

DRAFT

**SURA<sup>®</sup> BOARD OF TRUSTEES MEETING  
HAMILTON CROWNE PLAZA – HAMILTON BALLROOM  
14<sup>TH</sup> & K STREETS, NW  
WASHINGTON, DC  
APRIL 7&8, 2009**

Agenda and Attendees List are attached.

**Plenary Session I (April 7, 2009)**

**Call to Order and Chair's Report.** Board Chair Geoffrey Feiss called plenary session I of the Spring 2009 meeting of the SURA Board of Trustees to order at 10:30am. The Chair announced that a quorum had been established to conduct business in this plenary session. Motion was made, seconded, and passed to adopt the draft minutes of Fall 2008 meeting of the Board of Trustees.

Dr. Feiss recognized the representative from SURA's newest member, Idaho State University, Philip Cole who will be on the JSA Programs Committee. Idaho State University was elected into SURA affiliate membership. The Chair introduced several new trustees to the Board who were at the meeting and their committee assignments, including: Scott Whittenburg, New Orleans (Development); Madilyn Fletcher, South Carolina (Coastal Research); Karen Holbrook, South Florida (Relations); Sheila Sanders, Alabama-Birmingham (Information Technology); Isai Urasa, Hampton (Coastal Research); and, John Seuss, Maryland-Baltimore County (Information Technology)

Motion was made, seconded, and passed to hold the Fall 2009 Board meeting on October 20 & 21, 2009, in Washington, DC.

Dr. Feiss reviewed with the Board actions taken by the Executive Committee since the Board's Fall meeting including:

- Transfer from 403(b) to 401(k) pension plans for SURA and JSA to comply with changes in IRS regulations
- Appointment of Donald Lehman as Nominating Committee Chair to propose candidates for vice chair and slate of committee chairs
- Appointment of strategic planning task force

Jerry Draayer presented the report of the SURA President and CEO including performance highlights in SURA's programs in Jefferson Lab, information technology, coastal research, development, and relations and communications; and operational status including finance and administration. Questions from the floor and discussions were held related to the topics of the land for the Navy's Innovative Naval Prototype program and potential SURA member involvement, Lab's operating costs with the upgrade to 12-GeV, the internal auditor's risk assessment map, and plans for an internal audit function for SURA. Dr. Draayer's report is on file.

JSA President/JLab Director Hugh Montgomery reported on the status of the Jefferson Lab including the science program, 12-GeV upgrade project, review of theory team and engagement of the Science Council, SRF technology and director's review, FEL and continued non-DOE support, plans for the future, lab infrastructure, science education program, DOE report card on Lab performance, and budgets. Dr. Montgomery's report is on file.

There being no further business, the Chair adjourned plenary session I of the Spring 2009 SURA Board of Trustees meeting at 12:10pm.

**Plenary Session II (April 8, 2009)**

**Call to Order.** Board Chair Geoffrey Feiss called plenary session II of the Spring 2009 meeting of the SURA Board of Trustees to order at 8:30am. Since a quorum had not been established for this session of the Board meeting, Dr. Feiss requested the Corporate Secretary to convene a meeting of the Executive Committee to ratify the votes and decisions that represent the sense of the trustees were in attendance. The Chair called for the reports of the Committees.

**Finance Committee Report.** Committee Chair Donald Lehman reported that the Committee discussed the operating results and portfolio performance for the year to date, status of financing activities including the doubling of the debt paydown, results of the external audit including a clean opinion for both SURA and JSA with no management letter, results of the internal auditor's risk assessment including the development of audit priorities. The Committee heard from Smith Barney advisor Bob Olson on the money manager and asset class performance and market outlook and potential asset reallocations. Dr. Lehman reported that the Committee discussed the FY2010 budget planning and its direct link to the development of the strategic planning and business model. The Committee had no actions for Board consideration. Dr. Lehman's report and the Committee's agenda are on file.

**JSA Programs (Jefferson Lab) Committee Report.** Committee Chair Stephen Wallace reported that after a review of its charter and responsibilities, the Committee heard reports from: SURA Chief Communications Officer Grek Kubiak on the positive results of relations program in securing funding for Jefferson Lab; Lab AD for experimental physics Larry Cardman on the completion of the 6 GeV program with the goal of carrying out the highest quality research program with the 6-GeV program while delivering the 12 GeV project on time and on budget; Lab AD for FEL George Neil on the Lab's light source program including the future of the Navy program and next generation light sources; JLab Users Group Board chair Ron Gilman on activities and concerns of the Users Group; and SURA Chief of Strategic Services Elizabeth Lawson on the status of goal 4 of the PEMP including no issues in first quarter review and mid-year review upcoming, the JSA Initiatives Fund Program with commitments of \$614K, and the operating status of the SURA Residence Facility. The Committee had no actions for Board consideration. Dr. Wallace's report and the Committee agenda are on file.

