

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM
MINUTES OF THE STEERING COMMITTEE

For November 17, 2023

(This meeting was conducted in-person at Solano Irrigation District Offices in Vacaville CA, and online via Zoom meeting)

<p>Action Items</p>	<ul style="list-style-type: none"> • Secretary B. Bray commits to reviewing the CWEMF website and ensuring Steering Committee meeting minutes are current up through September 2023. • Treasurer S. Tanaka will work with Executive Director P. Hutton for establishing his access to State Bank for redundancy and transparency purposes. • Executive Director P. Hutton will (re)send the Strategic Plan document and any associated action items document(s) to the Steering Committee members. • CWEMF Steering Committee members are asked to review the Strategic Plan document and associated action items document(s) and send any action items for consideration as part of the Strategic Plan Retreat by January 5, 2024. • B. Bray to work with Executive Director P. Hutton to send out an email to the membership to solicit content for the slide show and follow-up with a few targeted emails to some members to cover key events or periods that span the past 30 years of the organizational history. • K. Nam will work with the CWEMF webmaster and Executive Director to update the 2024 CWEMF Annual Meeting information on the CWEMF website. • Executive Director P. Hutton will send out all the 2024 CWEMF Steering Committee meeting invites before January, 2024.
<p>Motions Passed</p>	<ul style="list-style-type: none"> • S. Tanaka moves to approve the camera ready minutes draft, seconded by A. Khan, minutes were unanimously approved (19-0-0). • B. Bray moves to approve the budget estimate of \$7,200 to conduct the Strategic Plan Retreat, seconded by A. Khan, motion carries with 0 opposed, 1 abstention, and 21 in favor (21-1-0).

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 2-1: Executive Director’s Report For the November 17, 2023 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of the Steering Committee for September 15, 2023. 16p.
3. Attachment 2-3: Treasurer’s Report, FY 2023, SC Meeting: November 17, 2023. 1p.
4. Attachment 3-1: 2024 Annual Meeting Proposals Received for Sessions/Talks. 1p.
5. Attachment 3-2: Draft Agenda 2024 Annual Meeting 30th Anniversary Plenary Session. Monday, April 15, 2024 10:30 am – 12:15 pm. 1p.
6. Attachment 3-3: 2024 Annual Meeting Sponsors. 1p.
7. Attachment 4-1: Draft Agenda, CWEMF Strategic Plan Retreat. January 12-13. 1p.
8. Attachment 4-2: Cost Estimate for Steering Committee Authorization, CWEMF Strategic Plan Retreat, January 12-13, 2024. 1p.
9. Attachment 13-1: CWEMF Steering Committee Meeting November 17, 2023 Subcommittee on Workshops. 1p.

1. INTRODUCTIONS/DESIGNATE QUORUM REVIEW ACTION ITEMS

At 9:30, Vice Convener V. Bedekar called the meeting to order and declared a quorum with five participants in attendance at the SID meeting room, nine individuals online, and the executive director (ED) in attendance. Vice Convener V. Bedekar then proceeded with roll call.

Vice Convener V. Bedekar asks for unanimous consent to switch the order of agenda items 3 and 4 noting that some members indicated they may need to leave the meeting early and it is preferred to have as many members in attendance for the latter agenda item. There was no objection or further discussion.

2. CONSENT CALENDAR

a. Executive Director's Report

ED (P. Hutton) refers to the Executive Director's report (Attachment 2-1). He expects there will be some overlap in the content that will be covered other under agenda items. There was no further discussion.

b. Secretary's Report

Secretary B. Bray refers to Attachment 2-2 explaining that the version included in the agenda packet is a marked up version. Secretary B. Bray explains that these changes were accepted and notes there were some additional, minor improvements in the content to polish up the draft version. Secretary B. Bray sent out a link to the revised "camera ready" draft to the CWEMF Steering Committee via email on Tuesday November 14, 2023 for final review and consideration.

