



Meeting Agenda and Documents
Via Teleconference
June 22, 2016

Gulf of Maine Association Board of Directors Meeting

(All times are EDT)

Wednesday, June 22, 2016 1:00-2:00 EDT Via Teleconference Call In Information: 1 877-413-4790 Passcode: 9910857		
1:00 PM	Welcome and Introductions <i>W. Donald Hudson, Chair</i>	
1:05 PM	Consent Agenda December 14, 2015 Gulf of Maine Association Meeting Summary	✓ For Approval (p. 2-4)
1:10 PM	July 2015 – June 2016 Budget vs. Actual <i>Cynthia Krum, Executive Director</i>	✓ For Approval Included with GOMA Financial and Scope of Work Documents
1:15 PM	Canadian Association Financial report <i>Peter McLaughlin, Canadian Association Secretariat</i>	✓ For Information Included with GOMA Financial and Scope of Work Documents
1:20 PM	July 2016 – June 2017 GOMA Operating Budget and Associated Contractor Scope of Work Documents <i>Cynthia Krum, Executive Director</i>	✓ For Approval (p. 4-5) Included with GOMA Financial and Scope of Work Documents
1:35 PM	Report on GOMA Contracts/Revised Role <i>Cynthia Krum, Executive Director</i>	✓ For Information (p. 5)
1:40 PM	Full Board Re-election <i>W. Donald Hudson, Chair</i>	✓ For Approval (p. 6)
1:45	Conflict of Interest Policies	✓ Documents needing signatures
1:50 PM	Other Business/Items Removed from Consent Agenda	✓ For Information
2:00 PM	Recess	

Consent Agenda

Gulf of Maine Association Meeting Briefing Note					
Title of Agenda Item: December 16, 2014 Gulf of Maine Association Meeting Summary					
Submitted by: Cynthia Krum					
Type of Item (place X in appropriate box)	For Decision	X	For Direction	For Information (internal GOMA)	For Information (External)
<p align="center">Meeting Summary for the Gulf of Maine Association Meeting Held via Teleconference December 14, 2015 12:00 PM EST</p> <p>Board of Directors members in attendance: Steve Couture (proxy from Thomas Burack); Kathleen Leyden; Don Hudson; Priscilla Brooks; Bruce Carlisle Official Observer Board of Directors member in attendance: Jen Anderson Board members not in attendance: Ru Morrison, Lee Sochasky, Perry Haines Contractor support: Cynthia Krum</p> <p><u>Consent Agenda</u> A. June 17, 2015 Gulf of Maine Association Meeting Summary B. Fund Development Update Approval of the consent agenda was: Moved: Kathleen Seconded: Steve No Discussion Unanimously approved</p> <p><u>FY 14-15 Audit and Annual Management and Administrative Fee of 14.91%</u> Randy Libby did a brief presentation of the audit. He stated that there were no findings and internal controls were excellent. The recommendation was to bring in more grants. He also described the management and administrative fee calculation at 14.91%. A motion was put on the table to approve the FY 15 audit and the new administrative rate of 14.91% to go into effect December 15, 2015 on new applications. Moved: Steve Seconded: Priscilla No Discussion Unanimously approved</p> <p><u>Management and Administrative Fee Application Change</u> Cindy explained that we have not been applying the management and administrative fee to the Council Coordination/Secretariat budget. She is not sure how the original decision was made, but this has been done for at least 13 years. Randy Libby, who was still on the phone, said that he has reviewed the policies of the organization, and that he did not see any problem with this change. A motion was put on the table to begin applying the annual management and administrative fee rate to the Council Coordination/Secretariat budget starting July, 2016. Moved: Steve Seconded: Kathleen</p>					

Discussion:

- A few board members mentioned that they were surprised that this was not already happening. They were unaware that this was our operating procedure and were in support of the change.
- One Board member asked for more detailed explanation of how this might impact GOMA operating costs. It would help GOMA to operate because the additional management and administrative fees collected would be applied to the GOMA budgets. The annual management and administrative % of cost calculation that the auditor does would lower once they did not use the Council Coordination/Secretariat annual expense as part of their calculation. Overtime this would bring the auditors calculation of the annual management and administrative rate down. However, it is always the Board's decision as to what they want to actually set as the management and administrative fee. This impact would not take place until two years from now.

Motion unanimously approved

Budget vs. Actual Report, FY 16 Revised Budgets, FY 17 and FY 18 Budget Estimate, GOMC Dues Report

1. The 2015-2016 Revised Budget was presented. Cindy pointed out that \$69,357 of additional USGS continuation funds have been confirmed. The only portion of the dues that we are still waiting to hear about are \$9,000 dues from Maine. All other dues funds have been received. If the Maine dues are received there will be \$1,150 of dues that will move into next fiscal year. If the Maine dues are not received, there will be \$7,850 that comes out of the unrestricted net assets. Cindy explained the good news that the budgeted operating shortage dropped from \$44,674 in budget approved in June to \$12,453. This is more reasonable and is due to the Executive Director cut back for the second six month contract and the management and administrative fee from the new USGS funding.

A motion was put on the table to accept the revised budget:

Moved: Steve

Seconded: Kathleen

Discussion: None

Unanimously approved

2. FY 17 and FY 18 Budget Estimate and the GOMC Dues Report were described briefly and provided for informational purposes. Cindy reviewed the numbers in the three columns for the FY 17 budget (confirmed, expected and totals). She pointed out that at this point the best case scenario would be approximately a \$350,000 annual budget.

Canadian Association Financial Report

Cindy reviewed the financial report and said it was for informational purposes. She pointed out that GOMA has a new procedure where they coordinate payment of the Canadian contractors on EC Grant work directly from the Canadian Association account.

Six Month Contractor Scopes of Work

Cindy explained that she would be cutting back her contract by about 68% starting in January. She believes this is possible because we are closing out all of the NOAA NROC funding at the end of December 2015 and are also closing out a larger USGS grant. She explained the tables in the briefing document in detail to show what tasks would be handed to the Council Coordinator, the committee's and other project contractors. He also explained the tasks that she would be continuing to carry out.

A motion was put on the table to accept the scopes of work.

Moved: Don

Seconded: Priscilla

Discussion: None

Unanimously approved

Gulf of Maine Association Transition – Discussion

Cindy stated that due to the fact that we had planned to discuss the transition at this meeting after our discussion at the June, 2015 meeting that she and Don wanted to allow for any items to be raised. No one had any comments and it was determined that this method would be used for the next six months and would be budgeted for in the 2016 -2017 fiscal year if it is workable. No motion or vote was needed.

