Modeling Lab Action Team Meeting
March 26th, 2013 1:00PM – 3:00PM
http://www.chesapeakebay.net/calendar/event/19330/

MINUTES

ACTION ITEMS

- **NEXT MEETING**
The April MLAT Meeting will be a FACE-TO-FACE Meeting.
    - o Discussion Topics for the April MLAT Meeting:
        - ▪ Proposed functions of a Chesapeake Bay Modeling Lab
        - ▪ Governance of a Chesapeake Bay Modeling Lab
            - • Discuss the extended Modeling Workgroup vs. William Keeling's governance option
        - ▪ Report outline
        - ▪ Assigning remaining report sections
    - o Amanda Pruzinsky sent out an email to MLAT members containing a doodle poll to schedule the April MLAT Meeting.

- **MLAT REPORT**
    - o MLAT Members signed up to write sections of the report. The assigned sections of the report are due in draft form by the April MLAT Meeting date.
        - ▪ Amanda Pruzinsky will organize the past minutes according to the below outline. This will be sent to the group by COB April 5th, 2013.
    - o MLAT Members will discuss and assign the remaining sections of the report at the April MLAT Meeting.

- **Knowledge System for Sustainability (KSS) Meeting**
    - o 2 day meeting held May 2nd and 3rd, 2013.
    - o Components:
        - ▪ Introducing KSS and the CBP.
        - ▪ Modeling Laboratory Discussion.
        - ▪ How Social Science Can Affect These Types of Issues.
    - o MLAT members are invited to attend the meeting.
    - o Location: CBPO

- **Modeling Laboratory Framework**
    - o Mark Bennett will put together a document to summarize the two options of the "Modeling Laboratory Framework." He will discuss the document with the jurisdictions before distributing to the entire group.

- **Recommendations for Current Modeling Framework**
    - o After completing the Modeling Laboratory recommendation, MLAT will begin the discussion of including the Appendix or Section X "Immediate Actives Independent of Modeling Laboratory."

TIMELINE
(Note: The timeline is subject to change)

APRIL 2013

MLAT will have a face-to-face meeting to discuss the report outline and drafted sections of the report, as well as continue the discussion of Modeling Lab functions and governance.

MAY 2013

DRAFT REPORT AND PRESENTATION – Draft report and presentation will be sent out to members for internal review before the May MLAT Meeting, 2013.

The report and presentation will be reviewed at the May meeting in preparation for the June 13th, 2013 Management Board meeting.

JUNE 2013

DRAFT FINAL REPORT – Deliverable before fall 2013 – Draft final report to present to Management Board at June 13th, 2013 MB Meeting.

DRAFT MLAT REPORT OUTLINE
For discussion and comment

MLAT members discussed the draft outline for the report at the March Meeting. The results of the discussion were directly incorporated into the outline during the meeting (shown below). Any comments that were not directly incorporated can be found in the "Comments and Discussions" section of the minutes. If a name appears after an outline section, that person volunteered to draft that section of the report. The outline is still open for comment and discussion.

Draft MLAT Report Outline:

I.   Executive Summary

II.   Background/Justification

- Formation of MLAT
    - NAS Report Recommendation – Amanda Pruzinsky
    - Management Board Mandate – Amanda Pruzinsky
    - Member List – Amanda Pruzinsky
- Justification
    - STAC recommendations – Kevin Sellner and Marjy Friedrichs
    - GIT list of modeling needs – Gary Shenk
    - Components of Existing CBP Modeling Efforts – Gary Shenk
    - Barriers to Implementation within the Current Modeling Structure – Gary Shenk

III.   Mission Statement/Vision – MLAT – DONE

IV.   Guiding Principles – Mark Bennett

V.   Review of existing modeling laboratories – Lewis Linker and Larry Band

VI.   Modeling Lab Framework

- Elements of Research, Development, and Operations relative to a proposed Chesapeake Bay Modeling Lab – Gary Shenk
- Proposed functions of a Chesapeake Bay Modeling Lab; Discussion in April – TBD

VII.   Governance of a Chesapeake Bay Modeling Lab; Discussion in April – TBD

VIII.   Funding a Chesapeake Bay Modeling Lab – Kevin Sellner

- Existing funding for CBP modeling
- Proposed additional funding

IX.   Process for Establishing Chesapeake Bay Modeling Lab – Kevin Sellner (Will depend on VI and VII, which will be discussed at the April MLAT Meeting)

Comments and Discussion:

Education Discussion

- Ted Tesler – This may be addressed within the NAS/STAC recommendations section where it is discussed but we don't specifically address education in this outline, maybe it doesn't rise to that level but a read of the recommendations might call it up. I recall there were several facets to this topic.

- Bill Keeling – There probably won't be many users, but education of uncertainty and limitations is important.
    o Dave Montali – Agrees that West Virginia will probably not be running the model.

- Larry Band – Running the model is not the tough part, setting it up is.
    o Large user communities need support: education, training, workshops, annual conferences, help desk, documentation, and support for the user community.
    o Provides incentive to develop useable tools
    o Example "consulting group" – Western Washington
    o Mark Bennett – How much of the budget should be set aside for education and support?
        Larry Band
        - Conferences and training can be self-sustaining – Registration fee for conferences and training
        - 3 to 4 FTEs part time = 2 "full time" FTEs
        - Start-up costs may be higher

Guiding Principles Discussion
Attachment A

- Clarification of Guiding Principle #9:
    "Support co-development of Chesapeake Bay models"
    o Support of multiple models
    o Support of open-source and modular
        - Stable code with released updates that include documentation
        - Make the updated code open-source before making it operational, which includes others in the testing
    o Benchmarking and testing of unit and combined modules
    o Development of a Chesapeake Bay Modeling System

PARTICIPANTS

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