

**JOINT UNB EDUCATION TEAM AND BBSC PROGRAMS GROUP
MINUTES OF MEETING**

Draft 7/20/07

Meeting Date: Thursday, July 19, 2007

Meeting Time : 3:00 to 5:00 PM

Location: Interpretive Center

Attendees:	Nancy Gardner (City of Newport Beach)	Leslie Ray (HBP)
	Dave Kiff (City of Newport Beach)	Bill Reiter (HBP)
	Shannon Levin (City of Newport Beach)	Donna Carroll (NBNF)
	Amy Stine (City of Newport Beach)	Jack Keating (NBNF)
	Susan Brodeur (County RDMD)	Roger Mallett (NBNF) – Chair
	Gwen Green (DFG)	Rita McCoy (NBNF)
	Robin Madrid (DFG)	Rita Phillips (NBNF)
	Dave Meyer (DFG)	Jean Whitaker (NBNF)
	Karen Miner (DFG)	Doug Peterson (Surfrider Foundation)
	Doug Moore (HCA)	Bill Cooper (UCI)

1. Self-introductions were made.
2. Roger provided a brief history of the Management Coalition and the Education and Restoration Teams that operate under it, as well as the creation of the Memorandum of Understanding between the various parties who would be involved in the construction and operation of the new Back Bay Science Center (BBSC). Dave Kiff explained the function of the BBSC Programs and Facilities Groups established as called for in the BBSC Cooperative Agreement between the four parties having a financial interest in the BBSC facilities. The following table shows which organization is a party to what.

Organization	Member of UNB Management Coalition and Education Team?	Party to 2002 BBSC Memorandum of Understanding?	Member of BBSC Programs and Facilities Groups?
Department of Fish and Game	Yes	Yes	Yes
City of Newport Beach	Yes	Yes	Yes
Health Care Agency	Yes	Yes	Yes
University of California Irvine	Yes	Yes	Yes
Newport Bay Naturalists & Friends	Yes	Yes	
Harbors Beaches and Parks	Yes		
California Coastal Commission	Yes		

3. Roger explained the Education Team Policy, and specifically the responsibilities of the Team as called out in the Policy. See Attachment 1. Dave Kiff explained the BBSC Operating Agreement, and specifically the duties of the Programs Group as called out in the Operating Agreement. See Attachment 2. Discussion took place regarding the respective roles of the two. It was agreed that the Education Team should be the umbrella committee for bay-wide coordination of programs and their cross promotion and support, and the forum for involvement of other organizations such as Inside the Outdoors, Surfrider, etc. The Programs Group should function separately to address matters relating specifically to program development and delivery at the BBSC. The intention is for both committees meet quarterly. Since many of the same individuals are involved, it was agreed that typically the Programs Group should meet first and the Education Team should meet immediately thereafter. Robin

should call the meetings. Date and times were tentatively set for the first pair of meetings under this arrangement.

- Programs Group: Thursday October 25 from 2:00 to 3:00 PM
- Education Team: Thursday October 25 from 3:00 to 4:00 PM

Most likely the meetings will be at the BBSC. Robin will advise. Roger will revise the UNB Education Team Policy to reflect the above and circulate for review.

