

**HMSC Management Committee Meeting  
Draft Minutes  
16 April, 2004**

Present: George Boehlert, Ken Hall, Rick Brown, Al Stoner, Gil Sylvia, Marion Mann, Walt Nelson, Mark Camara, Bob Dziak (for Bob Embley)

Not represented: ODF&W, Guin Library, OSU Ship Support, CIMRS, Sea Grant, USFWS.

**Past Meeting Action Items**

1. Randy Walker to get bids on the security gates for HMSC so the funds can be encumbered and procurement initiated.
  - Thanks to funding from USFWS, the gate has been installed and is active. Plans for a 2<sup>nd</sup> gate near the Barry Fisher Building were discussed and there was general support to provide better security at HMSC.
2. Finalize and communicate plans for the HMSC Distinguished Lecturer series.
  - The mechanism of funding the distinguished lecturers discussed at the previous meeting was agreed to by 11 of 12 groups on the HMSC Campus, with ODFW not participating. A committee has been formed, with Bob Dziak as chair, to develop “nomination” approaches and to solicit speakers and develop an agenda.
3. Tom Hurst to develop a new committee-based approach to developing the HMSC regular seminar series starting in Fall 2004.
  - Tom is moving forward with this and a committee should be formed this summer. There was a misunderstanding in scheduling responsibility for the spring seminar series, and thanks are due those who helped get speakers in place.
4. Ken Hall to convene the SeaFest committee meeting in early January to get the process moving for the upcoming SeaFest.
  - Done. Seafest underway, lot of planning and committee work going on.

**Previous action items**

- (1/30/03) Security issue: HMSC Director’s office to develop an alert system for cross campus communications regarding security issues, including: a) Phone tree listing for high priority/emergency issues; and b) Email list for informational items (thefts, etc).
- Done. Handout of list for all. The contact list is appended to these minutes, and it was suggested that the contact information be put on the web page.

**New Business**

Press coverage for HMSC activities (Ken Hall)

- Public relations and press coverage were discussed. Sea Grant will continue handling VC items and events geared towards general public and K-12. Other activities, events or anything else newsworthy should go to Ken Hall. These may include short pieces on new grant or research projects, significant results and publications, etc. The News

Times is great for publishing small articles, and the HMSC should be more evident in that news outlet. Ken will seek out interesting HMSC stories, and categorize them regarding public interest e.g. national, regional or local.

#### HMSC in the Community

#### Discussion

- Community awareness. HMSC is considered the best kept secret in Newport and surrounding areas. Public awareness pertains mostly to the Visitor Center and exhibits there. Ideas on how to communicate research, HMSC activities and events better, are being solicited. The community needs to become aware of more of HMSC's programs, groups and entities conducting major research at the facility.
- A discussion ensued on better identifying HMSC employees and their contributions to the community; getting information on volunteerism. Further discussion suggested establishing a list of HMSC individuals (employees and family members) already involved in community programs. School tutors, board members of non-profits and other community activities are of interest. The consensus was that we should request this information so it can be summarized, without identifying individuals, to show the level of HMSC's community involvement.
- An idea was posed for development of a "speaker's bureau" from which individuals can be asked to communicate research or other, general topics. This would diversify the number and types of ways that HMSC interacts with the community and also provide outreach opportunities for more people at HMSC interested in doing so.
- Another possibility is a high visibility type fundraiser outside the HMSC compound for specific community projects, i.e., HMSC car wash for a school program. This may also generate greater community interest and awareness. All are encouraged to consider ideas. One example is developing HMSC-based teams for the American Cancer Society walk-a-thon that takes place in August.

#### SeaFest: Update

#### Ken Hall

- Sea Fest. The committee continues its work to plan and develop SeaFest. Changes in activity locations and improved signage are being planned, in an effort to improve the flow of people at the event. The Education wing will be used for kids' activities (fish prints, paper making, story time). Greater use of area outside will be made for community exhibitors under tents. The Barry Fisher Building will be "science central" - effort to provide greater cohesion in presentation of science and areas of research at HMSC. Other plans include music, kites, and an artisans market. Senator Hatfield will commence Sea Fest activities with opening remarks. There is still a need to fill at least two spots for lectures or talks.

#### Seawater consortium update

- A meeting was held earlier this day where a draft MOU for operations of the seawater system was discussed. New approaches to developing agreements to equilibrate costs based on water usage by individual user groups are underway.

