

Rargom Board Meeting
University of New Hampshire
8 March, 2004

Minutes

In attendance

Ivar Babb, Kevin Friedland, David Keeley, Jerry Pesch, Jeffrey Runge, Bruce Tripp, Gordon Wallace

1. The meeting started with a presentation of relevant news from research institutions around the table.

2. Finances

Gordon Wallace presented the statement of income and expenses for 2003. A total of \$20,852.50 (including conversion from Canadian funds) in dues was received, with another \$2,000 expected from NOAA and a reprocessing of a \$500 check from the Maine State Planning Office. Carryover from 2002 is \$12,483.93. Expenses to date are \$3,715 with an additional \$7,000 to be paid out for allocations to the chair and vice chair and approx. \$800 for outstanding theme session expenses.

Total cost of the August 12 theme session at UNH is estimated at \$2,300. The registration fee of \$25.00 took in \$470. Expenses included dining hall services, parking and room charges. Travel expenses of the St. Andrews representative were covered. The UNH COOA program picked up the cost of time for an assistant, estimated as \$1000, to help with meeting preparations, so the actual cost to RARGOM was \$1,281.37, approx. \$2000 less than budgeted for the meeting expenses (including travel for Canadian and other distant member participants). The second theme session planned for 2003 (integrative modelling) will take place in June, 2004, using carryover from the 2003 allocation.

Other savings in 2003 were the unexpended allocation for office supplies and support staff. These expenses were not incurred during the transition of the RARGOM office from Dartmouth to its new location at UMass Boston. Gordon expects to hire staff assistance and incur office expenses in 2004. Gordon will prepare a statement of responsibilities and tasks for the position of staff assistant.

The balance for the year, taking into account the above mentioned expenses and the 2003 dues expected from NOAA, is \$23, 821.43. It is expected that a portion of the extra carryover from 2003 will be taken up by financing of 3 theme sessions planned for 2004.

The budget for 2004 was approved and remains the same as for 2003:

2004 Budget

Personnel

Chair	\$ 6,000
Vice-Chair	\$ 1,000
Staff	\$ 6,000
Office Supplies	\$ 3,000
Web Site development	\$ 3,000
Travel and Meeting Support	\$ 7,000
Total	\$26,000

Jeffrey Runge will prepare a statement and work plan for submission with the annual invoices. It should be noted that 2003 was a transition year, moving the office from Dartmouth to UMassBoston and implementing the revised model for RARGOM operations, and this is much of the reason for the carryover. Given the potential for expenses related to a more complete and information rich website (including an investigator database), additional theme sessions and hiring of the staff assistant, it is prudent to wait until RARGOM adjusts before considering whether a downward revision in the dues structure is warranted in future years.

3. Theme sessions

Three theme sessions are planned for 2004:

A. Thematic Workshop on Integrative Modelling in the Gulf of Maine

A prospectus for the workshop was circulated. Venue is the new building at UMass Boston. The date was set as June 30, 2004. Gordon Wallace is principal organizer. The Steering Committee will consist of Jeffrey Runge and 1-2 others (to be named- Jerry Pesch is investigating possibilities). Because of the large response expected for the meeting, the structure will be short oral presentations and posters, with a plenary session at the end of the day. A social hour or two will be hosted after the meeting. The first announcement for the meeting should be made before the end of March.

B. Theme session of Habitat Restoration.

This was presented by David Keeley. Date of the workshop will be early fall. The Gulf of Maine Council has allocated funds for support of the workshop. RARGOM has agreed to contribute \$1,500, which can be used to support travel expenses of representatives from distant member institutions (rule of thumb is >150 miles from meeting location). David Keeley will oversee submission of prospectus by end of April.

C. Theme session on Management Priorities for Marine Conservation in the Gulf of Maine.

The exact title of the session is to be determined. This was also presented by David Keeley. Time of the session is set for November (preferably earlier rather than later).

Prospectus will be presented and steering committee established at the next board meeting in June. Bruce Tripp will represent RARGOM on the steering committee.

Jeffrey Runge and Bruce Tripp will review and, if necessary, revise the planning guidelines for theme session preparation, based on experiences from the first theme session last August. Board members should review the guidelines posted on the website and comment if they wish. Although each theme session will have its own particular flavor and structure, it is important to have a record of the theme session on the website. A record of the first theme session for the website is forthcoming. A registration fee on the order of \$25 was found acceptable. A follow up report on the theme session should be made by the session organizer at the subsequent RARGOM board meeting.