Other Business

None

Motion to adjourn

Moved: Steve

Seconded: Kathleen

Meeting Adjourned at 12:54 PM EST

Meeting Summary prepared by Cynthia Krum, GOMA Executive Director

Actions, Outcomes or Decisions Requested (optional):

Approval

Action Agenda

Gulf of Maine Association Briefing Note Meeting Briefing Note					
Title of Agenda Item: July 2016 – June 2017 GOMA Operating Budget and Associated Contractor Scope of Work Documents					
Submitted by: Cynthia Krum with review by GOMC Secretariat Team					
Type of Item (place X in appropriate box)	For Decision	X	For Direction	For Information (internal GOMA)	For Information (External)
Background (required): Details on FY 2016 – 2017 Proposed Operating Budget <ul style="list-style-type: none"> GOMC and Fiscal Agent Expense Predictions <ul style="list-style-type: none"> GOMC predicted direct expenses - \$109,926 Fiscal Agent predicted direct expenses - \$148,584 GOMA Management and Administration/Audit/O&D Insurance - \$49,584 Total budget (including GOMA management and administration) is \$308,094. Unrestricted net asset balance <ul style="list-style-type: none"> Prediction for FY 2015-2016 year-end at June 30 is \$105,866. The 2016-2017 Budget incorporates \$14,985 of unrestricted net assets to cover needed contractor expenses. (These funds have been saved for this purpose.) With the possibility of additional funding for ESIP and Climate Network that is not currently in the budget we expect that the full \$14,985 of unrestricted net assets will not be needed. If additional/unbudgeted funds are not received and contracting in 2016-2017 goes as budgeted the FY 16-17 unrestricted net asset year-end prediction is \$90,881. Additional/Unbudgeted Funding <ul style="list-style-type: none"> ESIP - Still awaiting decision on FY 16-17 EC Gulf of Maine Initiative funding proposal. Climate Network – Awaiting decision on Maine Community Foundation funds for King Tides Project. Committees such as the Climate Network and ESIP continue to look for other funding opportunities. Details on GOMA Management and Administration and Core Service Contracting					

<ul style="list-style-type: none"> • GOMA Management and Administration Contracting: <ul style="list-style-type: none"> ○ GOMA contractors (Executive Director and Bookkeeper) will be contracted for 12 months for a combined total of \$41,780. This is over a 50% reduction from prior FY 2015-2016. • Core Service Contracting: <ul style="list-style-type: none"> ○ The Council Coordination contract will remain at same level as FY 2015-2016 for a full 12 month contract of \$47,000. ○ The Information Technology contract will be reduced by \$2,000 for 12 months from the 2015-2016 fiscal year amount. This change is based on level of effort needed. • Grant Funded Contracting: <ul style="list-style-type: none"> ○ Contracts are prepared based on length of grant. All open contracts as of July 1, 2016 are included in the briefing packet for reference.
Actions, Outcomes or Decisions Requested (optional): <ul style="list-style-type: none"> • Approval of 2016-2017 Operating Budget and Associated Scopes of Work • Acknowledgement that unrestricted net assets are proposed for operating expense
Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note): GOMA Financial and Scope of Work Documents

Gulf of Maine Association Meeting Briefing Note							
Title of Agenda Item: Report on GOMA Contracts/Revised Role							
Submitted by: Cynthia Krum							
Type of Item (place X in appropriate box)	For Decision		For Direction	X	For Information (internal GOMA)	X	For Information (External)
Background (required): <ul style="list-style-type: none"> • Report on Past 6 months of reduced GOMA Contract services: <ul style="list-style-type: none"> ○ Reduced GOMA management and administrative contracts for January 1 – June 30, 2016 were very successful. Both the Executive Director and Bookkeeper were able to complete all essential deliverables with the 50% reduction from the prior 6 months (July – December, 2015). 							
Possible Activities / Next Steps (optional): <ul style="list-style-type: none"> • GOMA contract amounts are partially based on plans for a fall 2016 audit for fiscal year end at June 30, 2016. GOMA will not need to complete the A-133 audit since the US federal funding expense threshold for this audit has been raised to \$750,000. Year-end predictions show that GOMA federal funding expense in FY 2015 – 2016 will be approximately \$490,000. • GOMA Contracting in Fiscal Year 2017 – 2018: <ul style="list-style-type: none"> ○ More detailed predictions for the next fiscal year will be discussed at the December, 2016 Board of Directors Meeting. A draft prediction is included in the financial presentation for this meeting. ○ GOMA will continue to plan for a reduction in services as needed based on budget and decision regarding an Audit at close of FY 2016-2017. 							
Actions, Outcomes or Decisions Requested (optional): For information and discussion.							
Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note): Briefing note; FY 2017-2018 budget prediction.							

Gulf of Maine Association Action Agenda Meeting Briefing Note					
Title of Agenda Item: Re-Election of all Board of Director Members for a Three-Year Term					
Submitted by: Cynthia Krum					
Type of Item (place X in appropriate box)	For Decision	X	For Direction		For Information (internal GOMA)
					For Information (External)
Background (required): Per GOMA Bylaws it is stated that "Directors shall serve for a term of three years. Directors may serve any number of consecutive terms."					
Possible Activities / Next Steps (optional): Reelect the entire Board of Directors for an additional three year term. Board of Directors for reelection are as follows (please note we recently reelected the Officers for new three year terms, so that is not due again until December, 2018): Don Hudson Lee Sochasky Priscilla Brooks Steve Couture Bruce Carlisle Ru Morrison Kathleen Leyden Perry Haines					
Actions, Outcomes or Decisions Requested (optional): For action agenda vote.					

Gulf of Maine Council through Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2016 with Actual Results through April 30, 2016

	Revised GOM Association FY 15-16 Budget end June 30, 2016	Actual GOM Association FY 2015/2016 (period ended 4/30/16)	Estimated Revenue/Expense FY 2015/2016 (May - June 2016)	Total Estimated GOM Association FY 2015/2016 (Total Year Forecast)
INCOME				
US Federal Funding				
USGS Award end 12/31/2015	96,785	106,972	-	106,972
USGS Award ending 9/30/2016	69,357	20,942	38,942	59,884
Total US Federal Funding	166,142	127,914	38,942	166,856
Canada Federal Funding				
EC-GMI ending 03/31/2016	12,817	13,677	-	13,677
EC- AEI ending 03/31/2018	54,754	46,844	3,866	50,710
DFO ending 03/31/2016	15,000	15,400	-	15,400
Total Canadian Federal Funding	82,571	75,921	3,866	79,787
Membership Dues	48,264	28,393	14,321	42,714
NH Fee Agreement	9,000	9,000	-	9,000
Contributions- Maine Community Foundation	7,000	6,797	203	7,000
Total Gulf of Maine Council Funding	312,976	248,025	57,332	305,357
Fiscal Agent Income				
NROC - US Federal	478,599	333,121	48,690	381,811
RARGOM-Membership/Registration	5,423	5,423	-	5,423
Total Fiscal Agent Funding	484,022	338,544	48,690	387,234
EXCH RATE LOSS/INTEREST INCOME		(982)	(850)	(1,832)
Total Income	796,998	585,586	105,172	690,758
EXPENSES				
Education				
Information Technology (Cross-Cutting)	14,514	12,174	2,340	14,514
Publication / Outreach				
Fund Development				
Monitoring/Research (Goal #2)				
Gulfwatch (#2.1.1)	10,000	10,000	-	10,000
Ecosystem Indicator Partnership (# 2.2.1)	143,754	110,311	34,025	144,336
Climate Network (# 2.3.1,# 2.3.2,# 2.3.3)	53,728	46,673	3,037	49,710
Management & Administration				
Secretariat (Coordinator)	51,000	38,400	8,600	47,000
Secretariat (Meeting Expenses)	3,503	460	3,043	3,503
Gulf of Maine Association	95,074	75,968	8,654	84,622
Fiscal Agent Program Expense				
NROC	431,799	300,448	43,473	343,921
RARGOM	4,930	4,930	-	4,930
Total Expense	808,301	599,365	103,172	702,536
Net Operating Surplus/(-Shortage)	(11,303)	(13,779)	2,001	(11,778)

Gulf of Maine Council through Gulf of Maine Association	
Unrestricted Net Assets at June 30, 2015	\$ 117,644
Net Operating Surplus/(-Shortage) FY 15-16	(11,303)
Unrestricted Net Assets at June 30, 2016	106,341

