Supercomputing Challenge Board of Directors
Meeting Minutes - Dec 3rd, 2014
Computer Science Research Institute (CSRI),
Sandia National Laboratories, Albuquerque

1. 1:10 PM - **Call to Order**

2. 1:11 PM - **Quorum Achieved; Board Members Present:**

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

Others present (at various points):

Jonathon Berry and Amy Tapia, both from Sandia

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

1. (1:00 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 -- report from Tim on missing ones
6. (10 min) Board President's message -- Bob Robey
7. (15 min) Staff Plan -- Bob Robey and David Kratzer
8. (1:45 pm 30 min) Financial Report
     1: Upcoming changes -- new account and nonprofit QuickBooks Bob & David
     2: Treasurer's Report -- Bill Blackler
     3: Current Accounts report
     4: FY14 Budget -- Bill Blackler
9. (2:15 45 min) Fund Raising Initiatives

      1: State Legislature Outreach Funding
         a: Current -- David Kratzer & Bill Blackler
         b: Next Legislative Session -- Tom Bowles
         c: White paper draft -- Bob Bolz and Tim Thomas
     2: Board Report
     3: Staff Report
10. (3:00 pm 15 min) Recent Activity Reports
     1: Kickoff Event Report
     2: Kickoff Expenditure Report
11. (3:15 pm 15 min) Future Activity Planning
     1: Expo
     2: STI
     3: Sandia/UNM Tour Planning
12. (30 min) Sandia partnership
13 Adjourn 4:00

Inserted item: 2:00 – 2:30 PM: Jonathon Berry from Sandia.

Motion to approve Agenda (Tim; Bob B. seconds) ➔ **Unanimous**

4. 1:12 PM - **Approval of Previous Minutes**

David explained the stats web page and that it's OK to leave it in.

Motion to approve Minutes (Bob B; Bill seconds) ➔ **Unanimous**

5. 1:14 PM - **Conflict of Interest Declarations -- report from Tim on missing ones**

a) Remember: if we discuss a topic where it may not be readily apparent that there is a conflict, please declare your conflict at that moment.
b) Currently missing: Bill [has since sent one], Scott, Matt [has since sent one], Ron, Tony, Patty, and Jed.
c) Everyone should send one in even if the statement is just "no conflicts". Staff should send in COI statements.
d) Please include the phrase "conflict of interest" in the subject line of an email.
e) Tim asked about GitHub logistics for this and Minutes and was told "any way you want to do it."

6. 1:15 PM - **Board President's message -- Bob Robey**

a) Long term, we have lots of great opportunities, but in the next year, we'll continue to see challenging fiscal pressure.
b) We need to stay focused on the goal of establishing a funding base and implementation model for the Challenge so that we can continue to operate.

c) Remember: if we don't have $50K in the bank by the end of this year, we can't operate next year. (We like to plan STI starting in January, so it would be great to have that $50K in January.)
d) We're heading for a zero balance; anything we bring in between now and May will be critical.
e) Each Board Member should be thinking about who can be contacted.

7. 1:20 PM - **Staff Plan -- Bob Robey and David Kratzer**

a) In the last year, Betsy has retired. Celia has reduced her hours and is planning to retire at the end of the school year. Patty works from a remote locate.
b) We have posted a position for a new staff person (3 or 4 weeks ago). We are offering $36000/yr. for 50% time. There is a strong possibility for full time eventually. All desired skills have been listed, but we are looking for a fund-raising type person more than a program specialist.
c) **The Board is free to post it where ever is reasonable - no need to ask approval.**
d) It was sent to Michelle Hall and Irene Lee; the general approach is to start with involved individuals, then local jobs venues.
e) So far, no response. There is one grad student candidate, but that could take some time.
f) University students would be great, but the fund-raising aspect may be a challenge. We don't intend to exclude students, but the person has to have some experience (unless they are really good.)
g) David will need help on a review committee.

