC used to do it all but now can focus on just technical aspects of DSN and feed relevant information to LT and work when needed with OR. Barb asked to step down from chair and someone to step up and co-chair with Jim. All asked that Barb provide a characterization and list of TAC duties. She attached. Barb will participate in TAC when can, just not lead, and then take the lead on OR. There are no other committee members as of now in OR. The DSN and Council need OR and a marketing plan to get DSN out there as a common name/product in order to generate needed support. Official transition will be next TAC meeting.
 6. **Next Meeting**

MAY 28TH??????? THAT WILL BE SENT ASAP

Technical Advisory Committee (TAC)

From the Charter

Provide technical support for Council activities and projects to achieve organization mission. Annually evaluate focus and work plan based on needs identified from outreach and prioritized by LT. At this time this includes Data Sharing Network Tasks and maintenance of our website (see table).

Participation is open with adequate project representation. Co-chairs, or equivalent leadership, are responsible for gathering information, conducting work plan meeting, work plan documentation, implementation oversight, reporting and evaluation. Co-chairs help replace themselves, committee assists. Decision making process is by informed consent, if fails raise decision to LT. Meet on an as need basis. Initial membership will be the DSN TAC.

ACTIVITIES AND TARGET AUDIENCES

Activity / Programmatic	TAC's ROLE
1. Continue to host a basin one day SWAP, monitoring needs discussion and DSN system training in the five major basins based on the WQCC Triennial review. Thus, after the DSN project is complete, start w/ next basin that has a RMH two years out (before the IFH), that would be the SJ/GU in 2009 for the RMH in 2011 – or some predictable schedule	Provide technical information if part of the SWAP – so generated in a map, list of data users, system related information to help conduct a SWAP. If training is part of SWAP help arrange that. Much of this would be through the coordinator but directed by TAC.
2. Appoint an Outreach Committee, Host a bi-annual monitoring conference to coordinate with another event (i.e., CWA, 319 Forum, CWC), host opposite years of NWQMC conference	Provide technical information for this committee to conduct effective outreach.
3. Have a DSN TAC that concentrates on DSN sustainability needs, conduct necessary training, update documentation, system, 319 training, and support availability to encourage use. This might include conducting trainings, helping to get legacy data in the system and encouraging folks to upload their data (data calls). DSN TAC would also conduct the STORET uploads	Meat of TAC work. Make sure system is updated/maintained, collate feedback from users on upgrades, data uploads happening, National STORET dumps happen, necessary subcontracts for hosting, etc. have adequate technical elements, track costs of system, communicate needs and costs timely to LT for planning and budgeting, update all technical documentation, all technical information on website, direct project coordinator in training priorities, strategies, etc. Help gather and prioritize datasets to keep map and database populated. This includes technical aspects of the Council website as well. This includes all technical details of operation, documentation, subcontracts, reporting, etc.
4. Have an annual DSN data call and combination sponsorship drive (for DSN) or whatever DSN project recommends. Volunteer Team that helps once a year	TAC's responsibility to organize, implement, track and report to LT. Work with OR Committee too, but this is updating dating on the system.
5 Host other trainings or information outlets as the need an opportunity arise	When possible assist in technical demonstrations, make sure system training is occurring where/when needed.
6. Appoint Mentoring Team- develop processes	Support this committee where can with technical mentorships

Activity / Organizational	Target Audience
7. Have annual LT meeting, more if needed, 1/4ly Executive Committee meetings to govern the Council	Chairs report to LT for their timely planning, budgeting and fundraising efforts.
8. One of six bi-monthly meetings is also the annual meeting for Executive Committee elections, budget review, members provide their feedback, needs, Executive Committee incorporates comments into the work plan	<ul style="list-style-type: none"> • Existing and potential membership can voice their issues, concerns, and Executive Committee determines what their role could be and a strategy, variety of mechanisms will be used to get membership feedback (presences, survey, call/email, etc.)
9 Maintain an active and current Website that has the ability to engage members - Web Site Volunteer/host	<ul style="list-style-type: none"> • All agencies interested in watershed management
10. Maintain a CWQMC Brochure or equivalent that provides an	<ul style="list-style-type: none"> • Current and potential Council members

A tentative Agenda Template could be, changing the info below each item to current issues:

Administrative Items:

1. Budget and Work Plan updates - Information needed to communicate to LT?
(suggest provide monthly LT \$ status needs current/future.)
2. Next Meeting(s) – regular schedule?

Website and Webpage Content

3. Domain change update
4. Content update

Annual Data Call

STORET Database

5. WQX update
6. Priority data sets

Map

7. Map upgrade status
8. Priority datasets