Supercomputing Challenge Board of Directors
Meeting Minutes Sept 17th, 2014
Redfish Group, Santa Fe

1. 4:20 PM - **Call to Order**

2. 4:20 PM - **Quorum Achieved; Board Members Present:**

Ed Angel	Present	
Bill Blackler	Present	
Bob Bolz	Present	
Tom Bowles	Present	
Scott Chadde	_____	
Matthew Curry	Present	
Ron Davis	Present	(by phone)
Celia Einhorn	Present	
Tony Giancola	_____	
David Kratzer	Present	
Patty Meyer	Present	(by phone)
Bob Robey	Present	
Tim Thomas	Present	
Teri Roberts	Present	(by phone)

Others Present: Stephen Guerin (our host)

3. 4:21 PM - **Approval of Agenda**

Note additional items ('ADDITION')…

1. (4:00 pm) Call to Order
2. (5 min) Quorum
3. (5 min) Approval of Agenda
4. (5 min) Approval of Previous Minutes
5. (5 min) Conflict of Interest Declarations
6. (10 min) Board President's message -- Bob Robey
7. (15 min) Strategic Planning Committee Outbrief -- Tom Bowles/Tim Thomas
8. (15 min) Supercomputing Challenge White Paper -- Bob Bolz/Tim Thomas
9. (5:00 pm 30 min) Fund Raising Initiatives*
    1. State Legislature Outreach Funding -- Bill Blackler
        - Current
        - Next Legislative Session
    2. Board Report
    3. Staff Report
10. (20 min) Recent Activity Reports
    1. STI Event Report

2.   STI Expenditure Report
11.   (5:50 pm 20 min) Upcoming Activity
    1.   Kickoff Event Planning
        -     Detailed Class Plan
    2.   Kickoff Budget
    3.   Tour Planning
12.   (20 min) Financial Report
    1.   Treasurer's Report -- Bill Blackler
    2.   Current Accounts report
    3.   FY14 Budget -- Bill Blackler
13.   (10 min) Board Membership
    1.   Jed Crandall invited?

*Lockheed Martin
 NM Consortium
 CAaNES
 DataONE

Motion to approve Agenda (Tim; Bill B. 2nd) → Unanimous

4. 4:22 PM - Approval of Previous Minutes

a) Need to replace the term "positions" with "internships".
b) Replace "STI" with "Expo" in both the agenda itself and the ensuing discussion.
c) Put quotes are "10,000" students served over time.
d)   Describe what "VTC" is… Video TeleConference.

Motion to accept Minutes, once amended as above (Bob; Tim 2nd) → **Unanimous.**

5. 4:26 PM - Conflict of Interest Declarations

Send them to the Secretary, who will collate them before the next meeting.

6. 4:30 PM - Board President's message

SUMMARY:

a) Last few months have been rocky, but we now have a strong Board that's very active. We have to learn how to work in each of our roles. Respect for and focus on roles in important.
b) Communications is important. The President of the Board focuses on communicating through the Executive Director.

c) The staff does not direct the Board. There are boards of government and boards of guidance (advisory bodies) - this board is somewhere in between.
d) The role of the Board is to determine what our funding agency desires are and to draw those ideas together to get money. The Board has responsibility for the relationships with the long-term strategic partners, as it possesses the greatest insight into what those funders want.
e) That said, it is not the sole role of the Board to write proposals. Staff has responsibility with the smaller proposals and the contacts associated with day-to-day operations.
f) The Board should not be involved in the day-to-day activities. Implementation goes through the Executive Director.
g) Do recall that the Board is the legal entity fiscally (and otherwise) responsible for the organization.
h) While all forms of expertise need to be respected, because the Board is legally responsible, it needs to be provided with all necessary information.

