

California Well Sample Repository Board of Governors Meeting

**Minutes of Meeting
Friday, November 3, 2017 [HOB 241]**

Members Present:

Anthony Rathburn, Larry Knauer, Andrea Weikel, Charles James, Grant Obenshain, Bill Bartling, Christopher LaLonde, Michael Clark, Rochelle Howard, Victor Martin, Kathleen Madden

Members Absent:

Gary Myers, Vaugh Thompson, Sarah Spencer, Kurt Neher, and Ken Frost

I. Call to Order:

Larry Knauer called the meeting to order at 10:05 AM.

II. Announcements:

1. Project Director's Report [**Attachment A**]
 - a. Financial report (budget)
 - i. The actual expenses from 2016/17 were reviewed and the projections for 2017/18.
 - ii. Fee and donation income has declined due to the oil field decline.
 - iii. The budget was approved.
 - b. Donations
 - i. University Advancement has been directly working with DOGGR to maintain the gift agreement.
 - ii. Chevron did not give to the CWSR last year.
 - c. Status of CWSR relations with Employees, CSUB & CSUB Foundation
 - i. All entities are working collaboratively together to ensure all money is accurately accounted.
2. Curator's Report [**Attachment B**]
 - a. **See attachment for detailed information**
 - b. State of the Repository
 - i. Cleaning and reorganizing, relocating material from building A to B
 - ii. Charles is working with facilities to pass the safety inspection.
 - c. Volunteer Program
 - i. There are 7 regular volunteers, with volunteers on the waiting list.
 - ii. Volunteers added 498 boxes to the inventory equaling 209 wells for FY 2016/17.
 - d. Student assistants' projects/ Activities at the Repository

- i. Currently there are four student assistants who are doing great work: Grant Obenshain, Mena Moerike, Christopher Moland & Scott Jones.
 - e. List of users and revenue for the 12 months
 - i. Attachment B has a complete list of clients and a breakdown of donations, fees, and what type of material is being requested.
- 3. Webpage
 - a. Website started in 1998.
 - b. Currently using GoDaddy server to host the webpage, the fees have been absorbed personally by Mike Clark.
 - c. There is a possibility the Pacific Section American Association of Petroleum Geologists (PSAAPG) will absorb the fees, because of the potential interest in utilizing the cloud storage.
- 4. Other Business [Larry Knauer]
 - a. Action Items
 - i. Further research the increasing utilities fees (Anthony Rathburn)
 - ii. Further research the percentage of indirect cost (Anthony Rathburn).
 - iii. Follow up on the AERA donation and others (Larry Knauer).
 - iv. Pursue the ability to accept credit cards (Anthony Rathburn & Kathleen Madden).
 - v. Further research the missing fee checks that were cashed (Victor Martin).
 - vi. Identify a method of communication to indicate when a donation has been received on behalf of CWSR (Victor Martin).

III. Adjournment: 11:24 am; next meeting was not scheduled.