

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For July 17, 2020

(This meeting was conducted via teleconference due to social distancing requirements resulting from the COVID-19 global pandemic)

Major Items	<ul style="list-style-type: none"> • Sub-committee to secure commitments for online talks drawing from the 2020 Annual Meeting program and begin developing budget and proposals for conducting the 2020 Annual meeting online sometime before the end of 2020.
Action Items	<ul style="list-style-type: none"> • Treasurer (S. Tanaka) to send corrected End of Fiscal Year 2019 Treasurer's Report to ED (P. Hutton) to indicate a net revenue loss for the prior fiscal year. • 2020 Annual Meeting Sessions Sub-Committee chaired by W. Anderson to follow-up with session chairs and individual speakers to develop the list of speakers and topics and then the technical details can be worked out. • A. Kahn joins 2020 Annual Meeting Sessions Sub-Committee to assist in recommendation for facilitator as part of the online meeting. • Authorize the 2020 Annual Meeting Sessions Sub-Committee to investigate the cost and role of a facilitator in assisting with the online presentations/annual meeting. 2020 Annual Meeting Sessions Sub-Committee will report back to the SC no later than August 28th. • T. Kadir to follow up with Mr. Mark Arax to offer role of keynote speaker next year for the 2021 Annual Meeting tentatively occurring in June. Also, T. Kadir to let A. Huber know of Mr. Arax's availability so that she can follow -up with the potential panel members (H. Dahlke and K. Guivetchi) to go along with the keynote as a follow-up session. • Technology subcommittee chaired by N. Sandhu to add additional content to Attachment 4-1 subcommittee report to propose options/recommendation(s) for the process/procedure of proposing talks and sessions for considered at a future SC meeting • Ad-Hoc subcommittee formed to drafted refund policy (Attachment 6-1) to make necessary revisions to the Draft policy to reflect the final version approved by the SC and send to ED (P. Hutton).
Parking Lot Items	<p><i>Parking lot items moved to the end of the minutes</i></p>
Motions Passed	<ul style="list-style-type: none"> • A motion to accept the minutes for the May 15, 2020 Steering Committee meeting was made by T. Kadir and seconded by S. Tanaka. The motion carried with 15 affirmative and one abstention. • Motion to authorize the 2020 Annual Meeting Sessions Sub-Committee to

	<p>pursue organizing a series of online presentations in the latter part of 2020 that are based on the presentations that were expected at the 2020 annual meeting made by S. Tanaka, seconded by B. Bray, and was carried unanimously.</p> <ul style="list-style-type: none">• Motion to approve of the General Refund Policy as amended by the SC was made by J. Medellin-Azura, seconded by B. Bray, and was carried unanimously.
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REFERENCES INCLUDED IN THE MEETING PACKET:

1. Executive Director’s Report for the May 15, 2020 Steering Committee Meeting (Attachment 2-1, 1p)
2. Secretary’s Report, Draft Minutes of the May 15, 2020 meeting (Attachment 2-2, 7p).
3. Treasurer’s Report, FY 2019 SC Meeting: March 06, 2020 (Attachment 2-3, 2p).
4. Proposals for 2021 Annual Meeting Process Improvements, CWEMF Ad-Hoc Subcommittee Attachment 4-1 3p).
5. California Water and Environmental Modeling Forum General Refund Policy (Attachment 6-1, 1p)
6. CWEMF Executive Director Recommendations for 2020-21 (Attachment 7-1, 1p)
7. Workshop Subcommittee List (Attachment 10-1, 1p)

1. INTRODUCTIONS/DESIGNATION OF QUORUM – S. Chowdhury called the meeting to order at approximately 9:35am.

14 persons were present, all were either online and/or on the phone, and 2 proxies held. A quorum was declared. Convener stated organizational officers citing the recent election as part of the June 26th virtual meeting. Attendance was taken from those participating via Zoom and on the phone. 16 members were noted present after introductions were completed.