\$	117,644
	(11,778)
	105,866

**COUNCIL OF ATLANTIC PREMIERS
TRUST FUND
GULF OF MAINE COUNCIL CANADIAN ASSOCIATION OF DELEGATES
STATEMENT OF CHANGE IN TRUST FUND BALANCE
FOR THE 12 MONTHS ENDED March 31, 2016**

	<u>2015-16</u>
REVENUE	
Province of New Brunswick - Fisheries	0.00
Province of New Brunswick - Environment	10,000.00
Province of Nova Scotia - Fisheries & Aqua	10,000.00
Province of Nova Scotia - Environment	10,000.00
Federal Government	65,719.00
State of Maine	0.00
State of New Hampshire	0.00
Yarmouth Forum	0.00
Env. Canada Funding Agreement	51,041.00
	<u>146,760.00</u>
Interest	353.50
	<u>147,113.50</u>
EXPENDITURES	
Gulf of Maine Newsletter	0.00
Gulf of Maine Secretariat	146,760.00
Gulf of Maine BOFEP	0.00
Gulf of Maine - Meeting	0.00
Gulf of Maine - Regional Sewage Workshop	0.00
Gulf of Maine - Yarmouth Forum	0.00
	<u>146,760.00</u>
Increase/(decrease) in trust fund during the year	353.50
Trust fund balance - beginning of year	<u>2,282.34</u>
Trust fund balance - end of year	<u><u>2,635.84</u></u>

Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2017

Red print denotes unsecured sources - see dues summary for more detail

	Proposed 2016 - 2017 GOM Association Budget end June 30, 2017	Draft 2017-2018 GOM Association Budget end June 30, 2018
INCOME		
US Federal Funding		
USGS ending 9/30/2016	44,151	-
Total US Federal Funding	44,151	-
Canada Federal Funding		
EC- AEI ending 03/31/2018	11,511	4,006
DFO ending 03/31/2017	15,000	15,000
Total Canadian Federal Funding	26,511	19,006
Membership Dues	47,163	41,663
NH Fee Agreement	9,000	9,000
Total Gulf of Maine Council Funding	126,825	69,669
Fiscal Agent Income		
NROC - US Federal	159,212	-
RARGOM-Membership/Registration	7,073	7,073
Total Fiscal Agent Funding	166,285	7,073
Total Income	293,109	76,741
EXPENSES		
Education		
Information Technology (Cross-Cutting)	12,400	10,400
Monitoring/Research (Goal #2)		
Gulfwatch (#2.1.1)	-	-
Ecosystem Indicator Partnership (# 2.2.1)	38,577	-
Climate Network (# 2.3.1,# 2.3.2,# 2.3.3)	9,450	3,079
Management & Administration		
Secretariat (Coordinator)	47,000	47,000
Secretariat (Meeting Expenses)	2,500	2,500
Gulf of Maine Association	49,584	19,304
Fiscal Agent Program Expense		
RARGOM	6,430	6,430
NROC	142,154	-
Total Expense	308,094	88,712
Net Operating Surplus/(-Shortage)	(14,985)	(11,971)
Detail of Shortage:		
Dues Shortfall/Excess	32	(3,170)
GOMA Association	\$ (15,017)	\$ (8,801)
Total Shortfall	\$ (14,985)	\$ (11,971)

Gulf of Maine Council through Gulf of Maine Association	
Unrestricted Net Assets at June 30, 2016 (Estimated)	\$ 105,866
Net Operating Surplus/(Shortage) FY 2016/2017	(14,985)
Estimated Unrestricted Net Assets at June 30, 2017	90,881

Note Regarding FY 16-17 Budget: There are outstanding proposals and/or potential additional funding for ESIP and Climate Network that is not reflected in the budget above.

Gulf of Maine Council through Gulf of Maine Association
Membership Dues Summary
Dues Projections FY 16-17 & FY 17-18

Exchange Rate:
0.733

Red indicates unsecured

Dues/Contribution Agreements By Source:

	FY 16/17	FY 17/18
	<u>2016-2017 Dues</u>	<u>2017-2018 Dues</u>
Canada Federal -DFO	\$ 15,000	\$ 15,000
Nova Scotia Fisheries & Aquaculture	\$ 7,331	\$ 7,331
Nova Scotia Environment	\$ -	\$ -
New Brunswick Environment & LG	\$ 7,331	\$ 7,331
New Hampshire DES	\$ 9,000	\$ 9,000
Massachusetts CZM	\$ 18,000	\$ 18,000
Maine Coastal Program	\$ 9,000	\$ 9,000
	\$ 65,663	\$ 65,663
Excluding DFO/NH Agreements	\$ (24,000)	\$ (24,000)
Carryforward of FY15-16 unspent dues	\$ 5,500	\$ -
True Membership Dues	\$ 47,163	\$ 41,663

Allocation of Dues:

Council Coordination/Meeting Expense	\$ 49,500	\$ 49,500
Council Coordination Admin	\$ 7,381	\$ 7,381
IT	\$ 12,400	\$ 10,400
IT Admin	\$ 1,849	\$ 1,551
Subtotal - Council Coordination/IT	\$ 71,130	\$ 68,832
Excess/(Shortage) Dues	\$ 32	\$ (3,170)

Gulf of Maine Council through Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2017
By Program

	Information Technology FY16 - 17	Council Coordination FY 16 - 17	US Assoc. Mngt & Admin FY 16 - 17	Indicators & Environmental Rptg FY 16 - 17	Climate Network FY 16 - 17	Unallocated FY 16 - 17	Gulf of Maine Council Total FY 16 - 17	Total Fiscal Agent Agreements FY 16 - 17	TOTAL Gulf of Maine Assoc FY 16 - 17
Income:									
US Federal Funding									
USGS Award Ending 9/30/2016				38,577			38,577		38,577
Total US Federal Funding	-	-	-	38,577	-	-	38,577	-	38,577
 Canada Federal Funding - EC					9,450		9,450		9,450
Foundation Funding							-		-
Membership Dues	12,400	49,500				32	61,932		61,932
Administration Income	1,849	7,381		5,574	2,061		16,866	17,701	34,567
Registration Fees							-		-
 Fiscal Agent Income									
NOAA/CSC for NROC							-		-
NOAA/OCRM for NROC							-		-
USF&W							-	142,154	142,154
RARGOM - Membership Dues							-	6,430	6,430
 Total Income	14,249	56,881	-	44,151	11,511	32	126,825	166,285	293,109
 Expenses:									
Contractors	12,040	47,000	41,780	38,577	9,450		148,847	143,263	292,109
Independent Audit			6,500				6,500		6,500
Meeting Expenses		2,500					2,500	5,321	7,821
Printing & Publication							-		-
Liability Insurance & Annual Fees			1,304				1,304		1,304
Web Hosting & Maintenance	360						360		360
Administration Allocation	1,849	7,381	(34,567)	5,574	2,061		(17,701)	17,701	-
Total Expense	14,249	56,881	15,017	44,151	11,511	-	141,809	166,285	308,094
 Income over/(under) Expenses	-	-	(15,017)	-	-	32	(14,985)	-	(14,985)



**GOMC (Gulf of Maine Council on the Marine
Environment)**

**Core Contractor and GOMA (Gulf of Maine
Association) Scopes of Work
Contracted through GOMA**

For Fiscal Year July 1, 2016 – June 30, 2017

**Document reviewed on April 20, 2016 Management
and Finance Committee Teleconference
Prepared by Cynthia Krum, GOMA Executive
Director in Coordination with the GOMC and GOMA
Contract Managers**

