

**Joint Meeting of the Boards
Aquatic Science Center and San Francisco Estuary Institute**

**To Be Held
Friday February 28, 2014
Time: 9:30 am – 2:40 pm**

**San Francisco Estuary Institute
4911 Central Avenue Richmond, CA 94804
Large Conference Room**

**DRAFT AGENDA
*Joint Business***

1.	Call to Order SFEI Roll Call and Determination of Quorum ASC Roll Call and Determination of Quorum Review and Approval of Agenda – ASC Board Review and Approval of Agenda – SFEI Board Adjourn to Closed Session	9:30 am Jim Fiedler
2.	Closed Session – Executive Director Search Update and Interim Executive Director Transition Plan This agenda item shall be considered notice of closed session IAW Brown Act 54957.7 – all non-directors of the Boards shall be excused and depart the meeting room until notice is provided to reconvene the open session <i>Information and any supporting documents will be provided under separate cover</i>	9:45 am Jim Fiedler Dave Williams Mitch Avalon
3.	Reconvene for Open Session - Public Comments	10:15 am* approx.
4.	Action: Consent Items <i>Attachment 1 – November 19, 2013 Meeting Minutes and Action Items – page 4</i> <i>Attachment 2 - Quarterly Newsletter – page 8</i> Desired Outcome: Approval of Meeting Minutes and Follow-up Action Items; Acceptance of Quarterly Newsletter. - Vote by ASC Board - Vote by SFEI Board	10:25 am Jim Fiedler
5.	Executive Committee Report <i>Attachment 3 – Executive Committee Agenda, January 13, 2014 – page 15</i> <i>Attachment 4 – Executive Committee Minutes, January 13, 2014 – page 16</i> <i>Attachment 5 – Executive Committee Agenda, February 11, 2014 – page 20</i> <i>Executive Committee Minutes, February 11, 2014 <to be sent under separate cover></i> Introduction of Interim Executive Director, Jim Kelly <i>Attachment 6 – SFEI Resolution 01-14 Appointing Jim Kelly as Interim Executive Director – page 21</i> <i>Audit Committee Report <to be sent under separate cover></i>	10:35 am Jim Fiedler

	<i>Attachment 7 - Confirm Barbara Salzman as a member of the Audit Committee. – page 22</i> Vote by SFEI Board	
6.	Board Member Reports An opportunity for Board Members to reports items of interest/importance to SFEI or ASC	10:55 am Jim Fiedler
7.	Program Plan Briefing Resilient Landscapes: <ul style="list-style-type: none"> Flood Control 2.0 Other integrative program areas: Watershed science support, Shoreline Resilience science support 	11:15 pm Robin Grossinger
	LUNCH	11:50 pm
8.	Strategic Plan Implementation Discussion of Strategic Plan Effectiveness Dashboard. Desired Outcome: Board to provide feedback and guidance on the proposed Implementation Plan.	12:20 pm Jim Fiedler Jim Kelly Josh Collins
9.	Information: Operations Report <i>Attachment 8 – Operations Report – page 23</i> <i>-Discussion of Unrestricted Cash and Line of Credit – page 24</i> <i>-Changing Contracting Conditions with Contracting Parties – page 25</i>	12:50 pm Jim Kelly
10.	Adjourn Joint Business Meeting and Call ASC Meeting to Order	1:10 pm

San Francisco Estuary Institute Business Meeting

SFEI 1.	SFEI Audit <i>Attachment 9 – Memo Regarding SFEI Audit – page 38</i> <i>Attachment 10 – SFEI Audit for Fiscal Year Ended December 31, 2012 – page 40</i> <i>Attachment 11 – Findings and Management Responses – page 77</i> Desired Outcomes: Confirm approval of SFEI audit. Direct staff to begin 2013 SFEI audit.	1:10 pm Jim Kelly
SFEI 2.	SFEI Auditor <Information on this item will be sent under separate cover> Desired Outcomes: Direct staff on how to proceed with the Auditor. Delegate authority to Executive Director and Audit Committee	1:30 pm Jim Kelly
SFEI 3.	Change SFEI Fiscal Year from Calendar Year to July 1 – June 30 Fiscal Year <i>Attachment 12 – Plan to Change Fiscal Year – page 79</i> Desired Outcome: Approve staff to initiate change in Fiscal Year starting July 1, 2014	1:40 pm Jim Kelly
SFEI 4.	Action: Program Plan Update <i>Q1 2014 Program Plan Update <to be sent under separate cover></i> Vote by SFEI Board	1:55 pm Jim Kelly
SFEI 5.	Adjourn SFEI Business Meeting and Call ASC Meeting to Order	2:05 pm

Aquatic Science Center Business Meeting

ASC 1.	Action: Program Plan Update <i>Q1 2014 Program Plan Update <to be sent under separate cover></i> Vote by ASC Board	2:05 pm Jim Kelly
ASC 2.	ASC Audit Report on the status of the ASC Audit	2:15 pm Jim Kelly
ASC 3.	Conflict of Interest <i>Attachment 13 – Memo Regarding ASC Conflict of Interest Policy – page 81</i> <i>Attachment 14 – ASC Conflict of Interest Policy – page 82</i> Desired Outcomes: Confirm existing policy, direct staff whether to revise ASC Conflict of Interest policy and bring back to the ASC Board for consideration.	2:25 pm Jim Fiedler
ASC 4.	Action: Resolution for Contract Negotiation <i>Attachment 15 – ASC Resolution 01-14 Authorizing and Designating a Representative to Negotiate Contracts on Behalf of ASC – page 85</i> Vote by ASC Board	2:35 pm Jim Fiedler
ASC 5.	Adjourn ASC Meeting	2:40 pm

SFEI Future Agenda Items:

- Conflict of Interest Policy

ASC Future Agenda Items:

Upcoming Board Meetings

Friday, July 11, 2014

May Meeting TBD

Friday, September 12, 2014

Friday, December 12, 2014

Dial-in Information – Fraser is Host

Toll Free: 1-888-296-6500

Direct Dial: 1-913-227-1219

Guest Code: 604242