Joint Meeting of the Boards
Aquatic Science Center and San Francisco Estuary Institute

To Be Held
Friday July 11, 2014
Time: 8:30 am – 3:00 pm

San Francisco Estuary Institute
4911 Central Avenue Richmond, CA 94804
Large Conference Room

DRAFT AGENDA

Joint Business

1.	**Call to Order** **SFEI Roll Call and Determination of Quorum** **ASC Roll Call and Determination of Quorum** **Review and Approval of Agenda – ASC Board** **Review and Approval of Agenda – SFEI Board**	8:30 am Jim Fiedler
2.	**Action: Consent Items** *Attachment 1 – February 28, 2014 Meeting Minutes and Action Items – page 4* *Attachment 2 – Quarterly Newsletter – **will be provided at a later date*** *Attachment 3 – Delegation of Authority – page 10* **Desired Outcome:** Approval of Consent Items - Vote by ASC Board - Vote by SFEI Board	8:35 am Jim Fiedler
3.	**Selection of Board Members** *Attachment 4-Postion paper regarding selection of Board Members – page 16* **Desired Outcome:** Selection of Board Members - Vote by ASC Board - Vote by SFEI Board	8:40 am Jim Fiedler
4.	**ASC Annual Meeting/Election of Officers/ set meeting dates for upcoming year** *Attachment 5 – Position Paper on requirements of Annual meeting for ASC – page 17* **Desired Outcome:** Hold ASC Annual Meeting, elect officers (for both ASC and SFEI), and direct staff to schedule future Board Meetings - Vote by ASC Board - Vote by SFEI Board	8:45 am Jim Fiedler
5.	**Executive Committee Report** *Attachment 6 – Executive Committee Minutes, April 8, 2014 – page 18* *Attachment 7 – Executive Committee Minutes, April 24, 2014 – page 22* *Attachment 8 – Executive Committee Minutes, May 20. 2014 – page 25* *Attachment 9 – Executive Committee/Audit Committee Minutes, June 12, 2014 – page 28*	8:50 am Jim Fiedler/Chair

	Desired outcome: Ratify Executive Committee Actions - Vote by ASC Board - Vote by SFEI Board	
6.	**Accept Audits/approve Engagement Letters** *Attachment 10 – Position Paper on Audits and Engagement Letters – page 31* **Desired Outcome:** Accept Audits and approve Engagement Letters - Vote by ASC Board - Vote by SFEI Board	8:55 am Jim Kelly
7.	**Adjourn Joint Business Meeting and Call ASC Meeting to Order**	9:00 am

Aquatic Science Center Business Meeting

ASC 1.	**Action: Operations and Program Plan Quarterly Update** *Attachment 11 – 2014 Program Plan Quarterly Update – page 47* **Desired Outcome:** Approve Program Plan Quarterly Update - Vote by ASC Board	9:00 am Jim Kelly
ASC 2.	**Adjourn ASC Meeting and call SFEI Meeting to Order**	9:05 am

San Francisco Estuary Institute Business Meeting

SFEI 1.	**Adopt Conflict of Interest Policy** *Attachment 12 – Position Paper on Conflict of Interest – page 51* **Desired Outcome:** Adopt a Conflict of Interest Policy -Vote by SFEI Board	9:15 am
SFEI 2.	**Change SFEI Fiscal Year from Calendar Year to July 1 – June 30 Fiscal Year** *Attachment 13 – Position paper to Change Fiscal Year – page 54* **Desired Outcome:** Approve change in Fiscal Year starting July 1, 2014 -Vote by SFEI Board	9:20 am Jim Kelly
SFEI 3.	**Action: Operations and Program Plan Update** *Attachment 14 – Operations Report – page 56* *Attachment 15 – Q3 2014 Program Plan Update – page 64* -Vote by SFEI Board	9:25 am Jim Kelly
SFEI 4.	**Closed Session – Executive Director Interviews** This agenda item shall be considered notice of closed session IAW Brown Act 54957.7 – all non-directors of the Boards shall be excused and depart the meeting room until notice is provided to reconvene the open session. ***Information and any supporting documents will be provided under separate cover***	9:30 am Jim Fiedler Dave Williams Mitch Avalon
SFEI 5.	**Reconvene for Open Session and Adjourn SFEI Meeting**	3:00 pm* approx.

SFEI Future Agenda Items:

Consider Business model options

Adopt Resolution to appoint Executive Director

Accept 2013 IRS Form 990

ASC Future Agenda Items:

Conflict of Interest policy and ethics training.

Upcoming Board Meetings

Friday, September 12, 2014

Friday, December 12, 2014

Dial-in Information – is Host Ellen Willis-Norton

Toll Free: 1-888-296-6500

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Guest Code: 604242