2. CONSENT CALENDAR

a. Executive Director’s Report – The Executive Director (ED, P. Hutton) highlights Attachment 2-1. All the refunds were completed for the annual meeting registration fees and the individual membership fees. All the tax forms were completed and will be submitted thanks to our Treasurer (S. Tanaka). ED (P. Hutton) also wanted to welcome new member to the steering committee Norman Johns with DWR. Also was contacted a few days prior regarding another State Board employee that would be interested in joining J. Jankowski in representing their agency on the SC; her name's Chloe Liu. She works on a group involved with implementation of SGMA.

b. Secretary’s Report – B. Bray thanked all the SC members that helped with the minutes given the faulty recording from the last SC meeting. Notes the business meeting recording went fine as well as this meeting looks to be coming along OK as well. No discussion on the minutes. Motion was made to approve the May minutes by T. Kadir, seconded by S. Tanaka. No additional discussion. Minutes were approved with 15 affirmative and one abstention.

c. Treasurer's Report – S. Tanaka reported a net loss of \$27.7k because the annual meeting was cancelled and all registration fees were refunded (as indicated in Attachment 2-3) No questions or discussion on the report.

S. Tanaka recommends that we move the Peer Review and Operating Reserve funds to one of the Live Oak CD accounts. Treasurer posits that it doesn't make any sense to have these funds comingled with our checking account as is the case currently. In response to a question as to whether there is any fiduciary interest in doing so, Treasurer (S. Tanaka) reports that the CDs have a slightly higher return because they are in short term CDs. ED (P. Hutton) makes clear that there is no change in the funds as allocated under these accounts, rather it is just a change in how the funds are "nested" or comingled *i.e.* moved under the CD.

Convener (S. Chowdhury) asks to clarify a part of the report that states revenue had increased following the trend from past years (last sentence 1st paragraph of Attachment 2-3). Treasurer (S. Tanaka) confirms the error stating it should describe a net loss for the year. Treasurer (S. Tanaka) to send corrected Treasurer's report to ED (P. Hutton) (ACTION ITEM).

All state and federal tax forms for FY 2019 are finished. They've been reviewed by ED (P. Hutton). ED (P. Hutton) will provide Treasurer (S. Tanaka) with a check for the \$10 processing fee to be sent with the completed forms.

ACTION ITEMS

3. ONLINE ANNUAL BUSINESS MEETING POST-MORTEM (S. Chowdhury)

Convener (S. Chowdhury) opened with a recap of the CWEMF business meeting that recently occurred on June 26th. Through the meeting, we have a new executive committee for CWEMF from election of two officers, the Secretary Ben Bray, and Tariq Kadir for Vice Convener. That meeting was virtual. There was a committee that worked behind the scenes to select the software platform and make sure the meeting went forward. I wish to thank them and name them one more time; they are Nicky, Tad, Josue, Stacy, Ben, Tariq, Chuching and Jesse. Thank you folks again for making the meeting a success and helping to make the migration to a virtual world for CWEMF.

Members discussed their impressions of the business meeting. Members generally felt that Zoom worked well as an online option given that an in-person meeting was not possible. Our experience conducting voting in the annual meeting however, revealed a few limitations or things to keep in mind when planning ahead. Making polls on the fly can be tough especially in getting the wording correct, so pre-making polls would help in preparation if there is anticipated interaction with the participants. Hosts and co-hosts could not participate in the polls; hence designated co-hosts were excluded from directly participating in the poll and had to express their vote in other ways such as through the chat function. Secretary (B. Bray) also noted that when a user downloads "the chat" record that must be done by the user before they leave the meeting. The chat record is essentially a text file that includes both the private and public messages that the user "saw" during the meeting. One other limitation is that people calling in are unable to participate in polls, chats, or access other online features of the software. One other benefit is

that it allowed for people like past convener KT Shum, to participate remotely from another country where they may not have been able to participate in a more typical in-person meeting.

