

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM
MINUTES OF THE STEERING COMMITTEE

For February 18, 2022¹

(This meeting was a special meeting called by the SC to focus on 2022 Annual Meeting planning and logistics with a limited focused agenda on the topic. The meeting was conducted via Zoom meeting with call in number due to social distancing requirements resulting from the COVID-19 global pandemic)

Action Items	<ul style="list-style-type: none"> • S. Chowdhury to contact the CWEMF awardees and confirm their attendance at the annual meeting Monday April 4th, inquire about any special accommodations, and answer any logistical questions they may have. • ED (P. Hutton) to place order for the food and beverages at the Cliff House, the location for the CWEMF business meeting/social on the evening of Monday April 4th. • S. Tanaka to provide S. Halie-Selassie standard poster dimensions for the <i>in-memoriam</i> poster to which he has been designated as the lead coordinator.
Motions Passed and Polls Conducted	<ul style="list-style-type: none"> • A poll was conducted via the Zoom meeting to gauge Steering Committee attendee’s potential participation in the 2022 Annual Meeting if conducted as an in-person meeting that resulted in 14 affirmative, 2 nays, and 5 undecideds reflecting a clear margin of support to move forward with the in-person format while continuing to track and monitor the pandemic situation. • S. Tanaka moves to retain the word “CWEMF” in the list in the first sentence of the second paragraph of the draft waiver form, seconded by T. Slawecki, carries with 9 affirmative, 5 nay, and 5 abstain. • A poll was conducted to narrow the direction to ED (P. Hutton) regarding the drafting up of a refund policy where 10 of 11 SC members agreed that an explicit statement regarding eligibility for a refund for a COVID related reason should be included with the registration information without an explicit pre-meeting timeline where an individual seeking a refund would make the request in writing within 14 days of the 2022 Annual Meeting.

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment: CWEMF Annual Meeting 2022, Changes to Program compared to that in the Steering Committee meeting packet of 01-21-22. 1p.
2. Attachment: Program “At-a-Glance”, Regular Sessions, 2022 Annual Meeting of CWEMF 3p.
3. Attachment: COVID-19 Liability Waiver & Affirmation of Conduct Restrictions. Revised wording for CWEMF SC approval. 1p.

1. INTRODUCTIONS/DESIGNATION OF QUORUM

At 9:02 T. Kadir declared a quorum with 19 participants and the executive director (ED P. Hutton). There were no designated proxies.