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**Coastal Research Committee Report.** SURA Director of Coastal Research Don Wright provided the report for Acting Committee Chair Otis Brown including: SURA President Jerry Draayer's expectations of the coastal research program going forward, the role of SURA in a coastal ocean framework, and the strategic business plan for coastal research. Dr. Wright reported that Philip Bodgen would serve as a SURA Fellow for Coastal Research to help craft a vision for the SURA coastal research program. The Committee engaged in discussions with guest Melbourne Briscoe on the original conceptual framework for IOOS and the new HR. 146 Integrated Coastal Ocean Observation System Act of 2009 which includes basic and applied research activities and large scale computing resources and research. The Committee had no actions for Board consideration. Dr. Wright's report and the Committee's agenda are on file.

**Information Technology Committee Report.** Acting Committee Chair Richard Newman reported that the Committee meeting was very interactive including many members joining remotely. The Committee's discussions included: the need for SURA to sustain a business model for its information technology activities; case studies for disaster recovery and business continuity with presentations from and discussions with Florida State University Director of IT Emergency Preparedness Carl Baker and NYSERNet President Tim Lance; North Carolina State Vice Provost for IT Sam Averitt on its virtual computing lab project; and updates on SURAgriD from SURA Director of IT Initiatives Gary Crane, SERON from Florida Lambda Rail CEO Phil Halstead, and federal funding from SURA IT consultant Sue Fratkin. Dr. Newman reported that the Committee reviewed its next steps including potential partnering with NCSU on their virtual computing lab project and exploring with the Southern Region Education Board the K-12 perspective and requirements for IT in teaching that leverages the virtual computing lab concept. The Committee had no actions for Board consideration. A summary of Dr. Newman's report and the Committee's agenda are on file.

**Report of the Joint Meeting of the Development Committee and the Relations Committee.** Development Committee Chair David Lee reported that the Committees engaged in discussions with James Decker, former Principal Deputy Director DOE's Office of Science on funding opportunities for energy research. Committee members provided reviews of energy and research collaborations involving their universities. Dr. Neil, Jefferson Lab's AD for FEL, discussed the Lab's FEL work funded by the Office of Naval Research. The Committee heard updates from: SURA Senior Advisor and General Counsel Russell Moy on possible research collaborations and intellectual property policies; SURA AD for Business Development and Commercialization Marc Oettinger on the SURA Venture Forum, the upcoming SURA Terahertz Symposium, and the SURA Energy Community Forum. Mr. Kubiak, SURA Chief Communications Officer, discussed minor changes in the selection process for the SURA Distinguished Scientist Award. Dr. Lee requested SURA to consider having future awardees give a talk over dinner with institutional representatives in attendance. Dr. Lee presented a motion to the Board: *The President may, at his discretion, proceed with discussions among all relevant stakeholders regarding a new FEL research and engineering facility proximate to the Jefferson Lab. Financial or material obligations for SURA proposed in these discussions will be subject to Board approval.* Motion passed. Notes from the Committees' joint meeting and agenda are on file.

The Chair turned the gavel over to Jim Siedow who will complete Dr. Feiss's term as Chair. Dr. Siedow noted his readiness to accept the challenge of helping, along with Board Past Chair Otis Brown, to put SURA on a sustainable footing in the future. Dr. Siedow then offered a motion: *The Board expresses its appreciation for the dedicated service of Dr. P. Geoffrey Feiss in his leadership of SURA, including his most recent term as Board Chair.* Motion passed.

There being no further business, Dr. Siedow adjourned plenary session II of the Spring 2009 SURA Board of Trustees meeting at 10:00am.

Submitted by:

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Elizabeth L. Lawson  
Corporate Secretary

The SURA Executive Committee voted on the actions taken by the trustees at its second plenary session in Washington, DC, on April 8, 2009, and ratified the consensus votes and actions taken at the meeting. A full record of the Executive Committee's decisions is on file.