4. Web page

The RARGOM web page needs to be current, easy to use and visually pleasing. Maintaining it has two parts: 1) routine updating to insure announcements, links and site materials are current and 2) structural revisions and upgrades. It is expected that one of the roles of the part-time staff at the RARGOM office will be routine updating. Gordon Wallace, Bruce Tripp and Jeffrey Runge will examine the options for structural maintenance and will report back at the next board meeting. Bruce Tripp, with Dave Remsen, are authorized to continue maintaining the web page within the 2004 budget allocation.

5. Database of Gulf of Maine Researchers

RARGOM has been approached by several organizations, including the Northeast Consortium and Sea Grant, to maintain a database of Gulf of Maine researchers. The database could include contact information, key words or sentences indicating research expertise and a link to the researcher's web page. In this way, the RARGOM website could serve as "one-stop shopping" for Gulf of Maine experts that could be more efficient than a straight GOOGLE search. The database could be searchable by topic as well as by name. One of the tasks of the office staff could be to send out reminders or assist in maintaining the database. RARGOM already has a template to include this information on its web site. Ivar Babb described UConn's experience in developing this type of database; they may have templates that could be useful in the development of a RARGOM database. It was also suggested that RARGOM contact Paul Boudreau at DFO in Dartmouth NS. Bruce Tripp and Jeffrey Runge have an interest in developing a RARGOM database. In consultation with Peter Taylor, who has been working with the Gulf of Maine Council, they will explore possibilities and sources of support for RARGOM to take on this function.

6. Review of Gulf of Maine Report

Jerry Pesch reported that the report is on a tight publication schedule. He requested that reviews be done during the month of May to allow a chance for subsequent revision. J.Runge will coordinate arrangements to have two reviewers from the RARGOM

membership for each of the three main chapters. The reviews will be sent back to the chair and then forwarded, with perhaps some general overview comments, to Jerry. RARGOM can be recognized in the acknowledgments for its contribution to the review of the report.

7. Sea Grant Memo

RARGOM received a memorandum (attached) from Ann Bucklin, NH Sea Grant Director, asking for the organization's interest and capacity for partnering with the Northeast Sea Grant programs (New York to Maine) to help evaluate the costs and benefits of regional coordination of Sea Grant research activities. The board was enthusiastic in its positive response. Jeffrey Runge will write a letter to Ann Bucklin stating RARGOM's interest in becoming involved in the evaluation of regionalization of Sea Grant research activities. The letter should include question regarding the nature of RARGOM's participation in this effort.

8. Gulf of Maine Science Council

Jeffrey Runge reported on a conversation with Les Kaufmann (BU) regarding the need for a scientific panel of Gulf of Maine experts who could provide objective advice (including identification and reference to sources of expertise) on questions brought before it by agencies, the fishing industry, public interest groups, etc. RARGOM would be the logical organization to sponsor and administer such a Council. David Keeley has indicated that there are a number of interesting efforts around the country that seek to close the science to management gap, including the California Ocean Resources Trust and the Georgia Coastal Research Council. It was noted that the latter is funded by the state, Georgia Sea Grant and NSF through the LTER program. The possibility that a Gulf of Maine Science Council could be funded through several sources was discussed. It was agreed to bring this up again at the next meeting.

The next board meeting was set to take place on Monday, June 7, 2004.

The meeting adjourned at 15:00.

Summary of actions

- Statement and work plan for submission with the annual invoices: **Jeffrey Runge**
- Statement of responsibilities and tasks for the position of staff assistant: **Gordon Wallace**
- First announcement for the Interactive Modelling meeting: **Gordon Wallace/Jeffrey Runge**
- Nominations to the Interactive Modelling Theme session Steering Committee: **Jerry Pesch**
- Prospectus for Habitat Resoration Theme Session by end of April: **David Keeley**

- Theme session on Management Priorities for Marine Conservation in the Gulf of Maine and Steering Committee members for next board meeting: **David Keeley**
- Revision of guidelines for preparation of Theme Sessions: **Jeffrey Runge and Bruce Tripp.**
- Updating of web page: **Bruce Tripp**
- Options for structural maintenance of web page, for the next board meeting: Gordon Wallace, **Bruce Tripp and Jeffrey Runge**
- Possibilities and sources of support for RARGOM to develop database of Gulf of Maine researchers: **Bruce Tripp and Jeffrey Runge.**
- Reviewers for Gulf of Maine report: **Jeffrey Runge**
- Response to Sea Grant memo: **Jeffrey Runge**

Attachments

Sea Grant Memo