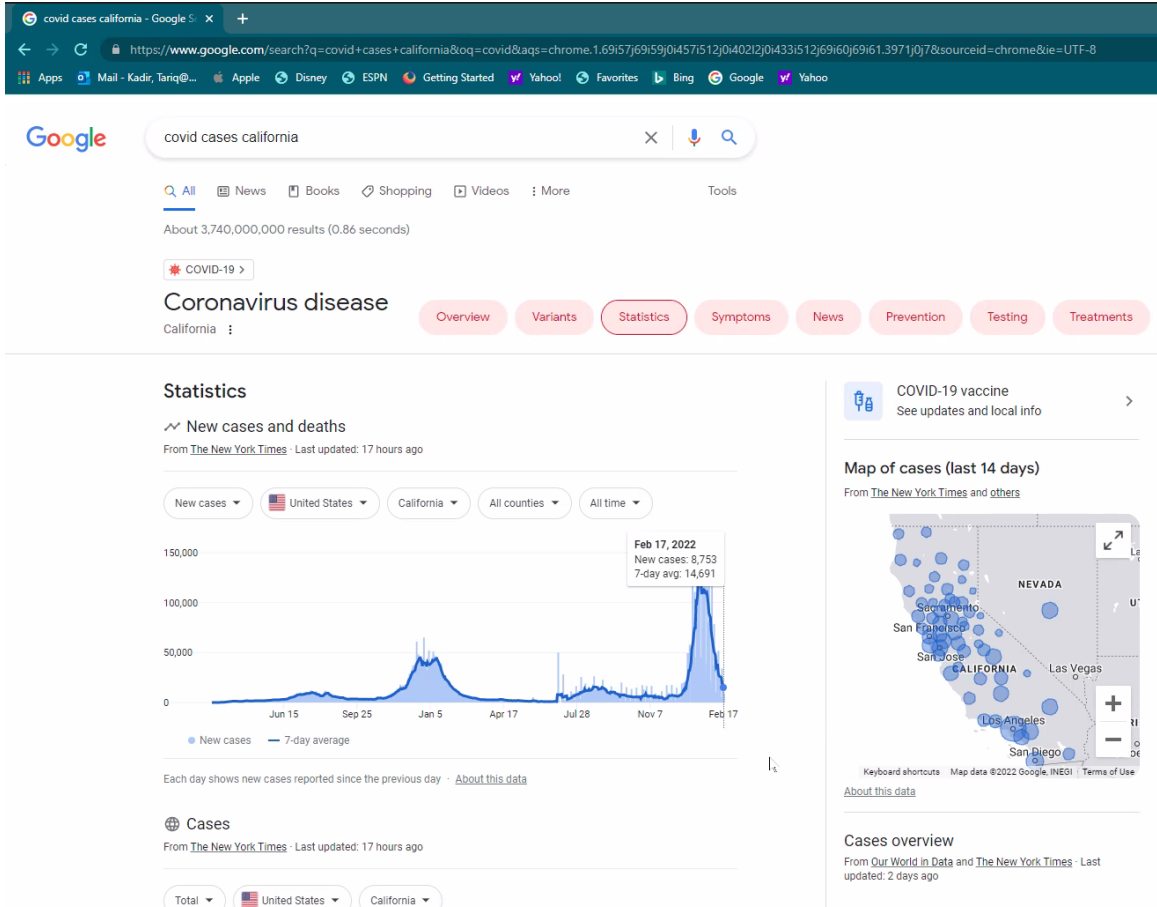
¹ All dates noted here in refer to 2022, unless otherwise noted.

ACTION ITEMS

2. 2022 ANNUAL MEETING — APRIL 4-6 AT LNI

- Decision Regarding On-Site Meeting (T. Kadir)

Convener T. Kadir begins by sharing his screen, a google search with key word “covid cases California” resulting in a timeseries plot of, "new cases and deaths" with a state map depicting regions of case incidences spatially over California. (Screen share is shown below via screen capture, source NY Times)



T. Kadir reports that the pandemic is in decline and the trend is towards some low level of cases, while it may be unlikely to ever reach zero.²

N. Johns asks whether there is any updated information on positivity rate? T. Kadir remarks that it does not appear to be included in the statistics compiled on the screen.

S. Tanaka comments that she had done some research into COVID statistics and the New York Times, the State of California, and the local Counties all have websites with similar numbers, although they do not all match precisely. She found the most user friendly to be

² Note that all discussion about the COVID case load and trends are based on the available information at the time of this meeting.

the State website and it did include the positivity rate statistic. T. Kadir acknowledges that he will check into the statistic and remarks that they are all showing a downward trend. E. Reyes reported that the state positivity rate is 5.7% for the past 8-weeks.

N. Johns comments that he sees a two-phase decision proceeding. The Steering Committee (SC) can decide based on the participants in attendance for the SC meeting, though the SC may not necessarily be representative of the meeting attendees at large. A query to the membership is still planned to occur, and consideration of membership feedback regarding in-person meeting format and their likelihood to attend. N. Johns comments that the polling was not so straightforward and was not yet sent out. T. Kadir asks whether the decision to move forward with an in-person format should be tabled until the polling is completed. N. Johns replies that the SC could direct plans to move forward with the in-person format with some contingency that would be prudent given a change in conditions or new information from polling the attendee population.

A. Khan recommends CWEMF planners proceed with the in-person meeting format given the trends are going in the right direction, given the policies of the governor to relax or repeal health requirements, and the fact that people are eager to get out and meet in person again. A. Khan comments further that he is involved in several other planning efforts to organize other meetings that are moving forward starting in April. CWEMF planners should also stay nimble and agile to the extent possible and, to change decisions and reorganize the AM as well if needed, he recommends.

T. Kadir relates that his sense is that people in general are desiring to get back to in-person meetings, but on the other hand, we all want to be cautious; we do not want any negative outcomes to occur.

