

Minutes from the Coordinators' Meeting
New York Marriott Marquis
October 28, 2006

James Flaten, coordinator from Minnesota, welcomed everyone to the meeting.

Mark Fischer gave a presentation about the National Space Grant Foundation. http://national.spacegrant.org/meetings/presentations/2006-Fall_National/NSGF-Fischer.ppt. He noted that the Foundation has an agreement with Rhode Island Computing to facilitate the purchase of computers with Foundation funds. Both the Tennessee and the DC Consortia have had success with this method.

The Foundation will reimburse Consortia for any purchases/expenses allowable under our grants, and also anything allowable under 501(c)(3). Travel can be reimbursed according to government allowable rates.

It was noted that the Directors founded the Foundation and they control it. Mark stated that the whole reason the Foundation exists is to serve all the Consortia.

Mark then discussed and demonstrated the Foundation's new "CMIS" forms. We can enter our data into these forms, to facilitate advance-entry and ultimate transfer to actual CMIS forms, by cutting and pasting text into CMIS. Mark stressed (several times!) that data entry into these forms does **not** go into CMIS automatically. Also, the forms are very basic and are not editable. There is no charge for this service. These forms can be found at: <http://www.spacegrant.org/cmris>. (Aside: Diane and Susan spoke about having the CMIS entry forms open for more than one year at a time (essentially open year-round) which may reduce the need for Mark's forms.)

He also spoke briefly about the Longitudinal Tracking service which is being offered by the Foundation. To date 11 states have signed up. He anticipated that if a lot of states enrolled, the cost might come down somewhat.

It was noted that Diane DeTroye is looking for longitudinal tracking data beginning with the 2005 budget year.

Susan Stewart then gave a presentation about CMIS. http://national.spacegrant.org/meetings/presentations/2006-Fall_National/2006_CMIS-Stewart.ppt. She stated that CMIS Budget forms will be due to her at the same time that our budgets are submitted to NASA HQ (see slide #3 in presentation).

Susan stated that she depends heavily on her users - us. That is one reason that it is very important for us to stick to our due dates. CMIS year-end reports for each grant year will be due one month after the start of the next grant year. Sharon Brandt commented that one month is difficult and even having six weeks would be an improvement, but Diane insisted that the one month deadline is firm. It was suggested that this reporting timeframe might be written into the sub-awards that we give out.

It was noted that CMIS is "not an auditable financial report." It is merely a reporting mechanism.

Susan encouraged us to give her "some meat" in our project descriptions. They should present "a little snapshot" of our various programs since they are sometimes used by NASA for publicity and reporting purposes without further editing.

Susan then noted that we should all be/become very familiar with the CMIS specialized reports. She then explained the Income/Funding Matrix. We should all run this report when we think we are finished with the year's report. We should also look at the Income/Expense by Project Matrix by Project Type and Affiliate for validation. Other reports Susan mentioned specifically are the Applicant/Awardees Listing Report Expanded, the National Statistics Part II, and the Space Grant Minimum Match (which is new this year). All of these reports are quick ways to verify top-level data.

It was noted that we must get permission if we move more than 10% of funding off a particular budget area between the time of our Budgets and our Annual Reports. Diane added that CMIS must reflect what we actually did, not what we had planned to do. The United States government likes Space Grant more and more. We want to tell our stories honestly and correctly and do not need to exaggerate.

Diane stated that we must be able to describe how we *competitively* award our fellowship and scholarship awards. We will be held to the fire for this - it is fundamental and critical! (This information does not have to be entered into CMIS, however.)

Our guests then left the meeting, and we met briefly as a Coordinators-only group. James asked who should chair our Coordinator meetings. Traditionally it has been the Coordinator for the Consortium whose Director is currently the Chair of the National Council of Space Grant Directors. Should it remain like that?

Do we need our own Coordinators' Executive Committee? Apparently the Directors are concerned that we would be dealing with issues that interest them. However, we agreed that this would not be the case, as we deal with the minutia of running a Consortium.

No decisions were made, but we may continue to talk about these issues during future discussions and meetings.

James then asked for volunteers to work with him to formulate an agenda for a potential Coordinators' meeting to be held in conjunction with the Spring D.C. meeting. Those interested should email him at flaten@aem.umn.edu.

Minutes submitted by Ellie Weiss Rosenbloom, coordinator from Tennessee

Alphabetical listing of attendees at the Program Coordinators meeting in NYC 10/28

	First Name	Last Name	State
1	Monica	Bauer	IN
2	Suzette	Bieri	ND
3	Sharon	Brandt	WI
4	Bonnie	Bryant	MI
5	Shirley	Campbell	OR
6	Chris	Carter	VA
7	April	Christenson	ID
8	Jobi	Cook	NC
9	Candy	Cordwell	WV
10	Eric	Day	DC
11	Deb	Detwiler	PA
12	Tony	Docal	GA
13	Tom	Durkin	SD
14	James	Flaten	MN
15	Carmen	Fuchs	IA
16	Laurie	Granstrand	CT
17	Helen	Halaris	MA
18	Jana	Hall	ME
19	Stephen	Haug	MO
20	Becky	Highfill	ID
21	Laura	Holland	AR
22	Diane	Jeffers	IL
23	Karen	Johnson	LA
24	Talia	Jurgens	TX
25	Megan	Kemble	DC
26	Clara	Kustra	NH
27	Catherine	Lanier	OR
28	Sreela	Mallick	FL
29	Dorcas	Metcalf	RI
30	Erica	Miles	NY
31	Joe	Miles	NJ
32	Debora	Nielson	AL
33	Janis	Peppers	WA
34	Ellie	Rosenbloom	TN
35	Cindy	Routh	NV
36	Sherry	Rowland-Perry	DE
37	Michaela	Schaaf	NE
38	Margaret	Schaff	MS
39	Tara	Scozzaro	SC
40	Marcia Rei	Sistoso	HI
41	Laura	Stacko	OH
42	Lorene	Stitzer	PA
43	Vivian	Sun	OK
44	Terry	Teays	MD
45	Laurel	Zeno	VT