



**Bi- Monthly SG Extension Assembly Executive Committee
Conference Call Meeting Minutes
August 13, 2015 3:00 pm. (EDT) 1½ Hr.**

- Roll Call:
 - Present: Katherine Bunting-Howarth, Marty Main, Jesse Schomberg, Nancy Balcom, Michael Liffmann, Cindy Knapman, and Darren Okimoto.
 - Not available: Tom Murray.
- Treasurer's Report: Balance as of 8/13/15 is \$5,798.43.
- Minutes of June 11th. Meeting-have been reviewed by all and posted on Assembly website at <http://seagrant.oregonstate.edu/assembly> .
- NSGO update (Liffmann):
 - Mike offered a compliment to the Assembly on a great job on the wonderful email exchange on extension reporting and evaluation initiated by Josh Gunn. The comments were insightful and there was great interest and participation from Assembly members. He asked to keep the constructive comments coming and assured the Program Leaders that this information will be shared up the chain.
 - Negotiations with Oregon Sea Grant and Mike's tentative successor, Dr. Sam Chan of Oregon Sea Grant, are ongoing. The NSGO hopes to get Sam to the NSGO under an Intergovernmental Personnel Act (IPA) appointment that would have a duration of up to 18-24 months. Targeting an October 1, 2015 start date to allow for overlap with Mike.
 - The second half of 2015 Sea Grant Academy will take place in October in Newport, Oregon. If funds are available, Kola has agreed to continue funding support for a 2017 Sea Grant Academy 6.
 - Projects that Mike is working on: Sea Grant Extension-NOAA liaison positions at OAR and other labs. There is a liaison at the NOAA Great Lakes Environmental Research Laboratory (GLERL) in Ann Arbor that works with MI Sea Grant; Pamela Fletcher at the Atlantic Oceanographic & Meteorological Laboratory (AOML) in Miami coordinates with Marty Main; Jack Thigpen has worked with the National Severe Storms Lab in Norman, Oklahoma; and we have two liaisons at the Pacific Marine Environmental Laboratory in Seattle that work with WA Sea Grant. Too, we have individuals in the Sea Grant Network associated with the NOAA Sentinel Site Program that we fund jointly with NOAA/NOS. We've had these liaison positions since 2001 but not reviewed since its inception. Kola charged Dale Baker of the National Sea Grant Advisory Board to work with Mike and Knauss Fellow Helen Cheng and interview these individuals in order to assess the success of this effort. Hope to have preliminary data by the Fall SGA meeting in Honolulu and the full report by the Assembly meeting in Mystic.
 - Mike has a list of funded projects for the aquaculture extension and special projects calls and is happy to discuss if anyone is interested. Please contact him.



- Wick Award Competition Update (Main/Schomberg):
 - The external reviews are in. The administration award decision was unanimous. It was closer for programming award which had three nominations. The other two candidates may be considered as candidates for the Assembly Chair Award by Tom Murray.
- Bi-Annual Assembly/Communicators Conference Update (Balcom/Knapman)
 - Nancy: Conference website is up at <http://assembly.seagrant.uconn.edu/>. Most everything is set for the meeting agenda. We can pull in the extension reporting discussion that Mike mentioned earlier during the Assembly business meeting or put it somewhere in the meeting agenda. On one afternoon Peg Van Patten and Liz Rohring will conduct a crisis response and lessons learned session; they will also do a simulation that involves a discussion on where Sea Grant fits in in a crisis response. Field trips are set up and there is a lot of time for networking.
 - Cindy: met with the Communicators subcommittee about their meeting agenda and sent it out to the larger Communicators network for feedback. She shared the following about their agenda:
 - 1) They will ask Cyndi Murray and Joyce Winn from the National Sea Grant Library to give an update on the library, its value to the network, and also perhaps discuss streamlining the transmittal process.
 - 2) Have several concurrent training sessions:
 - Professional development sessions on topics such as: a) video production, b) digital advertising, c) search engine optimization, d) translation, e) social media (and evaluation), f) infographics, and g) science writing.
 - 3) Session for new communication leaders and lessons learned
 - 4) E-newsletters
 - 5) The changing role of communications in the network
- Other Discussions?
 - Chair's Award: Darren suggested that Tom may consider giving out this award to recognize those individuals who have assisted/served the Assembly. Pat Kight who maintains our Assembly website could be a possible awardee to consider. Darren will also follow up with Dave Hansen on an appropriate gift for Pat. The two other Wick award nominees on the programmatic side may also be considered.
 - NAC update on the Sea Grant Association briefing book: Nancy remarked that a range of information was submitted from each of the networks for the Sea Grant Association briefing book. It's a long document (over 50 pages). She conducted a survey to find out what folks read or didn't read in the briefing book. She found that people were just checking on information that their folks submitted for their program but didn't read the information from other programs. Nancy is thinking of changing the briefing book submission process by having each network chair report out on work done network wide, not from individual programs. The idea is to cut down on amount of work on generating information that is not really being used and streamlining the process. Any feedback to her from the network is appreciated. The deadline for briefing book for the Fall Sea Grant Association meeting is the end of September/October. Kathy remarked that if no one is reading it then it's not worth the time to put this document together. Kathy asked Nancy to forward the email titled "[ASGEPL:340] NAC / Network updates submitted



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for SGA Briefing Book - feedback on revised format requested” to the Assembly network for feedback.

-Jesse term as the Assembly At-large member ends on December 15, 2015. We need to recruit a couple of candidates from the Assembly network to fill this position. The nominating committee consists of Jesse Schomberg (Chair), Marty Main and Darren Okimoto. They will reach out to potential nominees and shoot for a November election. Kathy will inform Tom of this.

-Extension Disaster Education Network (EDEN) network update: Kathy was asked to do a presentation for the EDEN network and asked Josh Brown of the National Sea Grant Office if Knauss fellow, Helen Cheng, could put together a Power Point presentation on the National Sea Grant resilience toolkit. Helen will co-present this information with Kathy next week. She did not get someone from the Sea Grant network to attend EDEN strategic planning meeting. Kathy wants feedback on how to recruit someone from Assembly to serve on this. Darren suggested bringing this up at the Mystic meeting and also educate the Assembly on EDEN. Kathy will follow up with Jack Thigpen and Mike Liffmann about getting more information about EDEN.

- Next Ex Comm conference call is Thursday October 8, 2015, at 3 pm EST. Kathy and Nancy are not available.