N. Johns recaps, asking the question: should we plan for an in-person meeting? However, it would be prudent to consider contingency plans related to potential policy changes or a sudden increase in cases that may occur. Planning will need to include consideration of fall back plans for structure and platform of the meeting and be flexible with timelines (*i.e.* stay nimble and adaptive). N. Johns posits that the main questions are: (1) is the in-person meeting format prioritized and, if so, (2) for April 4th through 6th dates?

Via chat, N. Sandhu asks if planners know how many people would show up for an in-person meeting. S. Tanaka responds that the poll was not sent out. S. Tanaka then raises the question of whether a straw poll of the SC members in attendance should proceed in order to serve as a gauge of potential attendee comfort level with the in-person meeting format. N. Sandhu replies that there could potentially be a low attendance and asks if that would be an issue. A. Huber follows up commenting on the poll inquiry, suggesting a poll would be informative if the SC is a representative sample. J. DeGeorge advocates for a poll while conceding that the result may not be representative.

T. Kadir reiterates that his focus for the SC to consider is whether to delay the decision for an in-person meeting.

J. DeGeorge comments that he agrees that the recent statistics show a downward trend and, given the likelihood that health restrictions would be lifted or relaxed in coming weeks and months, that planning for the in-person format would be his recommendation.

T. Kadir comments that his sense from the SC member input is that planning for the in-person format is the preferred option. In the time in between now (February 2022) and the beginning of April, if there is a new variant that comes up and there is a reversal in the conditions seen now, at that time the decision to cancel would be implemented with all the resulting ramifications. The decision then could be to delay again to June, for example, or to move forward with an online meeting format. T. Kadir refocuses the question for consideration to the SC: does the SC want to further delay the planning for an in-person format and registration until the polling results are obtained?

R. Satkowski recommends that the SC move forward with the planning for an in-person meeting given his knowledge about the pandemic, and his experience regarding the planning effort required to put on the annual meeting.

ED (P. Hutton) advises that the decision to move forward with the in-person format not be deferred further in consideration of the amount of time needed for planning all the logistics necessary to put on the annual meeting. The SC will need to make a decision to either move forward with the in-person format and start preparing for it, or shift to a contingency plan alternative.

J. DeGeorge (via chat) requests that the SC members attendees do a SC poll, even if the vote may not be totally representative of the membership at large.

E. Reyes asks whether we are considering conducting a “hybrid” meeting with an online (virtual) element and some folks participating in-person. T. Kadir responds that the SC had previously discussed the hybrid format and decided this format would be infeasible with respect to technological capability and financial capability. ED (P. Hutton) comments that moving forward with the in-person format may be a risk in terms of low attendance and may result in less net revenue. E. Reyes responds that he believes it is prudent to move forward with the in-person meeting format.

(The Convener and Treasurer both stop to catch up with the following chat thread.)

A. Khan: I second both Paul and Rich

N. Sandhu: I agree with Paul. It’s a risk as outlined above.

S. Tanaka: [T]here is a poll ready to go.

N. Sandhu: Worst case we will have a financial hit.

ED (P. Hutton): Agree with Nicky.

S. Chowdhury: Possible Motion: Proceed with registration for April 4-6. Revisit the decision on March 18.

N. Sandhu: That's correct. Recorded [*sic*] will be available after but not during.

M. Deas comments that he agrees with conducting a straw poll of the SC members in attendance and thinks CWEMF will need to outline the uncertainty³. CWEMF should allow people the option to cancel their registration if they feel they may be at risk of an infection or not feeling well all the way up to the annual meeting dates. Folks should not feel pressured to attend in any way.

T. Kadir agrees that this is an issue to consider and presents some initial thoughts on how a refund of annual registration fees could work. Generally, CWEMF would adopt a policy that would allow for last minute cancellations and refunds given the unusual circumstances of the pandemic, an accommodation that would not normally be made.

J. DeGeorge asks if it is a designated speaker that needs to cancel, would it be possible for them to video record their talk and slide show and play the recording in the annual meeting session?

N. Johns, believes there may be a way that would require some additional organization, perhaps having a session with these types of talks towards the end of the program. It could add complexity to organizing and logistics in terms of execution but would be a noble idea to accommodate people that cannot present live for a number of possible reasons. He can see the value to providing that as an option up front; that if a presenter cannot present in person, an alternative is possible using video recording option with an alternative venue.