Convener (S. Chowdhury) asks SC whether we would continue to use Zoom going forward? One member stated that they felt that it is valuable to have the in-person dynamic, and that we could certainly also use Zoom for folks that cannot attend in person. CWEMF expects to continue to use the software given that an annual license for the software has been purchased; Zoom has a place with CWEMF in the future after the pandemic such as for putting on workshops. While the Zoom meeting did go well for use in the Business meeting, the next big test run will be using the software to conduct a meeting for a much larger group. Zoom can be used in different ways; such as for video conferencing for meetings or there's a webinars type format, our focus is on the former way of using the software for meetings and workshops.

(Before proceeding, Convener requests we change the order of the next two items in the agenda with no objections, hence the reason items 4 and 5 are out of order).

5. PROPOSALS FOR 2020 ONLINE SESSIONS (Open Discussion)

A. Kahn shares his experience participating in a recent Colorado Basin 2-day online forum in June. Probably started with 100 attendees, got up to 200 attendees, but at the end there were still about 150 attendees. They had a series of topics. Topics broken down into segments each day. Provided 5-10 minute breaks between each segments. Each of the segments were interspersed with interactive prompts like polls for example that kept the audience engaged. He believes that with Zoom, there is an opportunity to design the agenda and use the interactive options to keep the audience interested and engaged.

J. Jankowski asked what was the feedback from the members that were going to present in the annual meeting with respect to participating instead as a presenter in an online meeting? A. Huber stated that members were open to the idea but there wasn't an effort to do an email blast or formally secure speakers until there were more details. J. Medellin-Azura confirmed that was his recollection; there was some discussion with session chairs but there is still some follow-up that needs to happen to secure commitments.

T. Kadir: We need to decide whether we have an interest in an online meeting. And if this is W. Anderson's group to execute the online meeting, his committee can take on the technical aspects such as recording the talks and so forth. It is presumed that most of the presentations have already been prepared given their commitment to participate in the in-person Annual Meeting. W. Anderson and his subcommittee to follow-up with session chairs and individual speakers to develop the list of speakers and topics and then the technical details can be worked out.
(ACTION ITEM)

Additional discussion on the topic by SC members occurred.

- Kahn: Based on my experience I would recommend at least one day but not two days. One other point is the issue of conference sessions. Another point to discuss, should we have conference sessions.

- A. Huber: Also another outstanding question, do we spread them out of a number of days or concentrate them all in one day, for example.
- T. Kadir: Have we decided whether these sessions are ongoing to be representative of the 2020 annual meeting, and if so are we going to restart registration, and if so are we going to be charging a fee. And I agree with A. Kahn, we should not have more than two days or they could be spread out over a few days.
- N. Johns: Do we have any ideas such as having a vendor come in and help with the meeting where we can leverage their experience for putting on the meeting which may have a bearing on cost?
- A. Kahn: Based on my recent experience it worked out differently. In some cases, organizers sought the help of specialized vendors to help with the mechanics on putting on the meeting, in other cases there has been a core technical team with the skill set that essentially was running the meeting and facilitating, so it could go either way. In DWR and the teams I work closely with which-the AB 1755, the Water Plan, and the Water Budget Team-generally we have been trying to develop the skill set in house, but at the same time we have sought help from a facilitation team because with these online webinars, the facilitation becomes an important skill set.
- T. Kadir: Do you know who the facilitators were or were they behind the scenes?
- A Kahn: they were folks from the Center for Collaborative Policy at Sacramento State that were helping with the facilitation.
- T. Kadir: I agree that having a facilitator would be helpful. The decisions regarding bringing on a consultant would feed into the registration fees.
- S. Tanaka: is the facilitator role the same as the moderator?
- A Kahn: No, the facilitator helps with the design of the conference, making sure the talks go smoothly, run the online polls et cetera. A Moderator is limited to organizing their individual sessions. Although it involves additional cost, bringing on a facilitator can help to put on a more effective meeting.
- T. Kadir: I think yes, the decision needs to be made whether to have the annual meeting, but we need to know the number of presentations available. We need to do two things, one is securing a facilitator and understanding what the cost implications or different options are, and second is to get a list of how many presentations that were lined up for the (in-person) annual meeting that are willing to present in an online format that will be a part of the online meeting that is needed to start the planning for the meeting. I don't think we want to have new presentations, but rather rely on our program for the 2020 meeting to move forward.