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CORE SERVICES

Scope of Work for: Yellahoose, LLC **Contract Title: Information Technology Support, Programming and Systems Administration**

Contract Length: July 1, 2016 – June 30, 2017

Contract Amount: \$12,400

Source of funds: GOMC Dues

Contract Manager: Prassede Vella

Contract review: Completed March, 2016 with recommendation for re-contracting

A. Hosting Tasks and Deliverables

For One Server (\$180 hosting fee for 10/1/2016- 9/30/17):

Note: Second server for ESIP will be terminated – can just use one server

- Routinely (daily) backup GOMC websites, databases and files.
- Periodically test backups to confirm that backups are complete.
- 12 month hosting of GOMC site

B. Information Technology Support, Programming and Systems Administration Tasks and Deliverables: (\$13,720 or \$10,220)

Server Maintenance/Updates:

- Maintain server computer hardware hosting Gulf of Maine Council websites, databases, email and files. (Ongoing)
- Maintain networks connecting servers host GOMC products to the WAN. (Ongoing)
- Update server computer hardware and networking as needed to ensure 24/7/365 availability. (Ongoing)
- Evaluate, update and test operating system and application software to ensure security patches and value-added feature enhancements are implemented. (Ongoing)

Support

- Assist GoMC contractors and end-users to access and use GOMC's online products and services, e.g. email, listserves, online forms, databases, control panel software and applications.
- Promptly answer support-related issues submitted via phone or email, and if necessary address GOMC specific hardware and/or software problems.

Maintenance/Development/Design

- Overall - adding/updating search engine descriptions (metadata) for GOMC pages, and analyzing analytics to maintain and increase traffic
- Search engine optimization/review of Google Analytics for GOMC pages, and analyze analytics to maintain and increase traffic
- ESIP website
 - Updates to ESIP website content including adding monthly journals as available
 - Calls with ESIP Program Manager if not covered in project based contract.
 - Respond to ESIP requests to fix data links and tools if not covered in project based contract.

- Maintain, enhance and add data to existing databases if not covered in project based contract.
- Climate Network:
 - Update and maintain site including Quarterly Outlook release (4 times annually)
 - Upload and release outlook file (via constant contact); upload on Climate Network Page; archive previous version
 - Calls with program manager
- Overall GOMC and GOMA
 - Continually, maintain and add data and information (As-needed)

Reporting

- Regularly update the Contract manager on hardware and software maintenance related events. (As-needed)
- Provide IT updates to your contract manager
- Monthly work report

Scope of Work for: Joan LeBlanc Contract for: Council Coordination

Contract length: July 1, 2016 – June 30, 2017

Contract Amount: \$47,000

Source of Funds: GOMC Dues

Contract Manager: Steve Couture, Working Group Chair

Contract review: Completed March, 2016 with recommendation for re-contracting

Tasks, Products and Deliverables:

1. Policy and Council Coordination

Task 1.1: The Coordinator will serve as the primary point of contact. The Coordinator will be responsible for overall Council management and logistics, providing support and continuity for Council management and internal policy functions.

Specific work elements of this task include:

- Assist/coordinate development/update of internal administrative and operational policies (e.g. Terms of Reference, Reference Handbook, Publications Protocol, etc.)
- Provide support to Secretariat Team as needed.
- Assist WG Co-Chairs in tracking and follow-up on status of decision implementation and progress on action items.
- Assist Council and provide recommendations on the formation of new committees, *ad hoc* groups, and advisory groups, as needed.
- Provide orientation and support to current and incoming Secretariat as needed.
- In coordination with WG Co-Chairs, coordinate process for filling vacant Committee Co-chair, or Council seats.

2. Administrative and meeting support

Task 2.1: The Coordinator will provide operational and administrative support and council for the Working Group (WG) Co-Chairs. The Coordinator will assist the WG Co Chairs in the organization of up to two (2) virtual Working Group meeting, twelve (12) Secretariat conference calls, and up to one (1) virtual Council meeting, and one joint Working Group/ Council meeting. Specific work elements include:

- Develop goals for the meeting.
- Solicit agenda items and provide placeholder list that includes items from past meetings, call summaries, and any other Working Group and Council sources, to WG Co -Chairs. Draft and finalize Working Group and Council meeting agendas in collaboration with the WG Co-Chairs.
- Prepare briefing packet –
 - Disseminate request for briefing documents and set deadlines for submissions, follow-up with reminders to gather materials needed for all applicable agenda items.
 - Work with WG Co-Chairs to prepare briefing materials for items related to Council Coordination functions.
 - Collect materials submitted and compile according to final agenda. Produce PDF of briefing book. Post briefing packet and other meeting documents to the Council website in advance of the meetings.
- Compile presentations from presenters before start of meetings for smooth flow of presentations.
- Track in-kind meeting participation time – number of participants and number of hours.

Products and Deliverables:

- Agenda placeholder lists and final agendas for meetings per task 2.1
- Completed briefing packet - seven working days prior to meeting
- Compile presentations from presenters as available
- Spreadsheet of meeting in-kind submitted to GOMA Executive Director

Task 2.2: Attend and provide summaries for meetings per task 2.1 above.

Products and Deliverables: Prepare meeting summaries for each meeting and record action and decision items and work with the WG Co-Chairs to evaluate accomplishments at the end of the meeting.

The Coordinator will prepare a draft list of key action items / decisions within seven (7) days of the meeting's conclusion and distribute to the meeting body (WG, Council or Secretariat). The Coordinator will prepare a final draft list of key action items / decisions, with comments incorporated, along with any other related meeting documentation, and distribute to the WG and Council within two (2) weeks of the meeting's conclusion.

Task 2.3: Provide ongoing support and assistance to 2-year Work Plan Committees.

Specific work elements for the Coordinator include:

- Assist up to two (2) Committees in the scheduling and organization of Committee meetings as needed.
- Assist up to two (2) Committee Co-Chairs with development and/or revision of Terms of Reference.

Products and Deliverables:

- Up-to-date committee Terms of Reference - as needed

3. **GOMC Communications**

Task 3.1: The Coordinator will facilitate communication among and with the various Council organizational entities and partners and serve as the main point of contact.

Products and Deliverables: The Coordinator will provide support for Council communications by:

- Maintaining specific website content related to WG and Council meeting information, meeting materials, presentations, work plans, reports, and committee membership lists.
- Regularly updating records in People Finder and listserves.
- Responding to inquiries from Council agencies, partners, stakeholders and the public.

- Preparing orientation package and materials for new Council, Working Group, and Committee members. Provide orientation and welcome to new members.
- Updating website content, listserves, and Peoplefinder as needed.

4. GOMC Awards

Task 4.1: Coordinator will coordinate GOMC Awards effort including solicitation of awards, selection of recipients and coordinating awards event.

Products and Deliverables:

- GOMC Award nomination forms developed and distributed
- GOMC Award winners selected
- GOMC Awards event coordinated with host jurisdiction

5. Reports

Products and Deliverables:

- Coordinator will provide a monthly work report to the WG Chair and to the Gulf of Maine Association.
- Coordinator will complete progress and final report for NH DES contribution agreements that directly funds council coordinator.