Vice Convener V. Bedekar expresses his appreciation for Secretary B. Bray's excellent work on the minutes. S. Tanaka moves to approve the camera ready minutes draft, seconded by A. Khan, minutes were unanimously approved (19-0-0). Secretary B. Bray further commits to reviewing the website and ensuring CWEMF SC meeting minutes are current up through September 2023. (ACTION ITEM)

As per Convener J. Jankowski's request, Secretary B. Bray reviews the action item list from the September 15 SC meeting (see Attachment 2-2, page 1). The progress of each action item was also briefly discussed; the first, third, fourth, fifth, sixth, seventh items were completed. The second action item was reported on as in progress by N. Johns, chair of the Annual Meeting subcommittee via ED P. Hutton. Finally, the last action item listed (item 8), is tabled for later discussion under the seventh agenda item.

c. Treasurer's Report

Treasurer S. Tanaka refers to the FY 2023 Treasurer's Report included as Attachment 2-3.

Treasurer S. Tanaka reports that she has completed the transaction for a third CD at Summit State Bank, a regional bank in Sonoma County. This will be a 12 month CD at 4.6 APY and a starting balance of \$75,000. The paperwork has been completed, the funds have been

transferred, and the account was established on October 27, 2023. Treasurer S. Tanaka will work with ED P. Hutton for establishing his access for redundancy and transparency purposes, similar to the Live Oak account. (ACTION ITEM) There is online account access that Treasurer S. Tanaka successfully used to check the account earlier in the morning.

Treasurer S. Tanaka reports that CWEMF is caught up and current on all state and federal forms and registries. The Federal taxes were e-filed on October 8, state taxes were filed by mail on October 10. The Statement of Charitable Trust Renewal was filed on October 27, which will not have to be renewed again until November 15, 2024. Treasurer S. Tanaka recalls that the Statement of Information was filed back in March. This State form must be filed every other year, hence it will not have to be renewed until July 30, 2025.

CWEMF has a public storage unit at Public Storage in Davis. When the unit was initially opened, the cost was \$73 per month with an insurance fee of \$15 for a total cost of \$88 per month. The SC had authorized \$90 per month for the public storage purpose. The lease was month to month subject to change or cancellation at any time. Public Storage raised the monthly rate to \$92, and with insurance the total monthly cost was \$107 (exceeding the SC authorized amount). Upon notification of the rates being raised, Treasurer S. Tanaka surveyed other storage options to seek a less expensive option. She found that there was an introductory rate offered by Public Storage that totaled \$56 per month including the insurance, with a one-time fee of \$29 that would be required to establish a new account. Hence, she terminated the old lease, started a new lease, and moved the property from unit 15 next door to unit 14. The unit is the same size, is indoor, but is somehow much cheaper until the rates are raised again.

ACTION ITEMS

3. 2024 ANNUAL MEETING PREPARATION (ED P. HUTTON)

- Program (Sessions) Subcommittee (N. Johns/P. Hutton)

Program Subcommittee Member N. Johns is not in attendance. ED P. Hutton reports that the sessions subcommittee speaker guidelines are under preparation.

- Call for Abstracts: Initial Response: Attachment 3-1

ED P. Hutton refers to Attachment 3-1 that lists the initial set of session proposals.

Since the initial four session proposals listed in the attachment, there have been four additional sessions proposed; a DSM2 session by DWR, a Flood MAR session by

DWR, an unknown topic by the State Board that is TBD, and a Calsim-Hydro session

by DWR. This brings the total to eight sessions currently proposed. As is typical, there

have been inquiries as to how much information is needed to get on the list for

consideration. ED P. Hutton responds generally that there are no formal requirements,

but when it comes time for the SC to approve a final agenda, the more information that

can be provided is generally better. The CWEMF SC generally looks to approve the

annual meeting (AM) agenda during the January meeting. He is confident there will be more proposals submitted before the January SC meeting.

