

**February 2017 Reston Arctic SDI
Transitional Executive Board Meeting Minutes**

1. Opening Meeting (Kevin Gallagher, Chair, USA)

2. Welcome from Host (Kevin Gallagher, USA)

3. Approval of the agenda

The agenda was approved without any additions or changes.

4. Quick Status Update on Arctic SDI Strategic Activities

5. Proposed Transition of Arctic SDI Board Chairmanship

5.1. Presentation of options and possible modifications to Governance Document

5.2. Executive Board Discussion and Decision

Current Transition Decision:

- The transition of the USA Chairmanship to Finland began on February 1, 2017 and will complete on June 1, 2017.
- The Lead Secretariat will transition to Finland who will manage board meeting preparation, convene and chair the National Contact Point Board Preparation Meeting, and take on Calendar Ownership.
- During the transition the US will continue to serve as the Lead National Contact Point and chair the on-going NCP & WG Lead coordination meetings held via Skype.

Long-Term Transition Recommendations:

- The Executive Board recommends the above approach for all future Chairmanship transitions.

ACTION: The Executive Board will prepare recommendations for changes to the Governance Document to be presented and discussed at the June 2017 Board Meeting. Recommended changes will be circulated for the Board's review prior to the meeting.

5.3. Actions and Next Steps

The Executive Board recommends the regular coordination meetings of the NCP and WG Leads continue and is very pleased with the growing communication between the Working Groups. Also, the Executive Board is pleased with the Strategic Activities spreadsheet that is being managed by the Arctic SDI WGs!

ACTION: May 2017 SAO meeting in Fairbanks: The Executive Secretariat will follow up with the CAFF Secretariat to determine if there is an opportunity to demo the Arctic DEM, Geoportal or the OGC Pilot results and inform the Chair and the Board if opportunities arise.

ACTION: US will produce an Arctic SDI Bi-Annual Report and distribute in advance of the June Board meeting.

6. Communication of decision

7. Any Other Business?

For Discussion at the Next Board Meeting (Agenda Items):

- Who is the public face for the Arctic SDI?
- What are the options for communicating with the Arctic SDI? Should there be an email address, a “contact us”
 - Evaluate the options for “info@arctic-sdi.org” (or other contact email) that could be forwarded to the Arctic SDI NCPs.
 - This could be part of the Operational Set-Up activities and Magnus can discuss opportunities for support at the Arctic Council Secretariat in March.
- Proposal for Executive Board to take more active role and meet regularly (at least once a year between the Board meetings)
- For the 2018 Board Meeting: Consider having NCP and Board Meetings co-located and back-to-back with a plenary session.
- The regular CAFF Update Status Reports can be used as a mechanism to request action, or inform the Arctic Council Senior Arctic Officials, of priorities that are important to Arctic SDI (such as requests for presentations, etc.). This Status Report also serves as an update to the Arctic SDI Board of on-going activities.

Operational Set-Up activity is key to identifying when the Arctic SDI will be ready to meet the needs of Stakeholders.

- When would Arctic SDI be ready to take on incorporating stakeholder data into our SDI?
- Hypothetical question: If 50 data providers came forward with data are we ready?
- Could we issue a call for identification of Arctic Council datasets?
- Is the Arctic SDI ready to consider ourselves Operational?