GOMA MANAGEMENT AND ADMINISTRATION

Scope of Work for: Krum Steele LLC

Contract Title: Executive Director for the Gulf of Maine Association

Contract Length: July 1, 2016 – June 30, 2017

Contract Amount: \$29,900

Source of Funds: Management and Administrative fee (including Fiscal Agent)

Contract Manager: Don Hudson, GOMA Chair

Contract Review: Completed March, 2016 with recommendation for re-contracting

Note: Tasks/deliverables below are for the Gulf of Maine Council on the Marine Environment, and fiscal agent arrangements with the Northeast Regional Ocean Council and Regional Association for Research on the Gulf of Maine.

Tasks:

Financial Management and Internal Controls

1. Oversee Gulf of Maine Association (GOMA) Budget Preparation for Annual Operating Budget for following fiscal year:

- Review income and provide expense information for individual project budgets
- Review preliminary drafts and final version of budgets and summaries with Bookkeeper
- Prepare information for future year projections
- Review recommendation from Bookkeeper and decide on Can. exchange rate for budgets.
- Present Budgets in one meeting of the Secretariat Team and one GOMA Board of

- Directors meeting. Present to Fiscal agent leads as needed.
2. Internal Financial Reports:
 - Determine schedule and format, provide information, review and present Financial Reports for GOMA (twice annually) Secretariat (twice annually), and Fiscal Agent projects as needed.
 3. Oversee and assist with annual independent audit, tax form 990 and form 1099's.
 4. Fund Accounting and Estimates:
 - Consult with Bookkeeper on fund accounting on an as needed basis.
 - Provide expenditure estimates and six-month prediction information to Bookkeeper and review Budget vs. Actual Results Analysis.
 - Review management and administrative calculations and reserve account balances, cash-flow forecasts and propose and oversee management practices with GOMA.
 - Communicate with NROC Co-chairs, or fiscal agent leads as needed.
 - Track actual expenditures for all programs and each grant against budgets in coordination with Bookkeeper
 6. Act as resource to Fiscal Agent lead contacts for contracting and invoicing for:
 - a. NROC
 - b. RARGOM
 7. Oversee Payments:
 - Receiving invoices and contract manager approvals, coding, and submission of invoices, review summary list with amount and funding source for all invoices that are ready to pay from Bookkeeper (check against, contracts and grant requirements) and forward final list of checks to GOMA Board president or designee.
 - Oversee Bookkeeper filing of all invoices and approvals.
 8. Internal Controls:
 - Provide recommendations, carry out, and make decisions regarding internal controls and GOMA policy, practices and documents.
 9. Manage negotiation and receipt of contracts and invoicing for:
 - Annual Dues: provide dues payment predictions and oversee bookkeeper's preparation of invoices and tracking receipt of payment. Oversee preparation of service agreements in lieu of dues.
 - All other multiple funding sources received by the Association for the work of the Council and fiscal agent projects (federal grants, foundation grants, donations, meeting registration fees).

GOMC Funding Application Review

1. Review proposals written by committee members and oversee form preparation and submittal of grant applications, review application receipts.
2. Oversee tracking of proposal status and acceptance.

Grant Management from Grantors and to Grantees

3. Grant Contracts:
 - Negotiate all contracts from grantors including revised documents as needed.
 - Assure Association compliance with grant conditions.
 - Negotiate fund transfer methods such as contracts/contribution agreements if not part

- of a competitive bid process (includes coordinating with funders and answering questions)
- Coordinate with Bookkeeper to submit all required contracting documents via online systems or manually. For all hard copy agreements, coordinate with Bookkeeper to ensure that all signature & notarized sections are completed, instructions for signor provided, and needed materials requested and attained (certificate of Good Standing, Vendor Forms, Form W-9, Account set up forms, etc.)
- Oversee closing out of grants as needed.
- 4. Grant Management:
 - Coordinate with Committee Co-Chairs to gather extension request information if needed.
 - Coordinate with Bookkeeper to submit grant extensions, special award conditions, work-plan and budget approvals, progress and final reports, financial reports (follow all existing and new funder's compliance requirements).
- 5. Grant Reporting:
 - Provide deliverable information/reporting templates/timeline/ match documentation needs to GOMC contractors and Fiscal Agent leads for preparation of narrative progress and final reports.
 - Coordinate report submittal
 - Oversee Bookkeeper preparation and submittal of financial reports
- 6. Maintain GOMA Executive Director registration with online systems such as CCR, SAM, Dunn and Bradstreet, Grants online, Grants.gov, FSRS and FedConnect.
- 7. Master Spreadsheets: Provide information and oversee Bookkeeper preparation, management and maintenance of Master Spreadsheet for each individual federal award. Coordinate with Bookkeeper to track payments on contracts and awards. Forward Master Project Status Reports to Project Coordinators, Contract Managers as needed.

GOMA Business Coordination

1. Coordinate 2 GOMA meetings via teleconference, and arrange for a quorum and proxies.
2. Hold up to two (2) Executive Committee calls if needed.
3. Prepare agendas, other documents and presentations as needed for GOMA meetings or calls.
4. Maintain Association Board of Directors membership, orient new members and update letterhead.
5. Prepare 2 GOMA Board and up to 2 Executive Committee meeting summaries.
6. Maintain Board Record book at legal firm.
7. Negotiate fiscal agent agreements as needed and oversee agreements.
8. Negotiate and secure officers and directors liability insurance.
9. Gather and manage mail from P.O Box for the Association. In coordination with Bookkeeper maintain filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files.
10. Manage transition to electronic files whenever possible.

Contract Administration and Contractor Communications

1. Contract Management:
 - Communicate with contractor's and contract managers concerning GOMA policies and practices.

- Act as Contract Manager for the Bookkeeper
 - Provide orientation and support to Contract Managers as needed.
 - Assist Contract Managers with contract termination when necessary.
 - Coordinate Contractor/Contract Manager reviews. (March/April)
2. Contractor Selection
 - Retain applications and competitive review process documentation.
 3. Contract Preparation:
 - Coordinate with Committee Co-chairs on timeline for completion of all Project Scopes of Work, start and end dates, project lead and contract signatory information.
 - Coordinate preparation of all Core Contractor (e.g. Council Coordination and Information Technology) and GOMA management Scopes of work.
 - Approve final Scope of Work and Budget for contract preparation and coordinate execution of all GOMA (contractor and grantee) contracts, amendments and extensions.
 - Make decisions on changes to contract template as necessary.
 - Prepare all contracts including Statement of Work provided by contract manager, contract amount, budgets, start and end-date, contractor and signatory information
 - Provide information and oversee Bookkeeper tracking of Contracts in spreadsheet and uploading data to FSRS as needed.
 4. Provide Contractor Scope of Services document in coordination with next fiscal year budgets to Secretariat Team, Working Group, Council and GOMA.

GOMC Meeting Participation and Working Group Chair Support

1. Participate in 2 Secretariat Committee calls, and prepare documents and presentations for calls as needed.
2. Provide GOMA information as needed to Working Group Chairs.
3. Review and edit financial/GOMA related sections of two (2) Secretariat meeting summaries.
4. Review Meeting location agreements and costs if GOMA is paying.

Scope of Work for: Seacoast Balanced Accounting, LLC
Contract Title: Bookkeeping for the Gulf of Maine Association

Contract Length: July 1, 2016 – June 30, 2017

Contract Amount: \$11,880

Source of Funds: Management and Administrative fee

Contract Manager: GOMA Executive Director

Note: Tasks/Deliverables below are for the Gulf of Maine Council on the Marine Environment projects, and fiscal agent arrangements with the Northeast Regional Ocean Council and Regional Association for Research on the Gulf of Maine.