N. Osorio comments that there may be a total of four sessions proposed for Calsim or Calsim hydro coming in the next week and provides a couple of possible examples. A. Khan adds that he is working on proposals for three additional sessions; one on the California Water Plan, a second on the open water data platform, and a third on decision scaling for climate change analysis.

Y. Sun comments that he is still seeking input from Reclamation but anticipates they will propose a session on the Water Temperature Modeling Platform.

ED P. Hutton adds that the deadline is Friday Nov. 24th. A. Khan recommends extending the deadline by at least one week. ED P. Hutton responds that the deadline will likely be extended noting that we are still contemplating a three-track AM format.

o Plenary Session: Attachment 3-2

ED P. Hutton reports on the Plenary Sessions Subcommittee work. Referring to the draft agenda 2024 CWEMF Annual Meeting: 30th Anniversary Plenary Session (Attachment 3-2), they are planning for two talks and a panel discussion. R. Satkowski recommended that rather than having a separate talk on CWEMF history, instead, this subject matter would be summarized as part of ED P. Hutton's talk. Francis Chung would speak to the broader history of model development. ED. P Hutton would also like the information on the CWEMF history to be provided by the CWEMF History Subcommittee. B. Bray provides a brief recap of some of the ideas discussed at the History Subcommittee meeting. R. Satkowski responds that the CWEMF History Subcommittee plans to develop the information together and provide the information slides to the ED.

V. Bedekar likes the concept of California Water Developments overlapping with the CWEMF timelines. He recommends adding consideration of some model development milestones to the timelines if possible. J. Traum adds that a colleague Richard Winston is publishing a book called, The History of MODFLOW. Mr. Winston might be available to speak to the history of MODFLOW given he is expected to publish a book on the topic. R. Satkowski ponders the idea of yet another session, just on the history of the key models and the model groupings; the operations study models, the groundwater models, the Delta hydrodynamic models... another member adds the flood models to the list. V. Bedekar volunteers to be session chair for a session on model history. There were some suggestions provided to V. Bedekar regarding possible contacts to help organize the session.

There was additional discussion suggesting the implementation of an interactive timeline as part of the poster where people could add information to the poster during the poster session.

ED P. Hutton requests any SC members to please send suggestions for his speech content to his email and he can also forward any topical suggestions to Francis Chung as well.

The objective of the panel is intended to be more of a look forward. More of the focus of the panel discussion is to motivate around the question of where our organization is headed whereas the content of the previous two talks are geared towards the CWEMF history. The panel will speak to where CWEMF is going next. Based on the questions, the panel members would provide their perspective. The concept is not that the panel would provide one or more presentations, rather more of an engagement between the panel members and the audience through questions along with some pre-developed questions to start the discussion. One suggestion was to add some more diversity with respect to the organizational representation of panel members. Another SC member suggested that Convener J. Jankowski be added as an alternate to the panel. Y. Sun recommends basing some of the questions for the panel upon the strategic planning effort. B. Bray builds on these ideas remarking that J. Jankowski is a part of the Strategic Plan retreat and would be well suited to speak to the effort as part of his panel contribution and suggests opening the panel seat up to the volunteers for the strategic plan subcommittee to help fill any open seats.

N. Osario recommends a question to the panel asking what motivated them to get involved and volunteer to be involved with CWEMF.

P. Hutton and K. Heidel thank the SC for the constructive input.

- Keynote Speaker – J. Lund

N. Osorio reports that J. Lund accepted the offer to be the keynote speaker.

- Presentation Guidelines (N. Johns) [*see report out above*]
- Awards Subcommittee (N. Johns)

ED P. Hutton, for T. Kadir, reports that there is a submission for the Hugo B. Fisher award for the Awards Subcommittee to consider. There was an inquiry regarding how to submit a proposal. The deadline for proposals is held firm as Friday November 25, 2023.

ED P Hutton reminds the SC to consider submissions for distinguished life member nominations in the upcoming January SC meeting.