7. 4:41 PM - Strategic Planning Committee Outbrief

a) Tom Bowles summarized his recent email to the Board. Some highlights…

b) The priority to be pursued had been regional expansion, but can't proceed without expanded funding.
c) Contact was made with people at Sandia… who were not in agreement among themselves about what they might provide to us. $10K was partially offered; i.e., there was not immediate agreement on this amount. Historically, we've received $10K in December, but we're under continuing resolution again, so there's uncertainty there. This $10K amount may be limited by the management fee. Since they got an extension of the contract, this won't change for the next two years. We are certainly not going to get $50K.
d) The issue of in-kind support was raised. They were receptive: there are programs that Sandians can participate in and get paid.
e) We were reminded that there's a lot of overhead in getting the tours into Sandia. We suggested that perhaps we could we get into CINT and similar outside-the-fence facilities.

f) On the LANL front, Contact was made with Kurt Steinhaus to ask if there is any possibility for end-of-year funds. Kurt was supportive, but we need to track this.

g) Tom will have an audience with the head of NSF. If the Board approves, he wishes to advocate inserting reference to the Challenge into the new PRObE proposal. There were no objections.

h) **Suggested Actions** from the report from the Strategic Planning Committee meeting in August were reviewed:
   1. Our base of operations needs – at least at the tactical level – needs to shrink to the $100K level.

2. Need to enhance our marketing efforts, including going after statistics to demonstrate ROI.
3. Erosion of our niche (e.g., GUTS) requires that we establish / expand strategic partnerships.
4. Go after new technology providers – money and new technology
5. We need to embrace new technologies at all levels… content delivery (e.g., social networks, MOOCs, cloud/web-based instructional models, etc.)
6. We need to teach all the relevant technologies: we have to focus on being a transition to the workplace - and so, for example, the cloud may comprise a larger space of jobs than traditional HPC-based modelling. We need to consider addressing this.

8. 5:22 PM - Supercomputing Challenge White Paper

a) The purpose is to get into our own mind what the niche is, and explain it to parents, etc.
b) Also where we came from, who we are, what we do… project-based after school activity – competition and awards, preparing kids for real jobs in New Mexico and elsewhere.
c) Outline our plans to update / modernize the program to improve value-add, augment CS4ALL, GUTS, etc.
d) Maybe include a one-page executive-like summary. Total length of internal document should be about four pages, to be edited down on a use-by-use basis.
e) A properly condensed version would make a good newspaper editorial.
f) **Action**: need an email list of parents, alums, etc. to help disseminate it.
g) Need to get the paper and all derivative products by November.
h) Bob R: Thanks, Bob B., Tom and Tim.

9. 5:31 PM - Fund Raising Initiatives

Current funds

a) Got $60K from legislature: we told them it was to grow the challenge and to address rural areas.
b) The definition of 'rural': entire district less than 600 students. From the 2010-2011 (or 09-10) school year, Bill determined which schools fell under that category. But we also have to satisfy the Federal definition of what constitutes a rural school.
c) With Tech's new constraints, 'very little' (well $20K) of the money is able to go to the legislative promises.
d) The Board appreciates Bill's efforts.
e) **Action**: Contact those schools [that are somehow determined to be 'rural'], figure out what they need.
f) **Possible action**: at KO, we can spend extra time with those schools. We can possibly pay for buses.

Upcoming Legislative Session

g) Before we go to the legislature: what are the cash and in-kind contributions we can expect from SNL and LANL?

h) **Action**: we need to explore the option of going to a different fiscal agent; stop being looked at as a lab program and start being looked at as a consortium program. Tom will be lead and Bill will be co-lead on this effort.

i) **Action:** We also need to make our argument to GUTS and CS4ALL.

Other fundraising initiatives

j) NM Consortium (part staff and part board): they are starting the writing on the new PRObE proposal; funding to start on July 1, 2015. **We agreed to provide them in the next month** with a set of ways we could contribute to their bid. We are talking O($10K) per year. They are interested in a couple of Challenge students being interns next summer. Should be fairly local (Santa Fe, Rio Arriba county.)

k) On Bob R.'s marketing list:

1. **City of Albuquerque -- Bob Bolz, Tom Bowles**
2. **Cray -- Bob Bolz and David**
3. **State Legislature -- Tom Bowles, Bill Blackler**
4. **NM Consortium -- David Kratzer, Tom Bowles**
5. **LANS, Kurt Steinhaus** -- Bob R. → David: we got $10K (coming in before end of LANS fiscal year)… he submitted an invoice and is going to change them up to Primary Partners.
6. **McCune Foundation -- Ed Angel**
7. **Oregon [parallel computing] Intel -- Bob Robey, Ed Angel**
8. **United Way -- Bill Blackler**
9. **Volunteer Match -- Bob Robey** → he sent out the match – it only applies to LANL employees and not a lot of money.
10. **Anderson School -- Bill Blackler** → went nowhere…

l) [< < That's an "el"] *Not* on Bob's list:

11. **DataOne – Rebecca C.** → David will write an invoice for $18.4K requesting pay for teacher stipends, reimbursing the savings account.
12. **CANS** – Celia → John Donahue, works at UNM, got us a scholarship.

a) Recall that we need to push on scholarships, as well as operating money.
b) Please keep in mind that **identifying leads for fundraising is our TOP PRIORITY.**
c) **Action**: Tom will send out a list of useful keywords.

MOTION (Ed, seconded by Bob B.) to move financial report to this point in the schedule → **Unanimous.**

→JUMP TO TREASURER'S REPORT (**item 12**), then jump back…

10. 6:27 PM - Recent Activity Reports

STI Event Report

   a) David went over his report (see email).
   b) 10 instructors, 21 teachers; instructors also gained professional development
   c) Have a look at the Wiki… there's a lot of material there.

STI Expenditure Report

   d) We budgeted $60K or $65K and we came in at ~$50K.
   e) David distributed a list of Decathlon milestones.

11. 6:35 PM - Upcoming Activity

Kickoff Event Planning

   a) Statistics can be found at http://mode.lanl.gov/stats14.php
   b) There was a double-sided Detailed Class Plan **handout** from Celia, featuring 'heavy lifting' by Patty.
   c) Betsy is volunteering to work with us.

Kickoff Budget

   d) Bottom line target: $23K, but that doesn't count LANL's $20K hotel room money.
   e) **Action**: Bill needs to amend the in-kind

Tour Planning

   f) Can we ask Sandia to come to UNM and/or do the outside buildings only?
   g) CINT may not have that much to look at.
   h) Going to UNM is the simplest thing to do; SNL people can give their presentations there.
   i) But Celia would like to keep UNM separate; they did such a good job.

   j) The consensus was:
     1. **Action**: On the 6th, David will chat with a couple of Sandia contacts.
     2. We will do the March tour: UNM with high-tech demos; will create a webinar; maybe utilize the NMCAC Gateways.

   k) Note: Sandia has a YouTube Channel now.
   l) Note: The Challenge also has a YouTube Channel; we also are on Twitter and Facebook… we so are already doing some social media.

12. 6:10 PM - Financial Report

a) We reviewed the documents which Bill sent out, pdfs first.
b) If we can see that we do not have enough money to finish a year, then we don't want to start the year.

c) Based on the cash flow, one can conclude that **if we do not have $50K in the bank at the end of the year, we cannot operate next year.**

d) Given the scenario, Bob R. suggests we don't add more staff.
e) We have to find more in-kind support.
f) Still, it was opined that we should not plan on cutting staff at this time, but does that put us into a position where we can work with a $100K budget?
g) Important comment made: we need to decide "*what do we want to be when we grow up?*"
h) All agree that if we bring in new staff, they have to have the skills needed to go in the new directions.
i) Running MOOCS, web sites, remote, cloud, advanced this-and-that, etc.
j) We need to adopt a budget; we don't want to cut, but in fact want to add to staff.
k) We should be thinking about *contracts*, not necessarily 'staff'.

l) Proposed <u>Action Items</u>:
1) Approve budget as it's laid out, given that we can always change it.
2) Write up a job description for this additional person. This latter should involve a task list, not a position title.

(6:26 PM)
m) **Motion** (Tom, 2nded by Bill) **to formally approve the above two <u>Action Items</u> → Unanimous.**

n) Note: David has taken over the CRS payments to the NM Taxation and Revenue Department; it's trivial to do, twice a year. If it's not done, they fine us $5.12 (which we can ill afford.)

13. 6:58 PM - Board Membership

Motion (Ed moves, Bill 2nds) to nominate Jed to the Board. → **Unanimous.**

➔ Jed's now on the Board.

7:00 PM – Adjourn

Motion: Tom, 2nded by Bill

We thank Stephen Guerin and RedFish Group for kindly hosting us!

Respectfully submitted to the Board,
T.L. Thomas, Secretary