J. Jankowski adds that it is certainly technologically possible to play pre-recorded talks as was done this past year for the online sessions and the projectors are equipped to play back the sound that goes with the video recording. Hence the sound aspect may present a technological challenge but would look to Nicky to weigh in on the topic.

N. Sandhu comments (via chat) that we have done prerecorded talks before, for example John Helly's talk from San Diego, but it was stressful. Recordings would be less so but certainly technically feasible. S. Tanaka responds that, “[w]e all have more experience with pre-recording talks after last year's AM. :)”

T. Slawewski comments (via chat) that he favors keeping the program as is with recorded presentations over adapting the program on-the-fly. If there is a way for the presenter to participate remotely (*i.e.*, via audio-only) to handle questions that would be a nice option to offer as well.

³ N. Sandhu (via chat) comments that [CWEMF should], “[a]lso be clear on precautions being taken eg. Masks, distancing et cetera.”

N. Johns expresses a possibility of having a second or follow-up meeting with a virtual format for talks that were cancelled that can be a collection of pre-recorded talks or virtual talks.⁴

T. Kadir and J. DeGeorge clarify that their thinking was to allow for a recorded talk to be submitted if someone is concerned that they may be positive or at risk of transmitting COVID-19. This would be an accommodation CWEMF could allow for in place of their attendance at the meeting where the recording would be played during their allocated presentation slot.

A poll was conducted via the Zoom meeting to gauge SC participant's intention to attend the annual meeting if it moves forward with the in-person format. The poll resulted in 14 affirmative, 2 nays, and 5 undecideds. The poll shows strong majority support within the SC to move forward with the in-person format with the caveat that CWEMF will continue to track and monitor the situation.

A. Khan remarks that he sent an email to K. Guivetchi inquiring about DWR's general position regarding the attendance of in-person meetings. A. Khan states that he will share the response with other members of the SC once it is received.

ED (P. Hutton) recommends beginning registration immediately based on the poll results. T. Kadir agrees and tables further discussion to the 4th item under item 2 on the agenda.

N. Sandhu comments that the only risk he sees is financial and lower attendance than usual due to unforeseen reasons. Second, CWEMF volunteers will attempt to turn around recordings as soon as possible. Finally, if a presenter would like to pre-record a talk it can and will be played at the annual meeting. T. Kadir agrees and appreciated N. Sandhu's responses.

- Sessions Subcommittee (Kadir)

ED (P. Hutton) puts up Attachment 3-1 (document NJ-CWEMF-MeetingContributions_021722.docx), the first page *CWEMF Annual Meeting 2022, Changes to Program compared to that in the Steering Committee meeting packet of 01-21-22*, which shows the proposed annual meeting agenda. N. Johns highlights the adjustments to the program that have been made to move the panel discussion *after* the keynote. Doing so required some shuffling of some other sessions as shown on the attachment; a few afternoon sessions were swapped with some sessions in the morning of Tuesday April 5th.

T. Kadir adds that the full draft program is now set with the changes just highlighted. The planning committee has reached out to J. Medellin-Azuara to verify commitments for the

⁴ T. Slaweki clarifies his comment (via chat), "adapting the program = separate addendum as just being spoken." In other words, T. Slaweki thinks pre-recorded talks to occur during the meeting would be a preferred option to another meeting that features the collection of talks that could not be given in-person for whatever reason.

panel participants. Keynote speaker Mark Arax has confirmed his availability for Tuesday April 5th. The larger venues have been reserved at for the meeting rooms. Asks if there are any concerns about the changes in the program schedule that were made. None were expressed.

- Awards Subcommittee (Chowdhury)

S. Chowdhury asks where the awards session has been placed in the program. ED (P. Hutton) shares his screen to show the full draft schedule highlighting that the awards session has been planned for as session 5 on Monday April 4th. T. Kadir asks whether S. Chowdhury has reached out to awardees to ensure they will be prepared and can attend.