V. Bedekar, a member of the GRA (Groundwater Resources Association) adds something to consider for the future. One thing he has noted that works well at their meeting is that GRA offers 5-minute snap talks dedicated to students. The best speaker from the snap talks is given a speaker slot in one of the GRA talks the following year. He is thinking of ideas along for how to get young people more involved. Maybe an award for best talk or best poster specific for students as a way to motivate early career modelers and get them involved in CWEMF.

- Meeting Theme (R. Satkowski)

R. Satkowski presents five theme ideas as follows.

1. 30 Years of Promoting Excellence and Consensus in Water and Environmental Modeling (*similar to 2004 Theme*)
2. California Water and Environmental Modeling Forum: 30 Years of Supporting the California Water Community (*also similar to 2014 theme*)
3. Learning from the Past 30 Years to Prepare for the Future
4. Looking to the Past to Guide Our Future
5. California Water and Environmental Modeling Forum: 30 Years and Counting

Members discuss the proposals¹. Y. Shin proposes a variation on the 5th proposal, theme would be “Next 30 Years” to sharpen the tag line. K. Heidel² proposes a variant to the 4th item; CWEMF at 30 Years: Looking to the Past to Guide our Future.”

R. Satkowski recaps the feedback, to move away from the first and second proposals for something more like the later couple of proposals with an acknowledgement of the 30-year anniversary with a little touch of modeling jargon. A final decision was tabled; there was no further discussion.

- Sponsors (Hutton): Attachment 3-3

ED P. Hutton refers to Attachment 3-3 and reports that he can initiate contact with potential AM sponsors with the information regarding the different sponsorship commitment levels. ED P. Hutton reviews the contact list corresponding to the different firms. N. Osorio volunteers to provide contact info for HDR and R. Graziano volunteers to provide contact information for INTERA to see if these firms would also be interested in the AM sponsorship opportunity. Sponsorships tend to be private organizations as funds are generally used to defray the cost of socials at the AM.

- Venue Update (Hutton)

Concerns were raised regarding the room reservation at the Cliff House for the Monday night business meeting conducted as part of the AM. ED P. Hutton contacted the Cliff House; they have agreed to allow our use of the bar area in the restaurant that is a larger room with no change in the terms of our arrangement with them.

4. Proposed Strategic Plan Retreat (Hutton)

ED P. Hutton reports on Strategic Plan Subcommittee deliberations. He presents a proposed agenda (Attachment 3-2). ED P. Hutton has located a good, functional location for the retreat and will seek the SC approval of the proposal. ED P. Hutton reviews the list of Subcommittee members and reports that S. Chowdhury agreed to serve as chair. ED P.

¹ J. Medellin-Azuara via chat suggests, "Recalibrating for the future!". J. DeGeorge via chat suggests, "Making a quantitative difference for 30 years and counting!"

² K. Heidel via chat, " Variation on 4. CWEMF at 30 Years: Looking to the Past to Guide Our Future."

Hutton provides an overview of the agenda and the plan for not only updating the CWEMF Strategic Plan, but developing and implementing a process for revisiting and revising a companion Action Plan regularly such as on an annual basis. The Strategic Plan document would not be expected to change frequently; however, the Action Plan would be more of a living document that is updated year-to-year laying out actions aligned with strategic goals.

ED P. Hutton envisions that the retreat will allow for a focused effort resulting in drafts that will be reviewed and approved by the CWEMF SC. The Strategic Plan retreat is tentatively planned for January 12 to 13, 2024. He envisions providing an update on the retreat at the January SC meeting with the report drafts available by the March SC meeting. Based on the comments and content of the draft at that time, the SC will need to perform an assessment of how much additional resources, if any, may be needed to produce the final draft.

Vice Convener V. Bedekar comments that the timing may work out to seek some input from the membership during the AM given that there will be an effort not only to look back but also to look ahead as we celebrate the 30 years since our founding in 1994.