- Motion 09-20, The President may, at his discretion, proceed with discussions among all relevant stakeholders regarding a new FEL research and engineering facility proximate to the Jefferson Lab. Financial or material obligations for SURA proposed in these discussions will be subject to Board approval. Passed.
- Motion 09-21, The Board expresses its appreciation for the dedicated service of Dr. P. Geoffrey Feiss in his leadership of SURA, including his most recent term as Board Chair. Passed.

Submitted by:

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Elizabeth L. Lawson  
Corporate Secretary

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APRIL 7&8, 2009  
SCHEDULE OF EVENTS**

**Tuesday, April 7, 2009**

**8:30am**     **Registration begins outside the Hamilton Ballroom.** The Board's first plenary session will begin at 10:30am. All meeting attendees are invited to join the Board plenary sessions and Board activities during this meeting. Briefing materials may be picked up at the Registration Desk.

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**10:30**     **Board Plenary Session I.** (Hamilton Ballroom) Dr. Geoffrey Feiss, Chair; Dr. Jim Siedow, Vice Chair; Dr. Otis Brown, Past Chair; Dr. Jerry Draayer, President & CEO

- Business Meeting, Dr. Geoffrey Feiss
- Report of the President and CEO, Dr. Jerry Draayer
- Report of the JSA President/Jefferson Lab Director, Dr. Hugh Montgomery

**Noon**     **Luncheon.** *Guest Speaker, Dr. James Decker, Principal, Decker Garman Sullivan & Associates*

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**1:00 pm**     **Committee Meetings Start/Resume**

**JSA Programs (Jefferson Lab) Committee.** (Lafayette Park). Dr. Stephen Wallace, Chair

**Coastal Research Committee.** (McPherson Square). Dr. Carolyn Thoroughgood, Chair

**Information Technology Committee.** (Farragut Square) Dr. Richard Newman, Vice Chair

**Joint Meeting of the Development and Relations Committees.** (Franklin Park A) Dr. David Lee, Development Committee Chair

**Finance Committee.** (Boardroom) Dr. Donald Lehman, Chair

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**5:00**     **Committee Meetings Adjourn**

**5:30**     **Board Reception and Presentation of the SURA Distinguished Scientist Award.** (Hamilton Ballroom & Foyer)

**6:30**     **Meeting of the Standing Committee Chairs and Board Officers.** (Lafayette Park)

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**Wednesday, April 8, 2009**

**8:00am**     **Breakfast and Late Registration** (Hamilton Ballroom)

**8:30**     **Board Plenary Session II.** (Hamilton Ballroom) Dr. Geoffrey Feiss, Chair; Dr. Jim Siedow, Vice Chair; Dr. Otis Brown, Past Chair; Dr. Jerry Draayer, President & CEO

- Call to Order and Report of the Board Chair
- Committee Reports, Committee Chairs
- Closing Remarks