S. Chowdhury responds that he has drafted up the language for the awards and sent to his subcommittee members to review and finalize but has not yet contacted the awardees. T. Kadir asks S. Chowdhury to contact the attendees and confirm they plan to attend and ask about any special accommodations they would need. (ACTION ITEM)

ED (P. Hutton) comments that he has the statue for the career achievement award. There is a certificate that S. Chowdhury is working on finalizing. There will also be the Life Member award and it will have a certificate associated. S. Chowdhury will finalize the language, and then the ED (P. Hutton) will have it printed and framed; this task is on track.

T. Kadir reminds the SC that CWEMF is also planning for an *in-memoriam* poster session to recognize colleagues that have passed away in the past year or so. For each person recognized, there is a designated lead that is coordinating the development of a poster to be included in the poster session. T. Kadir proposes that we can also have a portion of the business meeting slideshow include the *in-memoriam* recognition. The business meeting is planned for Monday evening and is combined with a social gathering providing food and beverages. Based on the outcome today, ED (P. Hutton) will move forward with placing the food and drink order at the Cliff House, the location for the business meeting/social. (ACTION ITEM)

S. Tanaka will reserve 4 poster standard size session slots for the *in-memoriam* as part of the planning for the poster session.

N. Sandhu states that CWEMF should be very clear about any health restrictions that will be in play as part of the annual meeting. For example, masking or any other health restrictions required. T. Kadir asks where that information would be posted or included with the registration announcement, would it be a poster that is up in the hallway, or some combination of things.

ED (P. Hutton) adds that he has three things he believes are essential to move forward. The first is waiver language. ED (P. Hutton) strongly recommends finalizing waiver language that can be included with registration, so members know this is a requirement to attend at the same time they are considering registration. ED (P. Hutton) shares his screen

with a draft example of the waiver language⁵. ED (P. Hutton) highlights language in the waiver added, specifically the additional text that notes compliance with Federal, State, County, and local health and safety guidelines (first sentence of the second paragraph). The second addition was at the end of the sentence, stating that an individual agrees not to attend the event (*i.e.*, CWEMF AM) if they were ill with or exposed to the COVID-19 virus within 10 days of the event. These changes reflect the discussion by the SC in January⁶.

A. Huber comments that part of the issue is wording. In particular, a question about whether CWEMF should be called out explicitly under the organizations with health requirements. She opines that this is only needed if CWEMF were to decide to go above and beyond local and regional health requirements. Because the SC agrees that CWEMF will not plan to ask for anything over and above local, State and Federal health restrictions, A. Huber suggests CWEMF be struck from the list. There was additional discussion around the use of the word “preferred” versus “required” in the waiver. There was additional discussion about the wording of the waiver to finalize the language.⁷

S. Chowdhury comments that federal agencies may be more strict in what their organization may require than state and local government⁸.

B. Geske points to the language in the waiver that specifically states the individual will, “agree to abide by ... guidelines and recommendations...,” and asks whether this wording is confusing to other SC members.

ED (P. Hutton) responds that he can see the confusing language and wonders if “and recommendations” be struck if the wording would be clearer. Additional discussion clarified that the most restrictive requirements would be controlling whether they are a federal, a state, or a local (*i.e.* county standard or Lake Natoma Inn if the venue has their own COVID health requirements).

B. Bray reminds the SC of the prior discussion the committee engaged in December where the main purpose of the waiver is to minimize a liability risk. CWEMF could impose health restrictions that are above and beyond the local, state, and federal guidelines, but then it is a question of how our organization enforces the policy. It is doubtful that CWEMF would want to be concerned with enforcing such a policy. The purpose of the waiver is to mitigate the liability risk. The idea is that CWEMF is

⁵ Provided via email before the meeting as file *2022 CWEMF AM COVID Waiver Form v1_31Jan2022.pdf*

⁶ E. Reyes comments (via chat), “I have to sign off folks. I agree that the COVID waiver or protocol info should be part of the registration form. Thanks!”

⁷ J. DeGeorge (via chat), “I would suggest we abide by the State of California and local county health and safety guidelines at the time of the meeting. Everyone can of course wear a mask if they prefer.”