A. Khan comments that in his experience with the Department of Water Resources (DWR), strategic planning actions are something that are revisited and continue to be worked on over time. His recollection is that DWR staff intend to revisit and update the plan on a two-year cycle. A. Khan adds that an action plan that is properly aligned with the goals and strategies is effective although he argues that it may also be worthwhile to develop performance standards that allow progress to be measured against the stated goals and objectives.

- Draft Agenda / Venue – Attachment 4-1

ED P. Hutton solicits input from the SC on any topics or any guidance to the Strategic Plan Subcommittee regarding the Strategic Plan, the Action Plan, or the proposed agenda. R. Graziano suggests that she would like to see a mentoring program added as part of an action plan. A. Khan provides additional perspective that it is also important to highlight the role of modeling informing policy and decision making at the state and federal level. This is so people outside CWEMF can then see why CWEMF is important and critical for California.

B. Geske comments that the integrated modeling framework strategy will be in a form that can be shared with the SC. There may be some overlap in terms of actions or initiatives. The timing seems right to have a meeting with SC and DSP to review the integrated modeling framework strategy before the CWEMF Strategic Plan retreat. Looking for areas of overlap or synergy would be good. B. Geske will work with ED P. Hutton to send the paper out and schedule some time with the folks that show interest. The DSP has a natural nexus with CWEMF because of similar mission and given the DSP has some funding to pursue some initiatives. The goal is to develop a plan with a lot more specificity. Dr. Laurel Larsen presented some of the details of their plans at a recent Delta Plan Interagency Implementation Committee (DPIIC) meeting. There are a lot of suggestions for agencies and institutions including how CWEMF can get

involved. That being said, B. Geske as both a representative of the Delta Science Program and as a member of the CWEMF Steering Committee, is sensitive not to make any commitments without the subject being discussed at the CWEMF Steering Committee first. The timing is great that both the Delta Science Program and representatives from the CWEMF Steering Committee are both pursuing strategic action planning initiatives. It would be great to meet and discuss how we could work together where there may be areas of mutual interest. After additional discussion it was recommended that there be a separate meeting between the organizations where the topic could be integrated with other topics of the Strategic Plan retreat. ED P. Hutton asks that the information as with any other recommended topics from the Steering Committee members be sent to him for integrating into for the retreat planning.

A. Khan adds one last topic for consideration. One topic that continues to be an ongoing area for focus and improvement is effective and concise communication of technical information. There is often severe limitations on time or the page limit placed on communicating very complex modeling and technical analyses. It is a topic they continue to struggle with at DWR and is an area that CWEMF could consider as part of the Strategic Planning and Action Plan effort. Y. Sun agrees that this is absolutely necessary and important. ED P. Hutton affirms that education is one of CWEMF's main goals. There was some additional discussion exploring the topic of effective and efficient communication of technical information to different target audiences and how this could be aided through coaching or workshops.

ED P. Hutton thanks them for their input and asks the SC to send any additional comments or input to him via email and requests that everyone to read/review the Strategic Plan before the retreat³.

ED P. Hutton will resend the Strategic Plan document and any associated action plan document(s) to the CWEMF SC. (ACTION ITEM) ED P. Hutton requests that SC members review the documents and send in their feedback in advance for incorporating into the planning for the retreat and that would more likely lead to a successful outcome ahead of the March SC meeting. (ACTION ITEM) ED P. Hutton suggests members of the Steering Committee spending at least an hour, to think about any action items that should be taken up, and send them to ED. P. Hutton by January 5, 2024 to compile and provide the information to the Strategic Plan Subcommittee before the retreat.

- Cost Estimate – Attachment 4-2

ED P. Hutton reports that he has developed a cost estimate for the retreat (Attachment 4-2). He has located a hotel in Petaluma with a conference room to conduct the retreat. The cost estimate includes the room and board for the seven individuals and would

³ ED P. Hutton adds that he has sent out copies of the last CWEMF Strategic Plan to the members of the Strategic Plan Subcommittee. Secretary B. Bray adds that the Strategic Plan was also included as part of the 2015 Annual Meeting program.

cover the meals during the retreat as well as mileage to reimburse travel to the hotel. ED P Hutton included a contingency for uncertainty on the final costs with a final total estimated cost of \$7,200. ED P. Hutton adds that he checked with Asilomar as a possible retreat location but found it difficult to get information and develop a good estimate that could justify the additional travel expense.