TASKS/DELIVERABLES:

1. Manage and Maintain QuickBooks accounting system for GOMA (Gulf of Maine Association) and provide information to Executive director as needed.
 - Deliverable date: Ongoing
2. Compile financial, accounting and grant reports and forms including:
 - Master Spreadsheet for each individual federal award: Track payments on contracts and sub-awards in Excel including amount paid to date, and Balance Due on subcontracts. Include additional information such as: schedule for financial and progress report deadlines, start & end date, extension dates, match amounts if required, Federal Award Number and CFDA number.
Deliverable date: Every month
 - Complete and submit all required financial reports for Federal Funds.
 - Provide general ledgers, profit and loss statements, and balance sheet.
 - Deliverable date: Balance sheet – monthly; P&L and general ledgers - quarterly or as needed.
 - Prepare Budget vs. Actual Results Analysis including cash flow position and unrestricted net asset balances.
 - Deliverable date: Quarterly
 - Financial and other forms for subaward filing and grant submittal (e.g. 424, 424A)
3. Assist with annual independent audit and tax form 990. Deliverable date – November 15, 2016
 - Prepare needed financial documents for yearly external audit and tax preparation (form 990 and A-133 single audit).
 - Participate in meetings and field work as necessary
4. Prepare 1099 forms. Deliverable date: January 31, 2016
5. Request and track receipt of all funds including:
 - Federal funds from all sources (draw-downs, checks and on-line payments) including invoicing, receiving, follow up when needed and status reporting. This includes changing/updating draw down procedures as required by funders.
 - Deliverable date: monthly drawdowns and status report with check-run; other items as needed
 - Funds from the Canadian Association (Executive Director will assist).
 - Deliverable date: As needed
 - Receipt of foundation grants, donations, meeting registration fees, and annual membership dues as needed including drawdown from PayPal account.
 - Deliverable date: As needed
6. Prepare Final Annual Operating Budget for next Fiscal Year and future year projections in coordination with Executive Director.
7. Deliverable date: Track application of actual indirect rate per budgets (vary based on funder limitations and year funding received).
 - Deliverable date: monthly with drawdowns and as needed
8. Make required filings such as annual reports with state and federal agencies as a 501(c)(3) nonprofit organization.
 - Deliverable date: May and as needed
9. Perform all payments and bank transactions:

- Prepare list of approved checks and draw-down spreadsheet to forward to Executive Director
 - Deliverable date: 1-2 days prior to check run
 - Prepare and send checks once each month with occasional additional checks if needed, make all required QuickBooks entries
 - Deliverable date: 7th of the month (or closest business day) and as needed
 - Reconcile bank accounts and forward bank reconciliations to Executive Director.
 - Deliverable date: monthly
10. Provide general ledgers, profit and loss statements, and balance sheet to Executive Director.
- Deliverable date: Balance sheet – monthly; P&L and GL - quarterly
11. Maintain all online systems and registrations such as CCR, Dunn and Bradstreet, Grants Online, SAM, Grants.gov, FedConnect, and FSRS. Assist Executive Director with data entry.
- Prepare schedule for registrations and follow needed deadlines; data entry and approval tracking especially for FSRS, grants.gov and Grants Online as needed
12. Funding Requests/Agreements:
- Review and edit draft budgets in proposals with information provided by Executive Director
 - Submit funding applications per funder requirements via grants online at direction of Executive Director
 - Prepare/provide required financial and other supporting documents (e. g. Board of Directors list, nonprofit status letter, federal forms
 - If hard copy, ensure that all signature & notarized sections are completed, provide instruction for signor, and include and attain all requested materials (certificate of Good Standing, Vendor Forms, Form W-9, Account set up forms, etc.)
 - Coordinate with Executive Director to ensure that all funding agreements are returned, signed and filed.
13. Provide written acknowledgement for contributions/sponsorships/meeting registration fees (RARGOM) as needed.
- Maintain spreadsheet of contract execution dates, contract length, funding source and contract amount and provide to Executive Director
- Assist with contract preparation as needed.
14. Assist with maintenance of filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files. Hard copy for invoices, approvals and receipts.
15. Other items as assigned in writing by Executive Director. Monthly work report and invoice submitted to Executive Director.



**Scopes of Work for
Gulf of Maine Council on the Marine Environment
Grant/Cooperative Agreement Funded Contractors
Through the Gulf of Maine Association
Open Contracts as of July 1, 2016
Prepared May 15, 2016**

**Prepared by Cynthia Krum, GOMA Executive
Director in Coordination with the GOMC Contract
Managers (reviewed by GOMC Secretariat Team on
the May 18, 2016 Teleconference)**

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Ecosystem Indicator Partnership

Scope of Work for: Christine Tilburg Contract Title: ESIP Program Manager

Contract Manager: Kathryn Parlee

Time Period: January 8, 2016 through September 30, 2016

Amount of Contract: \$47,206 USD

Funding Source: USGS Award G16AC00025 (\$38,000 Technical Objective 1; \$9,206 Technical Objective 2)

Technical Objective 1 – Complete existing EcoSystem Indicator Partnership (ESIP) Tier 1 indicator plan and continue implementing ESIP Tier 2 indicators plan to support ESIP’s work plan objectives and goals under the Gulf of Maine Council on the Marine Environment 2012-2017 Action Plan by: a) compiling and disseminating remaining Tier 1 indicators, b) developing cross-cutting and/or interdependent Tier 2 indicators, and b) improving regional use of indicators through enhancement of ESIP web-tools.

Outputs/Products include:

1. Regular consultation with ESIP Steering Committee and ESIP Co-chairs
2. Coordination of ESIP Steering Committee, remaining ESIP 1.0 Fisheries subcommittee and other ad hoc subcommittees
3. Completion of remaining ESIP 1.0 data compilation and products
4. Engagement/consultation on finalization of ESIP 2.0 framework and the approach for selection and development of ESIP 2.0 indicators
5. Implementation of ESIP 2.0 framework, establishment and coordination of relevant subcommittee(s) and selection of preliminary/pilot ESIP 2.0 indicators
3. Meeting materials for ESIP Steering Committee and subcommittees
4. Communication type materials (e.g. abstracts, posters, presentations, fact sheets), with appropriate committee and peer review
5. Reports and materials to support development of project proposal submissions
6. Reports, materials and coordination of input to fulfill grant reporting requirements
7. Development and management of contracts to support ESIP activities
8. Briefing materials and annual report/presentation on ESIP activities to the GOMC Working Group and Council
9. Providing direction on maintenance and enhancement of ESIP web site and web tools (please see Technical Objective 3)
10. Providing direction and review to support development of ICUC App Phase 2 (please see Technical Objective 4)
11. Engagement and promotion of the ICUC App (please see Technical Objective 4)
12. Monthly progress reports on meeting milestones of ESIP work plan

Technical Objective 2 – Support ESIP’s work plan objectives, and the GOMC Action Plan 2012-2017 goals, for improving understanding and regional use of indicators by: a) external promotion of ESIP and its products, b) sharing information and providing expertise on indicators, and c) collaborating with select partners or on select indicator projects.