⁸ T. Slaweki (via chat), “[t]o my understanding, the Federal mandate is masks in Federal buildings. Reading further, agencies were also tasked with requiring compliance with CDC guidelines for on-duty Federal Staff. Some Federal staff may therefore be required to wear a mask at the Annual Meeting, but that is their individual responsibility.”

following all federal state and local requirements with the effect that we are offloading that liability to these organizations of government entities to the extent that we can in that these are the appropriate authorities, and that we expect our attendees to follow these guidelines. ED (P. Hutton) recommends that the organizational name be struck for the reasons B. Bray just described.

T. Kadir ends further discussion in the interest of time and asks if there is a motion. S. Tanaka moves to retain the word “CWEMF” in the list in the first sentence of the second paragraph of the draft waiver form, seconded by T. Slaweki, carries with 9 affirmative, 5 nay, and 5 abstain.

As a point of order, Convener T. Kadir notes that the meeting time scheduled for one and a half hours is now up. T. Kadir tells the SC that he is scheduled to attend a logo subcommittee meeting immediately after the CWEMF SC meeting. T. Kadir asks for those SC members that can stay on the virtual meeting to do so while he understands some attendees will need to drop off to deal with other commitments. T. Kadir asks A. Huber to sign off of the SC meeting and start the logo subcommittee meeting without him noting he expects to participate for about 10 minutes before he signs off and joins the logo subcommittee.⁹

- Registration Outreach

ED (P. Hutton) stated that, based on SC discussion, in addition to the waiver, he recommends that CWEMF should consider implementing a very explicit refund policy for the 2022 Annual Meeting. Heeding discussion that we will want to be very flexible, CWEMF, through the SC, should explicitly decide upon a refund policy in advance of opening registration.

T. Kadir suggests CWEMF states upfront that the registration is non-refundable and asks to clarify. ED (P. Hutton) clarifies that if there is any new or different policy in consideration of the pandemic circumstances, it should be determined in advance. B. Geske proposes that if, for any reason, up until a said date an individual can request a refund and cancel attendance. He states that folks should be able to cancel up until the last day before they plan to attend.

T. Kadir asks if an individual that does not show up to the annual meeting because of a work conflict or an outside commitment, whether they would have been eligible for a refund in the past.

B. Geske responds that no, they may not have been eligible for a refund, but, again, CWEMF does not want to get into the details of verifying doctor’s notes or actively seeking the reason for lack of attendance to see if an individual that did not attend is eligible for a refund. Rather, the refund policy would encourage folks to register sooner

⁹ J. DeGeorge (via chat) indicates he cannot stay on the line and needs to drop off at 10:30, thanks the meeting attendees and wishes all a good weekend.

rather than wait. If an individual is concerned about a change in the pandemic for the worse in the time between registration and the meeting, and they would not be comfortable attending, they could receive a refund. After all, CWEMF would like to incentivize registration, and the earlier the better.¹⁰ B. Geske suggests that CWEMF could wait until the conference is over, if an individual did not show up, then they could be eligible for a refund and could be contacted. T. Kadir responds that CWEMF should avoid too broad of a policy; for folks that simply choose not to attend for some other reason, such as a work conflict, these individuals should not be eligible for a refund in his view.

S. Tanaka comments that the policy could be crafted in another way; individuals could have to (proactively) request a refund and the policy can be worded such that if an individual is unable to attend for any COVID related reason, they would be considered eligible for a refund. CWEMF would need to implement such a policy via the honor system as it may be difficult to verify an individual's particular reason given.

R. Satkowski agrees that this could be a way to proceed. B. Bray also comments that the phrase of, "up until the day before the event" is also helpful given how circumstances can quickly change and (unplanned) exposures can occur.

ED (P. Hutton) comments that allowing a refund up until the day before could unintentionally result in rewarding reckless behavior.

T. Slawewski (via chat) offers an alternative to a monetary refund, perhaps CWEMF can offer a credit against future CWEMF activities.

T. Kadir comments that he can see several options starting to form and explains it could either be a policy that allows cancellation one or two days in advance for a COVID related reason or wait until after the meeting and check with individuals that registered but did not attend to see if they are eligible for a refund.¹¹

B. Geske relays his experience that on a Monday, their child came home with a notice from school warning that they had been exposed to COVID. Hence, the two days before might work under normal circumstances, however, given the unpredictability and volatility of the pandemic, such a limitation may not be advisable. Under such a circumstance, assuming B. Geske is not experiencing any symptoms, he could still work from home, but it would be irresponsible for him to go and attend the annual meeting after receiving such a notice.