B. Bray moves to approve the budget estimate of \$7,200 to conduct the Strategic Plan retreat, seconded by A. Khan, motion carries with 0 opposed, 1 abstention, and 21 in favor (21-1-0)⁴.

S. Tanaka seeks to clarify whether an addendum to the CWEMF Executive Director contract agreement is needed to cover his participation in the retreat. ED P. Hutton responds that he believes the current contract should be adequate and does not believe an addendum is, therefore, necessary at this time.

5. LUNCH [30 minute break]

6. ANNUAL MEETING VIDEOS: RESOURCE NEEDS (K. NAM)

K. Nam begins with a recap on the issue regarding volunteer resources for conducting the video editing task. The SC generally was in favor of continuing with the slide video with audio recordings, the question is how to proceed with the video editing project. One thought for reducing the required volunteer labor was to edit or break down the long video into larger pieces such as the sessions rather than ask volunteers to edit the longer recordings down to individual talks where there are three or four talks per session. The SC discussed confirming more volunteers and their time commitment will be needed to complete the project.

Vice Convener V. Bedekar asks whether we receive information such as the number of views on the videos posted. K. Nam responds that there are only tens of views because these are not generally publicly available videos, just for CWEMF members. Since the number of views is a small number, then V. Bedekar argues a minimum level of effort is best to complete the task.

⁴ B. Bray reads a proxy comment for November 17, 2023 CWEMF Steering Committee Meeting sent by Tad. Slawecki to ED P. Hutton and Secretary B. Bray:

"I will not be able to attend today's meeting.

I have two requests, both related to the retreat:

- 1) If any action is needed with respect to the retreat, I would like my vote to be cast in support of holding the retreat. Ben has my authorization/proxy for this.
- 2) I'd like to hear the results of any discussion about retreat goals and agenda, and would appreciate the potential opportunity to provide input to the retreat convener between now and (e.g.) the end of December. Use of the convener or other POC is not intended to cut out the other attendees, and is instead for simpler communications. A general discussion through e-mail with all of the steering committee would work too.

This assumes that I'd even have anything to say. I think the main thing on my mind is the importance of a strategic plan to future budgets, so perhaps the importance (at least to me) of this linkage could be mentioned during today's discussion, if any.

Thanks and Merry Weekend, Tad." -sent via email November 17, 9:20am.

ED P. Hutton wonders if the videos were posted more timely after the AM, would there be more views?

K. Nam suggests potentially hiring a consultant to perform the work. Hardware and software issues would need to be worked through with volunteers. Providing hardware and/or software for volunteers could be costly as well. K. Nam would prefer a better commitment from volunteers, and to have more volunteers with some instructions.

V. Bedekar goes back to his question asking a follow-up, has anyone received inquiries about seeing the videos? ED. P. Hutton responds that there were not many inquiries for this past year in 2023, but there were several inquiries the year before. ED P. Hutton wonders whether we need to get some more specifics; what is the specific resource needs in terms of level of effort to accomplish the goal of turning around the videos in three months. How many hours of work and what are the key tasks in terms of level of effort? ED P. Hutton clarifies that we need something in writing.

K. Nam responds that he could develop something and elaborates that it would take three or four hours per session to edit and upload assuming one has good software and hardware. The total number of hours would be at least 60 hours for 30 sessions. Vice Convener V. Bedekar agrees putting down the resource estimate would be something good for the future. Is there a change in procedure during the meeting that would reduce the resource needs for the editing? K. Nam would not recommend a change to the recording procedure during the meeting that would add any additional complications to running a session.