**11:00**     **Meeting Adjournment**

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PARTICIPANTS**

Trustees (\*), Extended Committee Members, and Committee Participants

Mr. Michael Abbiatti (Day 1)	University of Arkansas	InfoTech
Mr. Sam Averitt (Day 1)	North Carolina State University	InfoTech
Dr. Peter Barcher (Day 1)	George Mason University	Dev/Rels
* Dr. Edward Brash (Day 1)	Christopher Newport University	JSA Prgs
Dr. Melbourne Briscoe (Day 1)	OceanGeeks, LLC	Coastal
Dr. William Briscoe	The George Washington University	JSA Prgs
* Dr. Otis Brown, Past Chair (Day 1)	University of Miami	Board Officer
Dr. Lawrence Cardman (Day 1)	Jefferson Lab	JSA Prgs
Dr. Philip Cole (Day 1)	Idaho State University	JSA Prgs
* Dr. Jerry Draayer	SURA President & CEO	JSA Prgs
* Dr. David Ernst	Vanderbilt University	JSA Prgs
* Dr. Geoffrey Feiss, Chair	College of William and Mary	Board Officer
* Dr. Madilyn Fletcher	University of South Carolina	Coastal
Mr. Larry Flournoy	Texas A&M University	InfoTech
Dr. Ray Fornes	North Carolina State University	Dev/Rels
Dr. Ron Gilman (Day 1)	Rutgers University	JSA Prgs
* Dr. Sara Graves	The University of Alabama in Huntsville	InfoTech
* Dr. Joseph Hall (Day 1)	Norfolk State University	InfoTech
* Dr. Terry Herdman	Virginia Polytechnic Institute and State University	InfoTech
Dr. Marc Hoit (Day 1)	North Carolina State University	InfoTech
* Dr. Karen Holbrook	University of South Florida	Dev/Rels
* Dr. Truell Hyde	Baylor University	JSA Prgs
Mr. Guy Jones (Day 1)	George Washington University	InfoTech
* Dr. Mohammad Karim (Day 1)	Old Dominion University	Finance
* Dr. Brooks Keel	Louisiana State University	Dev/Rels
* Dr. David Lee	The University of Georgia	Dev/Rels, Chair
* Dr. Donald Lehman	The George Washington University	Finance, Chair
* Dr. Francis Macrina (Day 1)	Virginia Commonwealth University	Finance
Mr. Zia Mafaher (Day 1)	The Catholic University of America	InfoTech
* Dr. June Matthews	Massachusetts Institute of Technology	JSA Prgs
Dr. Hugh Montgomery (Day 1)	JSA President/Jefferson Lab Director	JSA Prgs
Dr. George Neil (Day 1)	Jefferson Lab	JSA Prgs
Mr. Kenneth Newbold	James Madison University	Dev/Rels
* Dr. Richard Newman	Florida Institute of Technology	InfoTech, Chairing
* Dr. John Noftsinger	James Madison University	Dev/Rels
Dr. Phillip Parrish	University of Virginia	JSA Prgs
* Dr. Curt Peterson	West Virginia University	Dev/Rels
Dr. Carl Pinkert	Auburn University	Dev/Rels
Dr. Don Riley, SURA IT Fellow	University of Maryland	InfoTech
* Ms. Sheila Sanders	The University of Alabama at Birmingham	InfoTech
* Dr. Harvey Seim (Day 1)	University of North Carolina at Chapel Hill	Coastal
* Dr. John Seuss (Day 1)	University of Maryland, Baltimore County	InfoTech
* Dr. Jim Siedow, Vice Chair	Duke University	Board Officer
* Dr. Daniel Sober	The Catholic University of America	JSA Prgs
Mr. Shanmuga Sundaram	Vanderbilt University	InfoTech
Dr. Blake Thompson	The University of Tennessee	Dev/Rels
* Dr. Isai Urasa	Hampton University	Coastal
* Dr. Stephen Wallace	University of Maryland	JSA Prgs, Chair
* Dr. Scott Whittenburg	University of New Orleans	Dev/Rels
Dr. Fred Wietfeldt (Day 1)	Tulane University	JSA Prgs

Guest Speaker: Dr. James Decker, Principal, Decker, Garman, Sullivan and Associates, LLC; Former Principal Deputy Director, U.S. Department of Energy, Office of Science

2009 Distinguished Scientist Award Honoree: Dr. Allen J. Bard, Hackerman-Welch Regents Chair in Chemistry, The University of Texas at Austin

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PARTICIPANTS**

SURA

Dr. Jerry Draayer, President and CEO  
Mr. Peter Bjonerud, Chief Financial Officer and Corporate Treasurer  
Ms. Elizabeth Lawson, Chief of Strategic Services and Corporate Secretary  
Mr. Greg Kubiak, Chief Communications Officer  
Dr. Russell Moy, Senior Advisor and General Counsel  
Ms. Linda Akli, Manager, IT Applications & Outreach  
Dr. Luis Bermudez, Coastal Research Technical Manager  
Dr. Joanne Bintz, Senior Manager, Coastal Research Program  
Dr. Philip Bogden, Director, SCOOP  
Mr. Gary Crane, Director, Information Technology  
Ms. Sue Fratkin, IT Consultant  
Mr. John Holly, Staff Support  
Mr. Marc Oettinger, Associate Director, Business Development and Technology Commercialization  
Mr. Robert Olson, Smith Barney  
Mr. Mark Peele, Controller  
Ms. A'Fenia Pirtle-Hubbard, Senior Accountant  
Ms. Thanh Quach, Accounting and Grants Administrator  
Dr. Don Riley, IT Fellow  
Mr. Jere Shawver, Beers & Cutler  
Ms. Raina Rose Tagle, Beers & Cutler  
Dr. Dali Wang, Manager, IT Infrastructure  
Dr. L. Donelson Wright, Director, Coastal Research  
Ms. Mary Fran Yafchak, Senior Manager, IT Program