As a point of order, T. Kadir comments that he needs to leave the meeting and designates Vice Convener J. Jankowski as chairperson for continuing the SC meeting.

¹⁰ S. Chowdhury also indicates (via chat) that he needs to leave the meeting at 10:34am.

¹¹ N. Sandhu (via chat) lets the SC know, "I am leaving. Tariq will have my proxy. Thanks."

B. Geske comments that he, too, will need to sign off to attend the logo subcommittee meeting, however, he asks whether there is a date certain for opening the annual meeting registration and whether a draft program would be available when registration opens up.

ED (P. Hutton) responds that his plan is to open registration next week, the registration packet would include the waiver document, and the updated program would be available online to the public. As stated earlier, the final piece he recommends finalizing before proceeding with registration would be an explicit refund policy.

B. Geske seeks to clarify, would registration be open by the end of the following week?

ED (P. Hutton) responds that he intends to get the registration open to the public as soon as it could get done, anticipating this would be before the end of the next week.

S. Tanaka recaps and asks whether it would be worthwhile for ED (P. Hutton) to take a shot at drafting the refund policy based on the SC discussion and circulate the draft policy to the CWEMF SC committee via email for review and final approval including a vote, if necessary.

ED (P. Hutton) responds that his understanding of the direction from the SC is that (1) a request for a refund would have to be made as a request by an individual (in writing) and (2) it would need to be based on COVID related issues up and until the very last day before they plan to attend the meeting. S. Tanaka and J. Jankowski both respond that they agree with this direction and responded that they are supportive of ED (P. Hutton) writing up something and circulating to the SC.

N. Johns clarifies that he heard three options: (1) no explicit policy on refunds, and (2) and (3) would require an explicit policy that ED (P. Hutton) will attempt to draft. The difference between the two latter options is the timeline. In one case an individual would need to provide notice ahead of the meeting date that they are unable to attend due to a COVID related health concern. In the other case where an individual can provide the notice, before, during, or after the meeting that they were unable to attend due to a COVID related issue and are seeking a refund.

ED (P. Hutton) added that he anticipated a question regarding how many “no shows” are typical for the annual meeting pre-pandemic. ED (P. Hutton) comments that he has not researched this question using records from past annual meetings to obtain a precise estimate, however, based on his experience with the number of nametags that get left on the table at the end of the meeting, he estimates about ± 10 individuals.

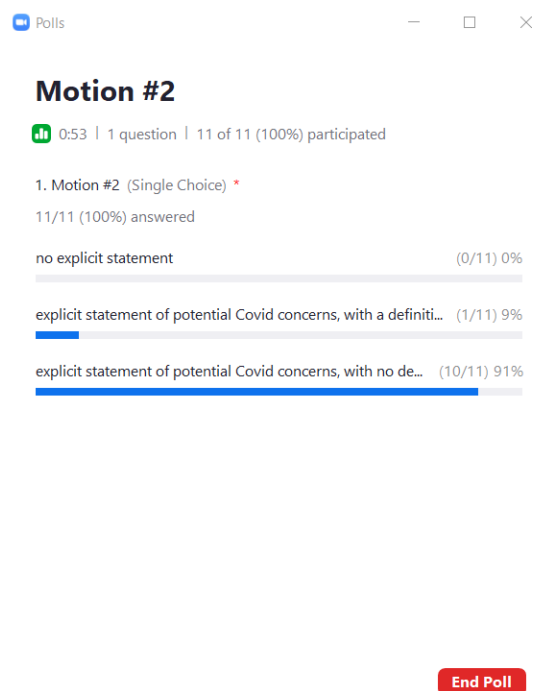
S. Tanaka adds that she does not see CWEMF members or other attendees trying to take advantage of the policy given that CWEMF will need to rely on the honor system for their members to indicate a lack of attendance is in fact COVID related. If a few individuals take advantage of the policy, there may be nothing that can be done about a few dishonest attendees.