- Convener (S. Chowdhury): Can we put together a motion to give direction to W. Anderson's subcommittee? Also, we need volunteers that can organize on the technical side.
- A. Huber: I move that we proceed with an online meeting drawing from the list of participants that had planned to present in the (in-person) CWEMF annual meeting back in Spring.
- B. Bray seconds that motion. There was additional discussion regarding the role of facilitator and moderator and whether the ED (P. Hutton) can serve in the role as facilitator. There are multiple options and the facilitator role may be helpful in utilizing the capabilities of the Zoom software. With the additional discussion, the motion was withdrawn and revised (see below).

T. Slawewski's brief experience of the IAGLR meeting was relayed via B. Bray from email correspondence. His experience was such that pre-recorded talks are good, discussion sessions didn't work as well, there were a lot of technical issues, training and dry runs are very important. In their meeting they had two concurrent discussion tracks, plenary session, and pretty much stuck to their original conference schedule.

A. Kahn: Joins W. Anderson's 2020 Annual Meeting Sessions Sub-Committee to assist in the decision regarding the facilitator as part of the duties for organizing the online meeting.
(ACTION ITEM)

Motion: S. Tanaka: Authorize the 2020 Annual Meeting Sessions Sub-Committee to pursue organizing a series of online presentations in the latter part of 2020 that are based on the presentations that were expected at the 2020 annual meeting. B. Bray seconds the motion. Motion carried unanimously.

Authorize the 2020 Annual Meeting Sessions Sub-Committee to investigate the cost and role of a facilitator in assisting with the online presentations/annual meeting. 2020 Annual Meeting Sessions Sub-Committee will report back to the SC no later than August 28th. (ACTION ITEM)

4. INITIAL PLANNING FOR 2021 ANNUAL MEETING (Chowdhury: Attachment 4-1)

Discussion to focus on when we would like to have the meeting and also the format or changes on the format. T. Kadir said I think CWEMF should plan for an in-person annual meeting in June subject to change. Other SC members like the suggestion of tentatively planning for (in-person) meeting in June subject to change. ED (P. Hutton) advises that decisions can be deferred on the high-level details until September if we are thinking to have the meeting in June 2021. There was additional discussion to note the issue of fiscal year ending June 30th and whether that may have fiscal implications if the meeting is pushed back into the *next* fiscal year. This is a potential consideration as part of the decision(s) on the meeting deferred to September.

A. Huber led a discussion to share the thinking around potential improvements to the annual meeting and associated planning process using Attachment 4-1. A. Huber began with a

description of the goal or motivation for some of the recommendations. The discussion focused around how sessions are proposed and where, in recent years, we've solicited for individual speakers as well as sessions. The downside is that it has increased the burden of developing the schedule where we need to integrate individual talks with session proposals and/or develop "grab bag" talks where individual talks can go forward. SC members discussed possible changes to process for submitting individual talks or sessions, including how it may be done in terms of timing or priority, and the potential content or wording of the messages that would go out to solicit volunteers.

W. Anderson noted that part of the process issue is requesting session chairs to take on some of the individual talks that were submitted. He feels the ideas expressed as part of the discussion are aligned with addressing this issue by changing the process and improving transparency through the sequencing of proposals for sessions and talks. We may still need to have a grab bag for talks that don't fit into any particular session as this has worked well in the past few years.

T. Kadir is to follow up with Mr. Mark Arax to see if he is willing to serve as a keynote speaker next year for the 2021 Annual Meeting tentatively occurring in June given the cancellation of the in-person 2020 Annual Meeting. T. Kadir to let A. Huber know of Mr. Arax's availability so that she can follow -up with the potential panel members (H. Dahlke and K. Guivetchi) that were to go along with the keynote as a potential follow-up session.