Outputs/Products include:

1. Provide direction and review for 'ESIP use and influence' project
2. Support development and distribution of ESIP communication materials
3. Materials and presentations prepared, with appropriate committee approval and peer review
4. Participating in, and providing expert advice with, select partners or projects, including facilitating participation of ESIP members as presenters or panelists at relevant meetings, where applicable
5. Summary reports about presentations, audience reactions and needs

Overall Tasks -

1. Prepare Progress and final report narratives and provide attachments for USGS based on requests from GOMA Executive Director including:
 - Gathering materials from other contractors (Tesera Systems Inc., Yellahoose, LLC)
 - Completing draft progress and final project narratives for review and submittal by GOMA Executive Director

**Scope of Work for: Tesera Systems Inc.
Contract Title: Gulf of Maine ICUC Phase 2**

Contract Manager: Jim Latimer

Time Period: May 2, 2016 through September 30, 2016

Amount of Contract: \$32,000 USD

Funding Source: USGS Award G16AC00025 (Technical Objective 4)

LIST OF APP FEATURES

Tesera will complete high priority features within The budget Features to be completed in this phase will be prioritized and agreed upon by the project team (ESIP & Tesera) prior to work commencing (see table below). The priorities will be updated and adjusted to accommodate new and evolving features and to meet current project budget and goals.

Contract checkpoint meetings will be held between the Contractor and the Association to govern scope changes and manage costs. These meetings are critical to verify if scope increases are feasible within the current budget and delivery date, decide on options and tradeoffs or formally expand project scope. Contract checkpoints allow the Association and the Contractor to make adjustments in the face of reality (task completion rates, user feedback, changing requirements and feature requests).

A project wrap-up phase will be planned 2 weeks prior to the final release of software updates. Along with the contract checkpoint meetings, this provides the Association the control to decide which priority features to finalize with the remaining budget at the time of completion, the Association will be responsible for maintaining the software.

HIGH PRIORITY FEATURES	FEATURE DETAILS
Photo Clustering	
	Photos cluster at photo frame locations
	Photo frame locations show photo series
Offline Photo Synchronization	
	Photo and report information is saved when offline
	Saved reports and photos are synced when online
Report Photo	
	User reports inappropriate photos
	ESIP Manager is notified and takes action if required

Stretch goals will be considered out of scope until high priority features have been completed by the Contractor and accepted by the Association. If time and funding remain, the Association has identified the following priority components that will be assessed and prioritized at that time.

“STRETCH GOAL” FEATURES (OPTIONAL)	FEATURE DETAILS
Nearby Site Notification	
	User is notified of nearby site locations in app
Curate Photos	
	ESIP Manager is notified when a new photo is uploaded
	ESIP Manager reviews uploaded photos
	ESIP Manager Accepts or Rejects Photos
Social Media Integration	
	User shares photo to Twitter
	User shares photo to Facebook
Advanced Mapping	
	Map Icons are color coded for the type of monitoring site
	User turns on and off visibility of a type of monitoring site

PHASES OF FEATURE IMPLEMENTATION

High Level View - At the beginning of the project there will be a short planning sprint to define and prioritize features at a high level. This provides an overview and general terms of reference for Design and Planning.

Design and Planning - Tesera will work with ESIP to define the features in detail and present options where applicable. Tesera and ESIP work together to identify the most efficient option to meet a feature objective and limit the amount of more costly changes later. The time to complete features is estimated according to the option chosen and the feature can now be added to the priority list.

Development - The Tesera software developers build prioritized features according to the design. This is the most complex and time consuming phase, so re-work and changes should be avoided as much as possible at this phase.

Testing and Release - When features are completed a new version of the app is made available to the Tesera Project team. Once the Tesera team approves the release, the ESIP team will test it. Once releases are approved by both parties, ESIP can request that the version be published to iTunes and Google Play store.

PROJECT MANAGEMENT

A Tesera Product Manager is the primary point of contact between Tesera and ESIP. Where required, the Project Technical Lead will provide consultation, oversight and guidance to all project members. Tesera will enable complete transparency so ESIP can guide and direct the development of features from an interim state.

Working in collaboration with ESIP, the Tesera Project team will create and maintain a shared workspace allowing easy and secure online access to project files, to define and track features and tasks, issue tracking, and milestone status reports, from anywhere, and at any time. The advantage of this approach is that project management documentation (including discussions, comments, reporting, and feedback) can be more easily tracked, managed, updated and audited online.

Further, Tesera will regularly share app updates that can be installed on ESIP team members' devices for interim testing. ESIP has the option to release updates as features are completed, or at the end of the project phase.

TEAM RESPONSIBILITIES

ESIP Project Team:

- Work with Tesera Project team to define features
- Work with Tesera Project team to prioritize features
- Decide on most favorable (cost, time, complexity, user experience) implementation of features with recommendations from Tesera Project team
- Test and provide feedback to Tesera within two weeks of completion of features

Tesera Project Team:

- Manage Project content
- Work with the ESIP Project team to define features
- Work with the ESIP Project team to prioritize features
- Provide options and estimates for the development of features
- Implement features following mutually agreed upon direction
- Perform internal testing
- Provide bi-weekly budget updates, and forecasts for the following two weeks
- Organize regular meetings as described as agreed upon in advance

Scope of Work for: Yellahoose **Contract Title: Information Technology ESIP Projects**

Contract Manager: Prassede Vella, Contract Facilitators: ESIP Co-chairs

Time Period: January 15, 2016 to September 30, 2016

Amount of Contract: \$3,694

Funding Source: USGS Award G16AC00025

USGS Technical Objective 3 – Review and update ESIP web-tool functionality, as well as update ESIP web site and populate ESIP web-tools with new monitoring and indicator data sets.

Outputs include:

1. Regular calls with the ESIP Program Manager on IT and the operation and maintenance of ESIP's web pages and web tools
2. Minor fixes, modifications or upgrades to the ESIP web site, on-line collaboration site and/or web tools to maintain current functionality
3. Upload indicator data for remaining ESIP 1.0 indicators and/or new monitoring information to the ESIP website and web tools
4. Provide recommendations on a framework to support new ESIP 2.0 indicator reporting approach
5. Providing feedback and review to support development of ICUC App Phase 2 (please see Technical Objective 4)
6. Create and implement a framework for new ESIP web pages that link to/support the ICUC App and allow users to access, view and obtain photos and related information (please see Technical Objective 4)

Reporting:

Send progress and final reporting for USGS Reports to ESIP Program Manager with a Cc to the GOMA Executive Director for inclusion in reports – August 1, 2016 and September 30, 2016

Scope of Work for: Gulf of Maine Lobster Foundation (Sara Ellis)
Contract Title: ESIP ICUC App Picture Post Site Installation – US Sites 2

Contract Manager: Christine Tilburg, ESIP Program Manager

Time Period: January 18, 2016 to July 22, 2016

Amount of Contract: \$2,700

Funding Source: USGS Award G16AC00025, Technical Objective 4

Statement of Work:

Organization Background - EcoSystem Indicator Partnership:

The EcoSystem Indicator Partnership (ESIP) was established by the GOMC to help coastal managers and decision-makers assess the health of the Gulf of Maine through the use of indicators. ESIP was created out of an identified need to better understand and convey information on the status and trends of ecosystem health and the impacts of human use in the Gulf of Maine. Through collaboration with regional experts, from local, state, provincial and federal governments along with academia and members of non-government organizations, ESIP has developed a suite of indicators to scientifically assess changes in the ecosystem. ESIP's initial focus has been on identifying and compiling data for key indicators under seven (7) themes: Aquaculture; Aquatic Habitats; Climate Change; Coastal Development; Contaminants; Eutrophication; and Fisheries. To make information more easily accessible and usable by practitioners and decision-makers, ESIP has also developed a set of tools for conveying information and providing access to indicator data. Through a web-based Monitoring Map, ESIP provides information on current monitoring activities in the region (e.g., locations, organizations, monitoring variables and contacts) as well as shares its indicator data (e.g., locations, data, and trends) via a web-based Indicator Reporting Tool.