J. Jankowski notes T. Slawecki's suggestion (via chat) of offering a future credit in lieu of a refund. S. Tanaka replies that this would create a problem regarding record keeping and tracking of such credits to confirm their validity when used at some future time.

N. Johns updates the three potential options, (1) no explicit statement on the refund policy, (2) explicit statement of potential COVID concerns with definitive timeline (*e.g.*, 2 days before the meeting), or (3) an explicit statement of potential COVID concerns with no definitive pre-meeting timeline for requesting a refund other than something general like within 7 days of the conclusion of the meeting.

S. Tanaka asks ED (P. Hutton) whether a straw poll with the remaining SC members on the video-conference for the three options N. Johns describes would be helpful to focus the direction to draft a refund policy for the 2022 Annual Meeting. ED (P. Hutton)

responds that the poll would be helpful, although he strongly recommends against the first option of having no policy on the matter. The poll resulted in a clear majority of members (10 of 11) voting for option 3, an explicit statement of COVID concerns with no definitive pre-meeting timeline for submitting a request for a refund other than a general statement such as within 7 days of the conclusion of the meeting. N. Johns asks to clarify the purpose of the poll; the poll is to help inform ED (P. Hutton) on the approach to drafting an explicit, COVID related refund policy. ED (P. Hutton) asks for input on the general timeline for requesting a



refund after the meeting has occurred; is there consensus that within 7 days is reasonable. After some additional discussion, it was decided that the request should be made in writing within 14 days of the conclusion of the annual meeting. The draft policy will be circulated via email with a defined comment period for SC members with a deadline to finalize. To get this final issue resolved, it was agreed that it would be good to provide a short deadline to turn around comments.

Regarding the last of the three items on his list, ED (P. Hutton) suggests the topic could be tabled to the March meeting which regards the video recordings. If CWEMF makes videos available after the meeting to the entire membership, is CWEMF providing an incentive to not attend the annual meeting? Further discussion on the item is tabled for the March SC meeting.

S. Tanaka raises another issue¹². In the past CWEMF has incentivized early registration with a lower rate for those that register before a designated date certain. Should CWEMF adopt a similar incentive for the 2022 AM registration?

R. Satkowski comments that given the short timeline between this meeting and the annual meeting planned for the first week of April, CWEMF should not offer an incentive for early registration this year. S. Tanaka agrees that CWEMF should not add any additional pressure to the decision making regarding an individual's choice to attend. The general sense of the SC discussion is to drop the early incentive rate and go with a single registration rate the 2022 AM¹³.

As a point of order J. Jankowski announces that he needs to leave the meeting and designates Treasurer S. Tanaka as chairperson of the SC meeting.

3. OTHER BUSINESS (ALL)

S. Halie-Selassie comments that he is one of the leads for the *in-memoriam* poster effort; he asks if there are any specs or dimensions for the poster to help him develop the final version. S. Tanaka responds that she can provide S. Halie-Selassie the standard poster dimensions. (ACTION ITEM)

4. NEXT STEERING COMMITTEE MEETING – MARCH 18, 2022

5. ADJOURN – 11:01AM

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Tariq Kadir	Convener	DWR
Jesse Jankowski	Vice Convener	SWRCB
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Ben Bray	Secretary	EBMUD
Shyamal Chowdhury	Past Convener	US Army Corps of Engineers
Rich Satkowski		Public Member
Norman Johns		DWR
Samson Haile-Selassie		DWR
Kijin Nam		DWR
John DeGeorge		RMA
Ben Geske		Delta Science Program
Katherine Heidel		TetraTech
Nicky Sandhu		DWR

¹² This issue was also raised earlier in the meeting by S. Tanaka via chat.

¹³ A note to the reader that this decision was subsequently revisited by the CWEMF SC after the meeting. The SC ultimately decided to have an early registration window to encourage members to register for the 2022 AM with the early registration deadline set to March 25, 2022.

Will Anderson
Anne Huber
Chloe Liu
Mike Deas
Eric Reyes
Abdul Khan
Tad Slawecki
Om Prakash

CCWD
ICF
SWRCB
Watercourse Engr.
DWR
DWR
LimnoTech
DWR

Proxies: None designated for this meeting unless otherwise noted explicitly in the minutes.