8. 1:30 PM - **Financial Report**

1: <u>Upcoming changes -- new account and nonprofit QuickBooks, Bob & David</u>

a) We currently have U.S. Bank, but there is no branch in Los Alamos.
b) We would like to open the account at LANB paperwork and try them out for six months before closing the other account.
c) Up to five people can access the non-profit quick books: Bob B. and Dave would enter data until we have a staff member; Bill (and others?) would have access for accounting/auditing purposes.
d) LANB has been historically good about funding community organizations.
e) **Motion** (Bill; Bob B. second)**:** to open an account at LANB for the purpose of depositing money, which can us transferred to U.S. Bank for disbursement. → **Unanimous**
f) It would be good if we had a **corporate seal**, but we don't think we do.
g) Patty's son Eric Meyer is checking the PO Box in Albuquerque to receive items; it is not clear if we should continue this, but we won't change right away.
h) **ACTION ITEM:** There should be a two-person rule for going to the mailbox and checking in mail. We need to establish proper procedures for this. (LANL and Sandia each want someone to sign for receipt of checks.)

i) **PROCEDURE** for anyone (Board, staff, etc.) moving financial instruments, creating/engaging in a transaction: please send an email to the Treasurer. When you write a check, please fill in the memo field.
j) Recall that the use of QuickBooks was already approved (last year). We were looking at the non-profit product, which is $39/month. We were examining additional functionality for payroll; e.g., if we do our own 990s, then we don't have to pay Gary for that… but Bill prefers to have someone who knows what they are doing do the 990s.
k) **ACTION ITEMS**: **(1)** check on payroll and **(2)** check on the 990 format.

   2: <u>Treasurer's Report -- Bill Blackler</u>

Checking balance on Nov 30th: $38,550.66

Checks that have not cleared: $150 for Eric, $3000 for Patty and Celia. There may be other checks outstanding, since he does not have the bank statements from the beginning of the year, but online it looks like all over checks have cleared (90% confidence).

   3: <u>Current Accounts report</u>

Savings balance on Nov 30th: $34,065.80

Current Assets Balance: $69,465.74

Motion (Bill, Bob B.) → **Unanimous: Action items…**
   (1) Bill send additional stuff for the Minutes
   (2) David to produce a brief written summary of his numbers for the Minutes.
   (3) Staff time reporting

   4: <u>FY14 Budget -- Bill Blackler</u>   (Superseded by following item…)

 xx. 2:01 PM **- Item added to agenda: Guest <u>Jonathon Berry</u> from Sandia**

a) Background: we were going to try to speak with Rob Leland, but he is quite busy, having been promoted to VP for Research; he recommended Leanne Miller, who was also not available (travel to Washington). She asked Jonathon, a member of her staff, to speak with us.
b) Jonathon is interested to learn more about the Challenge, get some context, look for opportunities for collaboration, etc.
c) David gave a nice summary, including brief history, of the Challenge, noting $40K in scholarship money last year.
d) Jonathon had reviewed some of this year's proposals on line.
e) Jonathon pointed out the existence of the ACM Special Interest Group on SC Education (SIGSEED), as well as Sandia's Cyber Defenders program (though he was not sure whether they pick up high school students.)
f) We asked him if Sandia might be able to provide support as we virtualize the Challenge.

g) He opined that replacing the tour with something more useful sounds like a good idea, though the notion of a virtual tour does not seem like a good idea.

h) He will talk to 1400 leadership and will review today's discussion, noting that there's been better Sandia support in the past.

9. 2:36 PM - **Fund Raising Initiatives**

1: State Legislature Outreach Funding

a: <u>Current -- David Kratzer & Bill Blackler</u>

How did we do with rural outreach? A report was mailed to the Board some time ago.

Action item: Enter that report into the Minutes.

a) (The issue of the definition of 'rural' came up again.)
b) We have a charge from the legislature to expand outreach to rural schools, but attempts at such remote interactions have proved frustrating. It seems a change of strategy is called for: we will have to get out there and contact people face to face.
c) We did made a good faith effort, though we did not accomplish as much as we'd have liked to. We did reach lots of rural kids with STI and the KO.
d) Some further ideas: invite teams - and teachers - to view the Expo.

b: <u>Next Legislative Session -- Tom Bowles</u>

a) The legislature is thinking about funding some new high-tech initiatives.
b) We've been running in an equilibrium state in terms of the program itself. A lot of the alumni end up going out of state. Now there's an effort to keep those people here. Let's join that effort.
c) Our angle should be: we've got to grow the high-tech workforce, and the Challenge is starting at the base level.
d) In the next three weeks, we need to ask <u>what's in demand?</u>
    1. What are the growth targets in the environment?
    2. What fraction of students are going to stay here?
    3. Look at 4-6 years down the road with the skills that we are going to need.
e) Target for the legislative session is $180K
f) **Action items:**
    1. Emails to Carl
    2. Email to Kelly
    3. Identify Board members who can go to the Legislature and help on short notice.

c: <u>White paper draft -- Bob Bolz and Tim Thomas</u>

a) What else needs to go into this thing?
b) Tom is going to send an intro paragraph on building the workforce of the future.

c) Need to include the labs but need to extend it to include business, putting Intel as a specific example, not just for a fab but for a high-tech effort.
d) What other elements, such as regional centers, offices, etc. can we include as an overview? We are going to be held accountable.
e) We need staffing to support expansion to regional.
f) Including implementation of new technologies.
g) Mention the idea of following up with interns. (Companies that dream about having the perfect student without any on-the-job training are having a pipe dream.)
h) Should we be including more about the NM Technology Council?

