

California Well Sample Repository Board of Governors Meeting

**Minutes of Meeting
Friday, 29 January [DDH A-108]**

Members Present:

Robert Horton, Larry Knauer, Randy Adams, Neal Livingston, Frank Cressy, Larry Knauer, Terry Beaschler, Kurt Neher, Mark Wilson, Andrea Staffero, & Eric Hierling

Members Absent:

Michael S. Clark, Bill Kempner, Beverly Byl, Julio Blanco, Steve Catano, Jack West

I. Call to Order:

Larry Knauer called the meeting to order at 10:10 AM.

II. Announcements:

A. Curator's Report [Frank Charron] [Attachment A]

a. State of the Repository

- i. Frank Charron prepared an update report for the CWSR board members and officially terminated his employment as Curator.
- ii. A proposed improvement that was brought up to the board was the fact that the well file collection was broken up in multiple collections and it is time consuming to go through each collection, so maybe in the future the collections can be compiled into one master collection.
- iii. A goal of the CWSR is to start compiling a list of users and revenue for the last 12 months. If this information is collected and recorded it could possibly go on the webpage as well.
- iv. Volunteers- every Wednesday usually 7 volunteers from the 60+ go out to the CWSR and volunteer their time

b. Student Assistant Report [Eric Hierling]

- i. Eric Hierling is the acting Curator since Charron resigned.
- ii. Hierling reported that Oxy and Zodiac actively use the facility. As far as on campus usage Hierling has had few students use the facility. Just recently some of Dr. Horton's students have been using the facility for a project they are trying to complete for his class.
- iii. The last billing cycle had \$1700 of invoices.
- iv. The CWSR building is getting a new restroom and a rock crushing facility
- v. Since the building had to become ADA compliant they had to insert new doors wide enough for someone in a wheelchair.
- vi. Hierling has been checking Charron's e-mail messages and voicemails, therefore no business has fallen behind.

- c. Webpage needs updating
 - i. Frank Charron's name needs to be removed from the website and phone directory and since Eric Hierling is acting Curator his name will be added in replacement of Charron's. (Probably better to use "cwsr_curator@csub.edu)
 - ii. Any website changes have to be made through Mike Clark.
 - iii. A suggestion was made that all information about the well file collection be available online for the community and/or campus to access

B. Project Director's Report [Robert Horton] [Attachment B]

- a. Horton presented the budget for fiscal year 2009-10
 - i. Each year the CWSR gets money to operate from the CWSR Endowment account and the H. Victor Church Endowment account, but that money has to be transferred into the operating account in order to be accessible for spending.
 - ii. Equipment expenses, as well as Andrea Staffero's salary, have not been added to the projected amounts
 - iii. Last fiscal year 2008-09 the revenue was greater than the expenses partly because Charron only occasionally charged for his time.
 - iv. Once the equipment and Staffero's salary is added to the expenses Horton predicts the CWSR will still not be spending the projected amount available.
 - v. Currently CWSR receives annual donations from Chevron and Oxy.
 - vi. Donations are always greatly appreciated. In the future there are plans to get a list compiled of who donates, then, the CWSR can track the money and possibly send the supporters follow up letters to gain additional interest.
 - vii. Unanimous vote-the budget was approved.

C. Other Business

- a. Curator Position:
 - i. Due to Charron leaving the CWSR there is a position that will now need to be filled.
 - ii. Larry Knauer would prefer the position be filled by someone who is a retired geologist or who has a geology background and has manager skills.
 - iii. The Curator position is only part time [10-19 hours/week] because the CWSR cannot afford to pay benefits for the position.
 - iv. Curator's responsibilities is to manage the facility and be capable of customer service. The pay is \$25/hour.
- b. Student Assistant
 - i. Due to the fact Eric has been acting as the curator the board agreed his title should be changed to Associate or Acting Curator and that he also get a raise for his duties.
 - ii. Ashley Knauer is another student assistant that works out at the facility. Knauer has been organizing the files so paperwork can be easily accessed.

- iii. A third student assistant is needed out at the facility and it was approved by the board that a third one can be added onto payroll.
- iv. The student assistants have been working on clearing out the sea train, it is about half full.

c. Open Discussion

i. Expansion of the CWSR facility

1. Larry Knauer looked into expanding the facility awhile back but it was too costly, approximately \$30 million
2. Knauer would like to get the idea/proposal initiated again, but needs feedback from the group
3. If each local company donated a substantial amount of money it could help the expansion of the CWSR. If Aera, Oxy, and Chevron donated it could possibly be enough for the expansion.
4. If the companies involved with the CWSR proposed the idea of expanding, CSUB might be interested.
5. Another idea is to take the facility off campus, but Horton commented it would not save money because of the binding contract CWSR has with CSUB. Moving the facility off campus would just make it less convenient.
6. Horton also updated the board that faculty cannot ask for donation, it has to go through University Advancement
7. The board agreed they would give feedback on the proposal if Knauer started it.

III. Adjournment: 11:20 p.m