SC members should continue to think about and weigh pros and cons of how sessions and individual talks can be proposed. Given that we are tentatively thinking of the 2021 Annual Meeting to occur *next* June then there was no objection to agreeing that the timeline (on page 2 of Attachment 4-1) would also shift back in time. Attachment 4-1 won't necessarily change, but subcommittee to add additional content to propose options or recommendation for the process/procedure of proposing talks and sessions that can be considered at a future or next SC meeting. (ACTION ITEM)

6. PROPOSED REFUND POLICY (Medellin-Azuara/Huber: Attachment 6-1)

J. Medellin-Azuara: Leads discussion to highlight the drafted refund policy in Attachment 6-1 including timeline consideration for the different types of refunds.

J. Medellin-Azuara makes a motion to approve the refund policy with the following revisions to the Refund Policy (Attachment 6-1):

1. To clarify the timeline for refunds is with respect to calendar days.
2. To modify the second item listed as follows:
CWEMF Annual Membership fees are non refundable.
3. To add some additional wording to the sentence following the second item listed:
Alternative refund schedules will be considered under extenuating circumstances at CWEMF's discretion.

Motion seconded by B. Bray. Motion carried unanimously.

Revisions to Attachment 6-1 Refund Policy as approved by the SC to be made by the subcommittee and final version to be sent to the ED (P. Hutton). (ACTION ITEM)

The CWEMF SC discussed that a separate Annual Membership policy may be needed as a companion to the refund policy for the consideration at a future SC meeting may be needed, however, there wasn't a volunteer or subcommittee assigned to develop this policy at this time.

7. DISCUSSION ON ED WEBSITE RECOMMENDATIONS (Hutton): Attachment 7-1
Tabled for the next SC meeting.

8. PROPOSAL TO RESCHEDULE NEXT SC MEETING TO SEPTEMBER 18 (Hutton)
There was no time left for additional agenda items; SC decided not to cancel the scheduled August 28th SC meeting where items covered in this meeting could be carried forward to that time. T Kadir also proposed we start the August 28th meeting at 9am to run from 9-12pm with no objections raised.

INFORMATION ITEMS

9. MODELING PROTOCOLS (Satkowski)
Tabled for the next SC meeting.

10. WORKSHOPS (Kadir: Attachment 10-1)
Tabled for the next SC meeting.

11. WEBSITE UPDATE (Sandhu)
Tabled for the next SC meeting.

12. MODEL USER GROUPS (Sandhu)
Tabled for the next SC meeting.

(no other reports)

13. OTHER BUSINESS
No other business was discussed.

14. NEXT STEERING COMMITTEE MEETING –
August 28th, 2020, TBD. Most likely will be another Zoom meeting.

15. ADJOURN – 12:36 pm

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Shyamal Chowdhury
Stacy Tanaka
Tariq Kadir

Convener
Treasurer
Vice Convener

US Army Corps of Engineers
Watercourse Engr.
DWR

Ben Bray	Secretary	EBMUD
Paul Hutton	Executive Director	Tetra Tech
Anne Huber	Chair, 2021 AM Improvements Subcommittee	ICF
Rich Satkowski	Chair, Modeling Protocols Subcommittee	Public Member
Nicky Sandhu	Chair, Website & Model Users Groups subcommittees	DWR
William Anderson	Chair, Ad-Hoc Annual Meeting Subcommittee	CCWD
Jesse Jankowski		SWRCB
Josue Medellin-Azura		UC Merced
John DeGeorge		RMA
Katherine Heidel		Tetra Tech
Chuching Wang		MWD
Norman Johns		DWR
George Nichol		Public Member
Abdul Khan		DWR
Samson Haile-Selassie		DWR
Kijin Nam		DWR

Proxies: (Josue Medellin-Azura for Mike Deas; Tariq Kadir for Hubert Morel-Seytoux).

Parking Lot Items	<ul style="list-style-type: none"> • Peer Review Process - Development of peer review administrative process. • Equipment Inventory – Needs to be updated. • Storage of Documents – What and where needs to be formulated.
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