

**Minutes of the Aquatic Science Center Board of Directors
September 2, 2010
East Bay Regional Parks District Training Center
11500 Skyline Blvd.
Oakland, CA 94619**

Members Present:

Bruce Wolfe, San Francisco Bay Regional Water Quality Control Board
Darrin Polhemus State Water Resources Control Board
Pamela Creedon, Central Valley Regional Water Quality Control Board
David Williams, Bay Area Clean Water Agencies
Amy Chastain (Alternate), Bay Area Clean Water Agencies
Kirsten Struve, Bay Area Clean Water Agencies
Alexis Strauss, U.S. Environmental Protection Agency, Region 9
Rainer Hoenicke, San Francisco Estuary Institute

Others Present:

Stephanie Seto, San Francisco Estuary Institute
Robin Grossinger, San Francisco Estuary Institute
Meredith Williams, San Francisco Estuary Institute
Trish Mulvey, SFEI Board and CLEAN South Bay
Marc Beyeler, Marc Beyeler Associates
Page Nelson, Marc Beyeler Associates

Call to Order

Mr. Williams, Board Chair, called the meeting to order at 10:06 a.m.

Public Comments

None

Consent Items

Review and Approve Agenda

Mr. Williams made a motion to approve all consent items, including the agenda and June 3, 2010 meeting minutes. The motion was seconded by Mr. Wolfe and passed unanimously.

Overview of Strategic Planning Workshop and Meeting Objectives

Dr. Hoenicke introduced Mr. Nelson and Mr. Beyeler. Meeting objectives included review of the meeting's goals, planning of a full-day Strategic Planning Retreat in the Spring of 2011, organizational improvements, strategic framework and approach. There was discussion about the goals and purpose statement of ASC. Mr. Beyeler mentioned that the strategic planning process should be customized to meet ASC needs and that it would be a good idea to use the Board's Strategic Planning Subcommittee, working with staff, as a principal means of communicating the details of the strategic planning process with the board.

Review ASC Major Activities and Milestones, Relationship to SFEI

The Board reviewed major ASC activities to date, history, milestones, and the organization's relationship to SFEI. Discussion centered around the possibility of changing the current relationship between ASC and SFEI to give ASC its separate identity. In addition, the Board discussed the current geographic scope of the ASC (SF Estuary and its tributary watersheds, at a minimum) and the desire to explore a larger geographic scope of "Central and Northern California" to better address the need for science, information and data support services for the area "north of the Tehachapies."

Desired Outcomes of Strategic Planning Process

There was discussion regarding the Strategic Planning Framework. The Board agreed that it is very important to articulate the vision and mission for ASC. Strategy is key in regards to activities, programs, and priorities. There was discussion regarding a few edits to the Flow Chart. The Board would like to expand the model a bit and add a diamond entitled Implementation or Business Plan. Other edits included Milestones/Key Performance Indicators and Strategic Plan Review & Program Evaluation Update. The Board would like to have the arrow go back to Goals and not Vision. There may be several circles embedded depending upon the timeline. Mr. Beyeler suggested that the comments will be addressed and brought back to the table as part of the December 2 meeting package to gain consensus from the entire board of the overall strategic direction of ASC. There was discussion regarding the alignment of the parallel planning processes of ASC and SFEI.

Action Item:

- Edits and comments from the Flowchart will be addressed and brought back to the table at the December 2 regular Board Meeting.

Discuss ASC Mission/Purpose Statement and Identify Draft Goals and Objectives

Dr. Hoenicke reviewed the handout of ASC JPA Purpose and Goals. The ASC does not have a clear vision statement, mission statement, or set of objectives. The Board agreed that the current goal statement of the JPA list on handout 3A should be revised. There was discussion regarding the organizational structure of SFEI/ASC and its partnership. The task at hand is to revise the goals as necessary or desired and use this as a foundation to give the ASC more of its own identity. Dr. Hoenicke will ask the Planning Subcommittee to assist in drafting the mission, goals, and objectives to be included in the strategic plan.

Action Item:

- Planning Subcommittee will assist in drafting the mission, goals, and objectives

Staff Reports on New Initiatives and Board Feedback

Mr. Grossinger updated the Board with new science developments in the Historical Ecology Department as an example of a key project that had been undertaken under the umbrella of the ASC. Dr. Williams updated the Board with context about regional data center work. \$4 million were made available from the State Water Board to the four Regional Data Centers to further develop the California Environmental Data Exchange Network. The ASC would like to take the wetland tracker and enhance its utility for incorporation into the Wetlands Portal on the "My Water Quality" website.

There was discussion regarding fiduciary responsibilities and role the ASC may play to serve in an administrative function for cost-effective delivery of science support to public

agencies. There will be no forward movement without the involvement of both SFEI and ASC Boards. There was discussion of options and considerations. Dr. Hoenicke promised more details within two to three months and that this topic will be discussed prior to the full-day strategic planning retreat. Deadline in terms of options, pros, cons, and implications will be March 2011.

Summary of Meeting Agreements and Next Steps

Mr. Nelson and Mr. Beyeler will submit a next steps memo in a few weeks to Dr. Hoenicke as well as the Strategic Subcommittee for review. This memo will be revised and the final version will be submitted to the Board. The Strategic Planning Subcommittee consists of Mr. Williams, Mr. Polhemus, Ms. Creedon, and Ms. Whyte (as the alternate to Mr. Wolfe). Working with executive staff, this Subcommittee will create an agenda for the Spring Retreat.

Action Item:

- Mr. Nelson and Mr. Beyeler will submit a next steps memo to Dr. Hoenicke and the Strategic Subcommittee for review. The revised version will be submitted to the Board.

The tentative date for the full-day Strategic Planning Retreat is June 2, 2011. A draft of ASC mission statement, vision statement, and a clear set of objectives will be completed by the next regular board meeting on December 2, 2010.

Future board meetings for 2011 are scheduled for March 3, June 2, September 1, and December 1.

Adjournment

The meeting is adjourned at 2:08 p.m.

Respectfully submitted,



Pamela Creedon, Board Secretary

3-8-2011

Date

ASC Board of Directors Meeting Minutes
September 2, 2010

Action Item	Who? When?	Status
Edits and comments from the Flowchart will be addressed and brought back to the table at the December 2 regular Board Meeting.	Planning Subcommittee	Completed
Planning Subcommittee will assist in drafting the mission, goals, and objectives	Planning Subcommittee	Completed
Mr. Nelson and Mr. Beyeler will submit a next steps memo to Dr. Hoenicke and the Strategic Subcommittee for review. The revised version will be submitted to the Board.	Mr. Nelson, Mr. Beyeler, Dr. Hoenicke, Planning Subcommittee	Completed

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