### Common facilities issues

- New groundskeeper on board, 6 mo temp appointment. A more permanent solution to grounds and facilities maintenance is needed for erosion control and other needs.
- HMSC submitted a request of \$27.5M for capital construction projects to OSU. These include 2nd story for main building, pavement of all roads and parking lots, replacing and repairing the existing dock, expanding the dock for small boat operations by building a hoist and boathouse, and a new wing for K-12 education. These projects will probably not get funded in the near future, since HMSC had to get in line with many other requests. It is anticipated that some other partners at HMSC would share in selected costs.

### Public access/use of the HMSC facility

- Recent incidents of crab cooking and fires on HMSC's beach areas, and concerns about fireworks during 4th of July stimulated this discussion. We need a way to handle people, fireworks, security, etc. A draft policy to deal with the public without restricting or inhibiting legitimate uses may be considered. OSU legal counsel will be contacted to generate draft guidelines for public use as well as to address potential liability issues.
- New Gate closing hrs: 2100-0700 hrs & weekends. Gate code obtainable from Monita in the director's office or through key contacts in agencies/units. Further discussions about whether to install a second gate near the Barry Fisher building, or possibly at the Visitor Center entrance. Concerns were raised about overnight RV's in the VC public parking lot. Need to develop an actions protocol since signage is not effective, i.e. when and who needs to contact police department.

### Fiber Optic Cable Connectivity at HMSC

- HMSC is currently receiving its internet and phone service through traditional lines, and has service through several T-1 lines. Installation of fiber optics is an option to address current and future HMSC technology & communications connectivity. This requires increased bandwidth to meet all of the agencies needs, replacing the current T1 lines. There could be a large up front cost of up to \$50-90K, but will end up saving in the long term. A committee is being formed to assess needs and to recommend actions.

### **Other Matters Arising**

#### Meeting frequency

- The issue was raised as to whether quarterly meetings of this group are too frequent. There was discussion on whether the meetings were principally informational, and if so, perhaps face to face meetings could be less frequent and an email or newsletter approach be used. It was suggested that a query to committee members be sent out.

#### Driver training.

- A question was raised about the new policy for state (Oregon) vehicles, where individuals will not only have to take van safety test but also a general driver's safety test. Apparently this was an error.

## Action Items

1. Develop plans for a gate near the Barry Fisher Building
2. Phone tree for emergencies & e-mail list for other issues will be placed on web page.
3. Contact to be made to all HMSC groups to solicit information on where the HMSC employees and their families volunteer and provide community service.
4. Develop a possible HMSC “speakers’ bureau” where speakers on differing topics in marine science could be available for different groups in town to diversify the types of talks that community groups can get.
5. Send query to committee members to determine whether
  - i. Quarterly meetings of this committee is too frequent and
  - ii. What alternate ways of communicating would be useful

Attachment: Contact information for phone/email tree across HSMC Campus.

<b>Organization/Department</b>	<b>Contact person</b>	<b>email</b>	<b>fax number</b>	<b>phone number</b>
HMSC staff	Monita Cheever	<a href="mailto:HMSCdistribution@oregonstate.edu">HMSCdistribution@oregonstate.edu</a>		867-0212
USFWS	Pam Johnson	they do not have email at this time	(541) 867-4551	867-4550
NOAA-PMEL	Jessica Black	<a href="mailto:jessica.black@noaa.gov">jessica.black@noaa.gov</a>		867-0274
NOAA-NFSC	Rick Brown	<a href="mailto:rick.brown@noaa.gov">rick.brown@noaa.gov</a>		867-0502
NOAA – AFSC	Al Stoner	<a href="mailto:al.stoner@noaa.gov">al.stoner@noaa.gov</a>		867-0165
EPA	Jackie Treat	<a href="mailto:treat.jackie@epa.gov">treat.jackie@epa.gov</a>		867-5000
ODFW	Lori Parker	<a href="mailto:lori.parker@oregonstate.edu">lori.parker@oregonstate.edu</a>		867-0300 x 259
ODFW	Suzanne Lulay	<a href="mailto:odfw.mrp.os2@state.or.us">odfw.mrp.os2@state.or.us</a>		Lori's backup
ODFW	Lori Parker	<a href="mailto:Lori.A.Parker@DFW.STATE.OR.US">Lori.A.Parker@DFW.STATE.OR.US</a>		Lori's odfw email