Project Background:

Until recently, ESIP has relied on traditional forms of media to educate and engage its audiences, such as its website, fact sheets, workshops, and presentations. ESIP is now embarking on a new project to raise awareness and engage a broader audience in monitoring and tracking ecosystem changes in the Gulf of Maine through development of the ICUC Smartphone application (App). Recognizing that people who have a better understanding of their local environment also have a stronger sense of place and are more interested in helping to conserve and protect that environment, ESIP wants to engage citizen scientists from the Gulf of Maine through the use of this App. The App has two purposes: one, to share information about existing projects or initiatives that are monitoring the Gulf of Maine ecosystem; and two, to encourage citizen scientist's input in helping to monitor and track changes. For its second purpose, the App will enable users to capture and upload georeferenced, time-stamped images from different sites in both Canadian and the US portions of the Gulf of Maine which have been pre-determined by ESIP and its partners, as well as at sites in the Gulf of Maine randomly selected by the user.

Contract Overview:

The GOMC's ESIP is seeking a contractor to install equipment and/or informational materials for the ICUC App's pre-determined photo collection sites in the United States portion of the Gulf of Maine. A total of five (5) picture post sites will be installed, one in Maine, two in New

Hampshire, and two in Massachusetts. The sites will be pre-determined by the ESIP ICUC App Team and its partners. For these pre-determined sites, camera brackets will be securely installed to hold and orient a Smartphone, thus ensuring the same photographic perspective is taken at that site every time. Informational material on the project may also need to be provided at the site. The preference is to install camera brackets using existing structures (e.g., fence post, interpretive panel), but where this is not possible posts to hold the camera bracket and/or informational materials will first need to be installed.

Tasks:

1. Work with the ESIP ICUC App Team to review and confirm the specific locations of the picture post and camera bracket orientations of the five (5) installations.
2. Work with land owners to secure permission for installations.
3. Ensure land owners (e.g., individuals or organizations) are informed in advance of the date that the installation will take place.
4. Work with Blackbear Signworks (Saco, Maine) for the five (5) installations. Funds for these signs are included with the contract. Additional funds for signs will not be available.
5. Physically install the photo posts and/or camera brackets and/or informational materials at each of the five (5) agreed upon locations.

Please note:

- Posts, camera brackets and signs will be provided by contractor.
- Installation equipment/tools (e.g., hammers, screwdrivers, shovels, etc.) will be the responsibility of the contractor.
- Travel to the installation locations is included in the contract budget (e.g., additional funds are not available to support or reimburse travel).

Deliverables:

1. Installation of five picture posts, camera brackets and/or informational material at sites provided by the ESIP ICUC App Team; one in Maine, two in New Hampshire, and two in Massachusetts.

**Additional ICC App Work
Contractor Undetermined**

Contract Manager: Undetermined

Time Period: must be completed by September 30, 2016

Amount of Contract: \$5,300

Funding Source: USGS Award G16AC00025, Technical Objective 4

Climate Network

Scope of Work for: Natural Choices, LLC

Contract Title: Increasing Climate Risk Preparedness, Water Quality Management and Flooding Control by Enhancing Planning Use of Intensity/Duration/Frequency Extreme Rainfall Data Project Coordination

Contract Manager: Ellen Mecray

Time Period: April 1, 2016 – March 31, 2017

Amount of Contract: \$5,786

Funding Source: Environment Canada Atlantic Ecosystem Initiative 2015-2018

Tasks:

1. Website Beta Testing and Webinar (April/May 2016)
 - Coordinate beta testing of Canadian precip.net site, helping plan a webinar to gather feedback and introduce the site to prospective users from the Atlantic provinces
 - Provide Contract Management for contractor in Webinar preparations, invitations, scheduling, hosting and recording
 - Provide NRCC with detailed feedback from potential site users in the webinar and additional feedback received by the Canadian contractor
2. Outreach and Publicity Promoting Website Launch (August/.September 2016)
 - Draft, edit and release press and organizational (e-news) announcements for website availability
 - Link the Canadian version of precip.net to GOMC website and review with contractor the other appropriate regional websites for linkages
 - Provide Contract Management for contractor doing organizational and provincial outreach
3. Coordinate documentation of all non-provincial partner in-kind match per proposal and gather provincial in-kind match documentation from Webinar and Outreach contractor and provide for reports.

Gather information from Webinar and Outreach contractor and provide information for reports to EC as requested by Gulf of Maine Association Executive Director.

Deliverables/Completion Dates:

1. Hold webinar and summarize results of beta testing for NRCC—May 2016
2. Produce outreach materials for IDF site launch—August 2016
3. Augment and submit summary report on outreach and site use—March 2017
4. Reporting—March 2017

Scope of Work for: Kimberly Reeder
Contract Title: Increasing Climate Risk Preparedness, Water Quality Management and Flooding Control by Enhancing Planning Use of Intensity/Duration/Frequency Extreme Rainfall Data Project - Webinars and Regional Outreach

Contract Manager: Marina Schauffler (Natural Choices, LLC)

Time Period: April 1, 2016 – March 31, 2017

Amount of Contract: \$6000

Funding Source: Environment Canada Atlantic Ecosystem Initiative 2015-2018

Tasks:

4. Webinar
 - Convene a second interactive webinar in April 2016 for potential users of IDF information to gather input on the final draft site and provide a tutorial on its potential uses (*e.g.*, for those engaged in planning, construction or climate adaptation projects).
 - Arrange for recording of the webinar so it can be used as an ongoing outreach tool about the IDF site
5. IDF Website Promotion following launch (September-December 2016)
 - Work with provincial partners to determine appropriate sites for linkage to the Canadian precip.net site and provide the link and a site descriptor to their IT specialists
 - Distribute an e-news announcement (scripted for inclusion in existing e-newsletters)--with a screenshot of the site—and distribute to provincial partners, GOMC affiliates and interested organizations (*e.g.*, planning, construction, transportation, climate adaptation) to use in publicizing the site.
 - Provide webinar recording to relevant agencies and organizations for use as an training tool with constituents)
6. Follow-up with Provincial Partners about Website Promotion and Use (January 2017-March 2017)
 - Track and document press and e-news coverage of the site announcement in Canada; the numbers of related trainings; and the site questions or concerns received by provincial partners.
 - Work with provincial partners to determine best means of integrating precipitation data into each jurisdiction's climate adaptation planning resources
 - Prepare summary report for GOMA documenting site outreach efforts and any documented impacts of site use.
7. Work with Contract Manager to plan final year of website outreach, determining how best to integrate IDF data into provincial and local climate adaptation planning
8. Track in-kind provincial partner contributions for EC reports and provide additional reporting information as requested by Gulf of Maine Association Executive Director, in concert with the contract manager

Deliverables/Completion Dates:

1. Facilitate and record interactive webinar on IDF site—April 2016
2. Summary report on outreach and site use—March 2017
3. Reporting—March 2017

**Website Modifications and Verification of Products
Northeast Regional Climate Center (NRCC) at Cornell University
Scope of Work Undetermined**

Contract Manager: Rick Fleetwood, Environment Canada

Time Period: Start date not determined; end date March 31, 2017

Amount of Contract: \$5000

Funding Source: Environment Canada Atlantic Ecosystem Initiative 2015-2018