   2: <u>Board Report</u>

   Bob R. talked about activities at SC2014.

   3: <u>Staff Report</u>

a) We need companies that are willing to sponsor a prize.
b) Bill mentioned again three companies that are getting modeling contacts; see recent newspaper articles.
c) We should start early with letters to businesses, asking for Scholarships, Internships, Awards, and/or Program support. (We should lead with the smaller items.)
d) Action item: Bob B. asked the Board for additional entries for a mailing list.

10. 3:22 PM - **Recent Activity Reports**

   1: <u>Kickoff Event Report</u>

   2: <u>Kickoff Expenditure Report</u>

a) Good KO: 300 students and teachers, 100 staff helpers, Tech students, etc.
b) Total expenses: ~$44K: $15K from HPC3 for housing. (Last year we spent $38K.)
c) Three keynote speakers: Stephanie Forrest from UNM, Matt Wallaert from Microsoft, and Stephen Guerin from SimTable. Lots of interest from the students!
d) It's a good sign that we are getting interest from Facebook, Microsoft, etc.

 xx. 3:27 PM – **On-the-fly Agenda modification (was item 12): Guest <u>Amy Tapia</u>, Sandia Community Involvement office**

<u>Tour planning</u>

a) Seeing facilities (e.g. wind tunnel, computing center, robotics range, solar plant) has a dramatic impact for the kids.
b) But a Sandia tour is desirable only if SNL employees think it's valuable.

c) Six or so years ago, the Challenge added the option of the UNM tour. It may be attractive to have SNL people come to UNM. Another possibility is to utilize the off-base resources.
d) How do you measure how impactful it is? (The forms have not been filled out in recent times, for whatever reason.)
e) Tours for kids from rural areas provide good out-state legislative support for the labs.

Long-range / strategic relationship

f) In the case of the MESA program, were able to get quite a few people to self-identify.
g) An idea floating around: have a middle school award ceremony.
h) Looking to couple more internships to engage them longitudinally.
i) Sandia takes a "peanut butter approach"... fund a lot of programs. So there are not many more dollars they can give directly.
j) STEM is a broad topic, CS is not a broad topic… so how to achieve alignment with the needs of the lab? Internships.
k) This would be a great help: last year the Challenge could not place quite a few our high school and post-high school students.
l) Our finalists are top quality (SIAM, Intel Talent Search, etc. winners), almost grad school quality… but then we have problems getting office space.
m) Intern program at Sandia is about 900 people – high-school through post-docs – which is about the same size as LANL.
n) Amy is interested in making the partnership stronger – if she had more direct money, she knows how valuable we are – but she is interested in helping where she can.
o) If a 'presentation' (e.g., an award ceremony) could be in Albuquerque, then perhaps Sandia hiring managers would be able to attend.
p) It would be helpful if Sandia could provide a list of personnel who are previous Challenge participants (via SSNs; a list of these without other identifying metadata is not Personally Identifying Information.)
q) Need to "socialize what the Challenge is throughout the lab"; have to move beyond "it's a great program and we need to support it as outreach."

11. 3:59 PM - **Future Activity Planning**

  1: Expo

a) 107 interim reports vs last year's 117.
b) Next week is computer science education week; David will be visiting school in Los Alamos.
c) Another Library remodel: 6 months, starting in Feb 2015.

  2: STI

d) We may want to come up with three proposals as to how STI could be done.
e) Take note of the recently-announced MOOC.
f) A mixed model could allow us to reduce the face-to-face and the associated costs.

g) Who will lead this effort? Bob R. will twist arms outside this meeting. **THIS MAY BE THE CRITICAL AGENDA ITEM FOR THE NEXT BOARD MEETING.**

   3: <u>Sandia/UNM Tour Planning</u>

h) Will start working in Jan.

12. Sandia partnership

(This was the discussion with Amy Tapia, which took place above, between items 10 and 11.)

13. 4:19 PM – **Adjourn**

Motion: Bill, seconded Tim

We thank Matthew Curry and CSRI for kindly hosting us!

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