ED P. Hutton asks whether a 60 hour commitment is a reasonable ask for volunteers? If we wanted to keep volunteers to an eight hour commitment, that would require about 8 volunteers, or 16 volunteers to do 4 hour blocks and wonders if this is reasonable? If we want to save time and turn around the videos quickly, the workload would need to be reduced, either by reducing the number of videos or somehow reducing the time required to edit each video. Hiring a consultant at \$60 an hour for 60 hours would cost about \$3,600.

Clearly the task is a considerable effort and K. Nam is appreciated for his significant effort in getting the 2023 AM files edited and posted. This is a big volunteer effort and could significantly tax the time members are willing to contribute. There was general agreement that it would be good to reduce the volunteer time commitment to the extent possible. Perhaps if the videos are edited down to sessions rather than talks, it could reduce the level of effort. There are still a number of talks that do not give permission to post, and they would still need to be edited out, however, there could still be a reduction in volunteer effort thinking through the editing procedure.

The use of members that volunteer to help is good in theory, but has been very difficult in practice. CWEMF has asked for volunteer assistance every year since the recordings have started, and we have had difficulty securing volunteer commitments. B. Bray suggests incentivizing volunteers somehow as part of the call for assistance this year.

K. Nam agrees to a plan to use volunteers for the 2024 AM. K. Nam has elevated the issue to the SC. He is hopeful there will be more volunteers. K. Nam is open to developing a training video that can help show the procedure for the video editing work that can help facilitate the use of volunteers for this effort. This topic tabled to be added to the May SC Agenda for reconsideration.

INFORMATION ITEMS

7. STUDENT/SCHOLAR FELLOWSHIP PROPOSAL (J. MEDELLIN-AZUARA)

J. Medellin-Azuara reports that the SAC Subcommittee was unable to develop a proposal for the SC consideration at this time. Student award proposals were tabled.

8. BRANDING SUBCOMMITTEE (A. KHAN)

A. Khan reports that the Branding Subcommittee has been re-launched. Subcommittee members and their consultant Paul Vega have been in communication to reform and move forward with the branding effort. A. Khan is planning for the next series of Branding Subcommittee meetings. A. Khan also plans to invite K. Nam to participate in Branding Subcommittee meetings as needed to coordinate updates to the CWEMF website.

9. HISTORY SUBCOMMITTEE (R. SATKOWSKI)

R. Satkowski reports that the History Subcommittee has met twice since the September SC meeting. The Subcommittee's goal is to gather and develop information related to the CWEMF organization's history that can be incorporated into the 2024 AM content. The History Subcommittee is planning for a one-to-two page summary of CWEMF history that could be included in the AM packet. The History Subcommittee intends to include key accomplishments and timelines as part of the information effort. The History Subcommittee also discussed including a timeline for CWEMF with key California water events overlaid on the timeline to show interactions. The Subcommittee is also looking to develop a presentation of some photos from past CWEMF meetings and workshops over the years that can be shown at the poster session and possibly at the CWEMF business meeting as well.

The Subcommittee members are gathering historical documents and will talk to some of the so-called "CWEMF old timers." B. Bray adds that members are welcome to send in their photos or any historical documents for the slide show to R. Satkowski or to B. Bray so they can be included in the slide show. B. Bray to work with ED P. Hutton to send out an email to the membership to solicit content for the slide show and follow-up with a few targeted emails to some members to cover key events or periods that span the past 30 years of the organizational history. (ACTION ITEM)

V. Bedekar adds that he personally enjoys screen captures of past AM booklets or historical documents included such as past peer reviews or work products from CWEMF. V. Bedekar inquires whether the end goal is content for the AM or could it be used to populate a some content on the CWEMF website? B. Bray responds that some of the photos are already posted in the members only section on the website. The presentation slide show could be

posted also and made available. R. Satkowski responds that the one-to-two page executive summary of the organization's history could be integrated with the website under the "About" category. V. Bedekar believes doing so would add a lot of informational value to the website.

