

NA Hub SC Meeting  
September 13 2023 12pmEDT/9amPDT

### Agenda Draft

- 00:00 - 00:10: Review action items from virtual meeting in June:  
[https://docs.google.com/document/d/1I4EbvNcXkLiml6oWS1PdwDy4Tkfk7An9xz\\_ugsT7ZZQ/edit](https://docs.google.com/document/d/1I4EbvNcXkLiml6oWS1PdwDy4Tkfk7An9xz_ugsT7ZZQ/edit)
  - ACTION: Work with ICONEC to formulate a survey to define specific interests the group has. What science interests would you like to see pursued? Kalina has communicated this to ICONEC. Discuss how to involve ICONEC more, perhaps this discussion can be an agenda time during the January in-person meeting.
  - ACTION: Can place the summary of the cruise information on the website and people can email the secretariat if there are any updates to amend to it.
  - ACTION: Please submit any ideas that you would like to discuss at the In Person Hub Meeting.
  - ACTION: we will place these details on the website and host an RSVP for the hub meeting with a place for comments and indication for attendance.
- 00:10 - 00:35: Review TOR and make plan to gain input from NA Hub members:  
<https://docs.google.com/document/d/1ZGNArsoGAGgnFTcJtaECVhtfIC8gsOX0P6gclClkyg/edit> (see suggested draft North American Hub Terms of Reference).
- 00:35-01:00: In Person Meeting
  - Develop draft agenda items:  
<https://docs.google.com/document/d/17v0YI1uy0siqcQzWZDixZ3ZVWNP7yejDI1n50IIC5sA/edit>
  - Confirm date and logistics and send Save-the-date
  - Send out information to NA Hub Members

### In Person Meeting

**Timing** January 17-18, 2024

**Duration:** Two full days

**Location:** University of Delaware

**Host:** Wei-Jun Cai

### Proposed Agenda Items

- Review Objectives
- Discussion: Review of the Liqing Jiang Biological Indicator paper and other synthesis products
- Discussion: Cruise collaborations within NA Hub
- NA Hub Terms of Reference Ratification
- Discuss [Needs Based Assessment](#) for Regional Hubs
- What would you like to see for a GOA-ON NA Hub Webinar
- Formal presentation on CRMs and then open up to discussion about secondary standards
- Updates of sensors, CRMs, other standards for new protocols and sensors

- Connection between observing work and challenge work. Want to discuss how to tie observational work back into laboratory studies
- Consider different types of ocean professionals that could be invited and collaborations outside of science
- Consider stakeholder needs for data products and how to tie this into the different data products
- Discuss Action Plans from BC and US as well as others and process of completing them
- Discuss role of NA Hub in mCDR and what is our responsibility
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#### Action Items:

- ACTION: Kalina will set a meeting in about a month to see how to engage with them
- ACTION: Jan can work with Troy to make this happen. Will need a google sheet to keep filing this in and the google sheet can be posted on the website so that it is amendable. Here is the [google sheet](#) to start this
- ACTION: Brent and Helen have a good reference to share for the parameters
- ACTION: All SC Provide any additional input on [draft ToR](#) before next meeting
- ACTION: Kalina will talk with Courtney about international CRMs
- ACTION: All SC Add any thoughts to the [In Person Meeting agenda](#), suggest names from your region to make sure all three nations are evenly represented
- ACTION: Dick will lead comms for the In Person Meeting and send out a letter to the hub with the logistical information - Kalina can assist

#### Notes

- ICONEC
  - Next steering committee meeting we can invite the leadership to join
  - ACTION: Kalina will set a meeting in about a month to see how to engage with them
  - Options - a member could give a keynote presentation on science
  - Terms of reference - do we have one of them as an additional member on the steering committee
- Cruise information on website
  - ACTION: Jan can work with Troy to make this happen. Will need a google sheet to keep filing this in and the google sheet can be posted on the website so that it is amendable
    - Is there an option to have the steering committee notified
    - Google sheet: <https://docs.google.com/spreadsheets/d/1gaH4wwyAwVOaBTSzkEyOlapXeo-DumSPZ1H4LvJd6z4/edit#gid=0>
  - ACTION: Brent and Helen have a good reference to share for the parameters
- Terms of Reference:
  - <https://docs.google.com/document/d/1ZGNARSboGAGqnFTCJtaECVhtflC8gsOX0P6gcIClkyg/edit>
    - On-going discussion points: who are chairs vs. co-chairs? There can be an election process
      - Amendments - needs to say "Chair" or "Co-chair"
      - In person meeting could offer a time for nominations and input
      - Need to define when this will take effect
      - Hub community can be involved in the selection for the steering committee
      - Are we opening the floor for the broader community to participate?

- Suggestion- increase the size of the steering committee to reflect the hub
          - what should be the size of the steering committee? One suggestion is 6-10 people.
            - Have better OA Community representation geographically to represent the hub and across disciplines
            - If increase size of steering committee, can also give each member specific responsibilities since now there are many tasks
            - Each member could provide written reports prior to the meeting
            - Suggestion to include some cross over with LAOCA and Caribbean from Mexico
  - Governmental entities - permanent representation from certain organizations
    - For example - program director of NOAA OAP could be a permanent seat. NOAA is on EC and chair of IWG-OA
  - Rotation?
    - How is 20%? Do you want to have a cross over with chairs incoming and outgoing?
    - Chair and co-chair have to offset each other
  - Steering committee comms
    - Communication about members up to SC so that there is more flow of information
    - Could have more focus at GOA-ON EC level to have hubs communicate up
  - Inclusion of an ICONEC member
- In-person meeting logistics:
  - <https://docs.google.com/document/d/17v0YI1uy0siqcQzWZDixZ3ZVWNP7yejDI1n50IIC5sA/edit>
  - Locations
    - Classroom on UDel that can host around 40 people
    - Hotel - mainstream hyatt hotel
    - Above classroom - have a poster
  - Letter to membership
    - Only about Hub meeting. Not ToR
    - Details about hotels, contact information for the hotels and shuttle bus
    - UDel can work on doing all of the catering and classroom
  - ACTION: Kalina will talk with Courtney about international CRMs
- Next steering committee meeting agenda items
  - ICONEC
    - How to interest with hub?
    - How to include on SC?
    - Webinars of interest to them and/or presenting
  - Finalize ToR to send out
    - Talk about process for new steering committee members
    - How do we open up the election process to a broader audience?
    - How will rotation overlap happen with steering committee?
    - Check about ICONEC Membership on SC
    - Check about information from the hub and how to gather it
    - ICONEC