**Breakout notes**

**Terms of Reference (ToR)**

24 July 2017 IMC Meeting

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Attendees: Don Henshaw, Stevan Earl, Jonathan Walsh, Eda Melendez, Renee Brown, Karen Baker

Note takers: Renee, Don

**Review of the current Terms of Reference**

* Introduction
  + Governance procedures have changed since ToR endorsed in 2011
  + ToR overview, purpose, IMC membership, voting, elections, working groups, meeting rotation are still fairly consistent
  + IMExec membership, Network roles, and budget and expenses have changed
* Recommendations
  + Revise ToR for broader IMC discussion and adoption
  + Rename document from “Terms of Reference” to “Bylaws”
  + Remove all references to NISAC as that committee has been dissolved

**IMExec membership**

* Membership listed in current ToR
  + Shows 5 IMExec members plus 2 co-chairs, all with 3 year terms
    - Co-chairs are non-voting members of the Science Council – see LTER bylaws: <http://intranet2.lternet.edu/documents/lter-network-bylaws-2017-revisions>
  + Includes ex-officio members: the IM Exec Board representative (if not already a member), LNO Chief Information Officer (i.e., formerly James Brunt), and the LNO Information Manager (i.e., formerly Yang Xia)
  + Includes NISAC rep at meetings when discussion warrants
* Discussion
  + Steven and Jonathan (recent IMExec members) think 5 members works well as it is harder to coordinate 7 people
  + Three year terms provide best balance between continuity and allowing more folks to participate, and matches 3-year term of IMC EB rep
  + Should we formalize our IMC relationship with NCO possibly as an ex-officio member of IMExec? We have an informal relation with NCO now through Marty Downs and Mark Schildhauer. The need to formalize may materialize as we better understand the relationship between the NCO and the IMC members.
  + How do EDI and LTER IM Exec communicate? Should we formalize? Perhaps if EDI is offering an advisory board spot to an LTER IM, then we should decide the representation as a group, like we did with NISAC (then, IM Exec approves...)
* Recommendations
  + Membership should be 5 voting members: 4 IM Exec members + 1 Chair. If a co-chair is needed, it would come from one of the other 4. The EB rep would be ex-officio if not already an elected member of IMExec
  + Keep 3-year terms for IMExec
  + Consider always making the elected EB rep a regular voting IMExec member
  + Consider establishing a formal NCO representative to IMExec
  + Consider how IMExec and EDI will communicate, possibly through an IMExec member on EDI’s advisory board, or an EDI selected representative

**IMC Annual Meetings, attendance and funding**

* Requirement that each SiteIM attend the annual meeting
  + Meetings are important but representation cannot be required if there is only partial if any funding.
  + There is no continuing budget and NSF supplements are unlikely without a specific theme and product. IMExec should add pursuit of funding as a responsibility, e.g. NSF supplements, NCO or EDI, and look for efficient or inexpensive options to meet, i.e., ESIP, LTER site
  + The 3-year rotation of 1) IMC alone, 2) part of a larger conference, and 3) ASM may need to be modified. The ASM meeting every third year is still funded, but the best option based on cost may dictate the venue in non-ASM meeting years.
  + The IMExec winter meeting, which historically was all about planning for IMC summer meeting, will no longer be held, but IMExec will conduct monthly videoteleconference (vtc) meetings
* Recommendations
  + Encourage continuation of annual in-person IMC meeting and encourage sites to cost-share meeting participation (e.g., pay for lodging)
  + Sites should be required to participate in the annual meeting either in person or remotely if funding is an issue
  + Encourage IMExec to continue conducting monthly videoteleconferences (vtcs)
  + Encourage SiteIMs to participate in monthly IMC vtcs

**Working groups**

* Ad hoc and formal working groups are described in the current ToR
  + Formal status of a working group is achieved by developing a ToR
  + Active groups post roster of membership, roster of actions, file annual report
  + Disbanded WGs provide final report
  + IMExec assigns a liaison to each WG
* Recommendations
  + Suggest report outs of all active working groups at annual IMC meeting as well as written report outs of working group duties and current membership on the website

**Report out discussion comments**

* NCO and EDI are good at reaching out to IMExec, but IMExec not good at initiation of communication with NCO and EDI
* NCO now a voting member on EB, and may not be worth their time to have them attend yet another VTC. Good to formalize discussions among NCO, EB rep, and IMExec chair
* Establishing communication channels (transparency) is a good thing even at the expense of time; reduces redundancy, increases efficiency. Options and awareness and discussion are all really important
* EDI should decide who any IMC members of the EDI advisory board should be, not the LTER IMC
* Suggestion to open up IM Exec and EDI advisory board meetings to IMC, but how will this be addressed in the revised bylaws? Unsure.
* Individual sites should think annual meetings are important and should consider paying for their IM to attend
* IMExec manages well with 5 members by conscripting other people to help during certain times (e.g., Jason leading IMC meeting logistics)