10. WEBSITE UPDATE (K. NAM)

K. Nam reports that the Website Subcommittee has not met since the September SC. K. Nam met with A. Khan to discuss how to arrange the website renovation and update following the new logo and branding effort. They plan to work together with the consultant (Paul Vega, Greenhouse) to proceed with updating the website.

K. Nam reports there was a technical issue that the webmaster was dealing with regarding the website. He is not sure of the status, whether the issue has been fully resolved, however, the webmaster may need to update the Wordpress software version, which is the software the webmaster uses to build and develop the CWEMF website.

K. Nam also reports that he was able to secure a non-profit Google workspace account. K. Nam has created a few affiliated accounts for officers to use. He hopes it will be useful to collaborate on and/or archive important documents and emails. He reports that the email migration over to the Gmail account has been completed.

B. Bray reported that he closed out the cwemf.secretary account he had set up and moved his archive and email account over to the Google workspace affiliated account (secretary@cwemf.org). A separate folder under the account has also been set up to compile archival photos and other information as part of the CWEMF History Subcommittee efforts.

K. Nam closes stating if any member needs a cwemf.org affiliated account to request one and he can set it up.

V. Bedekar comments that the main page of website has the 2024 AM announcement and asks when the website registration and information gets posted ahead of the AM? K. Nam will work with the webmaster and the CWEMF executive Director to update the 2024 CWEMF AM information on the cwemf.org website. (ACTION ITEM)

11. MODEL USER'S GROUP MEETING (K. NAM)

K. Nam reports that the Delta Model Users Group (DMUG) met online on November 9, 2023. The user group meeting was well attended with thirty to forty individuals.

12. DSC INTEGRATED MODELING FRAMEWORK UPDATE (B. GESKE)

[no additional discussion; report was covered under previous agenda item 4]

13 WORKSHOPS (T. Kadir)

K. Nam reports that DWR held a half-day DSM2 workshop November 9, 2023. This workshop was not held or organized in partnership with CWEMF. DWR modeling staff have found that users prefer shorter discrete trainings over longer multi-day trainings that are more broadly focused. DWR's Bay-Delta modeling section is planning to continue to conduct shorter half-day workshops and do not anticipate offering longer format workshops.

ED P. Hutton for T. Kadir refers to Attachment 13-1 and there is not any updated information regarding CWEMF workshops to report out.

14. OTHER BUSINESS (ALL)

One member asks whether there is an updated meeting invite for the 2024 CWEMF Steering Committee meetings? ED P. Hutton responds that he will send out all the 2024 CWEMF SC meeting invites before January, 2024. (ACTION ITEM)

15. NEXT STEERING COMMITTEE MEETING

Vice Convener V. Bedekar thanks all of those that have attended and contributed to the meeting. The next CWEMF Steering Committee meeting is set for January 19, 2024.

12. ADJOURN – 1:48 pm

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Vivek Bedekar	Vice Convener	S.S. Papadopoulos & Assoc.
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Ben Bray	Secretary	EBMUD
Abdul Khan		DWR
Ben Geske		DSP
John DeGeorge		RMA
Jon Traum		USGS
Josue Medellin-Azuara		UC Merced
Katherine Heidel		Tetra Tech
Kijin Nam		DWR
Nicky Sandhu		DWR
Nicole Osorio		DWR
Om Prakash		DWR
Regina Graziano		SWRCB
Rich Satkowski		Public Member
Shyamal Chowdhury		US Army Corps of Engineers
Yung-Hsin Sun		Sunzi Consulting

Proxies: K. Heidel is designated as proxy for A. Huber and N. Johns. K. Nam is designated as proxy for T. Kadir. R. Satkowski is designated as proxy for M. Deas.

B. Bray is designated proxy for T. Slawecki for the vote regarding the Strategic Plan retreat. B. Bray is designated as proxy for R. Satkowski at 12:30 p.m. for the remainder of the meeting.