4. Dave Kiff handed out a summary of the results of a survey performed on behalf of the City to gauge local interest in different types of field and lab activities at the new BBSC. Since the BBSC Operating Agreement indicates that the Parties agree that the education emphasis of the BBSC Complex shall be towards research-based education for Grades 7-12 students and adults, the City was particularly interested in receiving input from local high-school science teachers. The survey should be considered as merely a starting point for Programs Group discussion of the type of program mix that should be offered and actual field and lab activities that meet the needs of the BBSC partners and the community. It was agreed that it is important to make sure that all students see the big picture (watershed, ecosystem, etc.) and become engaged by their exposure to the Bay and the wildlife.
5. Robin reported on the status of the BBSC. The parking lot is about to be paved, and all construction is expected to be complete by mid September when the keys will be handed over to DFG. Discussion took place regarding the possibility of a “soft” opening in perhaps November and a bigger official opening in the spring of next year. What each will consist of is still to be determined. Robin will contract Dave Kiff later to set a soft opening date.
6. Discussion took place regarding the need for the Programs and Facilities Groups to meet soon in order to define the interior of the Teaching Lab wing, which is still to be outfitted. This definition is needed in order to create fundraising materials in order to raise the money for outfitting. Sources of funding were suggested including Prop 84 grant money (UCI is a partner to a science facility in Anza Borrego). Issues such as restrictions on building naming opportunities that impact fundraising were discussed. A possibility is to have program naming opportunities instead. Comparisons were made to private facilities such as Long Beach Aquarium and the Ocean Institute, that have more leeway, and which have far more in the way of staff and other resources, and a much larger program capacity. Not just capital funding, but also funding of additional BBSC staff will need to be considered. Karen suggested that assistance with program development might be available from Tijuana Estuary whose charter calls for sharing of materials with other estuaries.
7. Jack reported that he had just this week sent a draft Memorandum of Understanding (MOU) to Terri Stewart defining the approach NBNF was suggesting to DFG with respect to Capital Improvement fundraising for the outfitting of the Teaching Lab wing and the outdoor education components. The suggested approach is modeled on that used with the County for the Interpretive Center Capital Campaign. Jack will forward this to Karen Miner who has recently assumed Terri’s Land Management responsibilities for the DFG South Coastal Region, including UNB and the BBSC.
8. Bill Cooper reported on several UCI items of relevance to the BBSC. One was the grant pre-proposal for a “Global Water 2050” program that has just been accepted by the National Science Foundation. There is a significant outreach component to this that will involve opportunities for grad students to provide assistance to the BBSC. Also the 2008 UNESCO International Water Summit will be held at UCI.

Minutes prepared by Roger Mallett
July 20, 2007

ATTACHMENT 1

UNB EDUCATION TEAM DUTIES

Per Education Team Policy:

1.1 The UNB Education Policy Team is responsible for the following:

- Defining what education programs (including school and scout programs, public tours and outreach) are conducted at UNB, how they are integrated, who has responsibility for them, and how they organized and staffed.
- Establishing what partnerships will be formed with respect to educational programs.
- Developing policies generally with respect to all programs involving public education.
- Establishing consistent, non-duplicating curricula for all education programs.
- Overseeing the planning and scheduling of all education programs to ensure the number and frequency of programs matches availability of volunteers and staff.
- Defining Naturalist and Associate training needs and ensuring training programs, continuing education and mentoring meet those needs.
- Defining needs for brochures, etc. to advertise educational programs.
- Setting budgets, and making requests to the Newport Bay Naturalists and Friends (NBNF) Board for funding, as appropriate.
- Evaluating education programs and providers.
- Obtaining customer feedback through the use of surveys, etc. and initiating revisions to programs and delivery as appropriate.

1.3. Additional responsibilities may be delegated by the Management Coalition.

Policy calls for quarterly meeting.

ATTACHMENT 2
BACK BAY SCIENCE CENTER PROGRAMS GROUP DUTIES

Per the BBSC Operating Agreement:

The Programs Group shall:

- Ensure that Teaching Lab programs are compliant with State education standards for water quality, ecology, habitat restoration, and/or plant and marine life;
- Assure that all potential programs and exhibits have, or have identified, sufficient funding as a condition of approval;
- Annually prepare a schedule for educational programs, workshops, and seminars at the BBSC Complex, subject to the approval of the Parties;
- Identify the educational needs of the community in the areas of water quality, ecology, habitat restoration, and/or plant and marine life;
- Identify and communicate with each entity that provides or seeks to provide educational programs or opportunities at or near Newport Bay and/or the BBSC Complex (Providers);
- Identify the resources that each Provider has available with respect to the education programs it offers or seeks to offer, including paid personnel, volunteers and educational material;
- Identify and evaluate existing educational materials and curriculum that may be appropriate for incorporation into new or existing education programs at the BBSC Complex;
- Work with interested parties to coordinate educational events;
- Coordinate educational program-related facilities needs with the Facilities Group;
- Evaluate whether, and to what extent, the student or public education programs can or should be coordinated with research activities such as the Demonstration Marsh on Shellmaker Island; and
- Coordinate with the County in its educational efforts, which may include development of an exterior interpretive panel on water quality testing, designing water quality-related curriculum, training educational personnel, assisting with higher level classes, and staffing a demonstration booth at special events at the BBSC Complex such as Earth Day.

Agreement calls for quarterly meeting.