**CNH Lake Catchments Team Teleconference**

**9/18/2015**

In attendance:

* Kelly Cobourn
* Cayelan Carey
* Kevin Boyle
* Amy Hetherington
* Jen Klug
* Mike Sorice
* Chris Duffy
* Mike Vanni
* Armen Kemanian
* Paul Hanson
1. Logistics – Kelly
	1. Schedule for team conference calls
		1. 2-3pm on the last working Friday of each month (after today)
		2. Fall dates: October 30, November 20, December 18
	2. Discussion and feedback on team leadership/steering committee role and responsibilities (we will develop an organizational chart)
		1. Work in progress, team management structure is evolving
		2. General duties/responsibilities for administrative tasks
			1. Kelly – Data; noted that we will be talking with Corinna about data management
			2. Cayelan – Model integration
			3. Kelly and Kevin – Administrative, personnel
			4. Kelly – Budget
		3. Kevin – asks that team give feedback to make sure that no conflicting information being provided by management team; need to make communication transparent
		4. To alleviate confusion about who to contact, email us at joint account: cnhlakes@vt.edu and appropriate person will respond
			1. This is intended for communication about larger issues that affect project direction
	3. Year 1 workshop update
		1. Mountain lake, VA
		2. Save the date: Tuesday, May 17 – Thursday, May 19, 2016
		3. Arrive by dinner on the 17th; Depart after lunch on the 19th
		4. Travel arrangements can be made after award begins
		5. Keep in mind limited flights to/from Roanoke
	4. Setting up ODS, budgets, and other project management items
		1. Kelly – working on setting up ODS
		2. Suggestion to set up a time for all to do an online tutorial for ODS; Kelly to check whether we can get someone from Yolanda’s group to do a tutorial
	5. Notifying lake associations about award
		1. Liaisons (Paul, Kathie, Lars) asked to contact lake associations about award and NSF press release
		2. Plan to contact lake associations later in the fall/winter to fill in details and arrange meetings
2. Model integration – Cayelan
	1. Cayelan – discussion of flow chart. Chart breaks down list of model integration tasks by lake in a modular fashion, with models in boxes and linkages between models.
		1. Objectives and tasks based on flow chart will go into ODS to be used in project management, informs workflow
		2. Flow chart can be used to help set priorities for group in terms of what are we going to do and how?
		3. Also provides a timeline for activities
		4. Mendota and Sunapee modeled and integrated first, provides bookend contrasts in terms of land use and water quality gradient
		5. Oneida staggered for Amy to get GLM out for dissertation
	2. First cut at organization of integration
	3. Comments
		1. Chris – PIHM/GLM *version* will be ready by December, but work will be ongoing to bring out all capabilities in these models
		2. Paul – Paul/Hilary to meet to discuss geospatial data to get model running
			1. Plan for combined INSPIRE-CNH meeting over winter to provide an opportunity to look at PIHM/GLM coupling in context of this project
			2. Get PSU meeting on the calendar soon (Cayelan to follow up)
		3. Cayelan – model sets up activities for workshop and a discussion of inputs/outputs
			1. Sets up workflow for linking tasks
			2. Embedded steps need to be pulled out and input to ODS
		4. Armen – we need to decide on initial conditions, forcing datasets
			1. Land use, soils
			2. Spatial resolution
			3. These need to be stable
			4. Methodology is important
			5. Need to nail this down early rather than later
	4. Everyone asked to deposit 1-2 papers on their model in Dropbox for others to read before workshop.
		1. Chris – ODS is a convenient place to link articles, datasets (not stored in ODS).
3. Authorship policy – Kevin
	1. Beginning the conversation today, but will be ongoing and will be revisited periodically during project.
	2. Discussion
		1. Kevin – There is ongoing work that this project does not have ownership over.
		2. Cayelan – Pat’s protocol for authorship is a place to start (not making a decision today).
		3. Paul – Make sure lines of communication are working. Challenge is making sure group is informed and has opportunity to participate in paper writing.
		4. Chris – > 1 project can take credit for some papers. Some cases are clear, others let people opt out.
		5. Armen – Grad students pick up a lot from project culture. They need to know the ethics. If you’re included as an author, you have to have a measurable contribution (how should we define this?)
		6. Cayelan – Share Pat’s policies in Dropbox.
		7. Paul – What about people who aren’t officially part of the project, i.e. people at the margins? Notion of identifying a contribution worthy of inclusion. This needs to be revisited continually.
		8. Amy – Setting up expectations is important. Have these discussions up front.
		9. Cayelan – Take a look at Pat’s authorship policy before next team teleconference.
		10. Kevin – each of us should write down the unwritten policies in our professions regarding authorship. This does have implications for graduate students, e.g. sole authorship is expected on a job market paper in economics.
		11. Mike S. – We need to shape authorship policy so that we don’t get to the end of the project and find that grad students haven’t done enough.
		12. Chris – First task on ODS should be authorship.
		13. Cayelan – not just a question of co-authorship, but also of order of authors.
4. Topics from the team
	1. Armen – Feel free to poke collaborators electronically. Little things that keep the project moving forward, e.g. recruiting.
	2. Kevin – same conference call number for each call.