

## **Louise Williams**

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**From:** Caroline Yonker [sonface@lamar.colostate.edu]  
**Sent:** Monday, October 20, 1997 3:55 PM  
**To:** lwilliams@lternet.edu  
**Subject:** coordinating committee meeting

Lousie - Regrettably, I will not be able to attend the meetings this week due to a serious illness in my family. Please advise what needs to be done with respect to my airline ticket, etc. I have cancelled my reservation at the Upham.

With respect to the science presentation session, I do not know if Indy Burke will make a presentation in my place; do I need to contact Ray with that change. Please advise as soon as convenient. Thank you.

Caroline Yonker

SGS-LTER

## Louise Williams

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**From:** Jim Gosz [jgosz@sevilleta.unm.edu]  
**Sent:** Thursday, October 09, 1997 8:17 PM  
**To:** Ray Smith  
**Cc:** jgosz@relampago.unm.edu; charleen@icess.ucsb.edu; lwilliams@lternet.edu  
**Subject:** Re: for your info & a few questions

comments in caps.

On Thu, 9 Oct 1997, Ray Smith wrote:

- > Hi Jim & Louise,
- >
- > Things are coming down to the wire. Charleen is faxing
- > latest spread sheet to Louise as I write this.
- > 1) Let us know if you need other information, cost estimates, etc.
- > 2) The current agenda has us ending at 1800 on Fri & Sat.
- > Dinner will be set up in the same room, requiring an
- > hour or so for setup for dinner at 1930. There will be
- > complimentary wine & cheese after our meeting. If you want
- > to have a "session" after dinner we will need to stay
- > in the same room and just meet over dirty dishes. I assume
- > that will be ok?

I DO NOT PLAN ON AN EVENING SESSION FOR ANY OF THE BUSINESS. BY THE TIME DINNER IS OVER SOME WILL BE POOPED.

- > 3) We cater box lunches via the Upham (trying to keep less than
- > \$10/person) so that we can continue to meet &/or adjourn for
- > lunch in the garden or other. If you turn folk loose at noon
- > there is no way to get them back within an hour.
- > 4) There is a question of "breaks". In the AM (until 1100) the
- > Upham will provide coffee & tea as part of the continental
- > breakfast buffet. In the PM there is nothing between lunch
- > and wine & cheese after we meet. We could have the Upham
- > supply "snacks" (coffee, sodas, cookies, etc) or I could purchase
- > snack fare and have them available (see #5) or not have anything.
- > What are the expectations?

IF YOU WOULD BE WILLING TO PROVIDE SOME SNACK FARE THAT WOULD BE GREAT.

LOUISE CAN FIGURE OUT HOW TO REIMBURSE.

- > 5) With respect to alcohol at dinner. We can have folk order and
- > pay on their own. As an alternative I could take a collection,
- > purchase some good wines & beer at the local discount place
- > and have them available for distribution at dinner. The former
- > is easier, the latter cheaper.

I THINK PEOPLE CAN PAY FOR THEIR OWN ALCOHOL AT DINNER.

- > 6) I'll plan on the Excom going out to dinner on Wed evening
- > after most folk have arrived. Looking forward to seeing you then.

>

> Regards,

> Ray

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>

> -----

> Ray Smith

> Institute for Computational Earth System Science (ICESS)

> University of California, Santa Barbara

> Santa Barbara, CA 93106

> email: ray@icess.ucsb.edu

> phone: (805) 893-4709

> fax: (805) 893-2578

>



The University of New Mexico

Department of Biology  
167 Castetter Hall  
Albuquerque, NM 87131-1091  
(505) 277-3411  
LTER Network Office

October 14, 1997

Adrienne Whitener  
University of Washington  
College of Forest Resources  
Box 352100  
Seattle WA 98195-2100

RE: Surplus Funds From 1996 LTER Network Office Grant

Dear Adrienne:

I estimate that expenses for the October 1997 LTER Executive Committee and Coordinating Committee meetings will be approximately \$25,000. This breaks down to \$10,000 for airfare, \$4,500 for catering and meals, \$8,500 for hotel rooms and \$1,000 for miscellaneous expenses.

At the conclusion of these meetings, the LTER Network Office at the University of New Mexico will send you an invoice for the actual expenses incurred. We are asking that these expenses be paid with surplus funds from the 1996 LTER Network Office Grant.

The Network Office is paying expenses for the following people to attend these meetings:

EXECUTIVE COMMITTEE: John Briggs, Ingrid Burke, David Foster, Jim Gosz, Tim Kratz and Raymond Smith.

COORDINATING COMMITTEE: Tim Fahey, HBR; Janice Fuller, HFR; David Greenland, NWT; Nancy Grimm, Phoenix; John Hobbie, ARC; Laura Huenneke, JRN; Glenn Juday, BNZ; Alan Knapp, KNZ; John Porter, VCR; Phil Robertson, KBS; Bruce Wallace, CWT; Caroline Yonker, SGS; Jess Zimmerman, LUQ.

NETWORK OFFICE: James Brunt, Patricia Sprott, Robert Waide and Louise Williams.

GRADUATE STUDENT COMMITTEE: Emma Rossi.

Please feel free to call me if you have any questions.

Sincerely,

Louise Williams  
Administrative Assistant, LTER Network Office

cc: James Gosz

## Louise Williams

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**From:** Jim Gosz [jgosz@sevilleta.unm.edu]  
**Sent:** Friday, September 26, 1997 11:03 AM  
**To:** Ray Smith  
**Cc:** lwilliam@sevilleta.unm.edu; jgosz@relampago.unm.edu; charleen@icess.ucsb.edu  
**Subject:** Re: 1st cut at itemized meeting cost estimate

super Ray, good job. I only know of 5 from the NO. Who is number 6?

On Fri, 26 Sep 1997, Ray Smith wrote:

> Hi Louise & Jim,

>

> Now that the "deadline" for hotel reservations for the CC meeting  
> is behind us we have a relatively good "head count" and can begin  
> to estimate costs. We'll provide you with a detailed spread sheet  
> with itemized estimates in a day or so. This preliminary estimate  
> is so you can comment and begin to plan.

>

> Based on hotel reservations, we have 57 folk planning to attend  
> (40 have officially registered via the web). This includes 7  
> from the two new urban sites, 6 from NO, 4 from NSF & 8 from PAL.  
> The NO will only be responsible for costs for one from each site,  
> so this number will be 20. If there are other the NO pays for  
> it will scale as follows.

>

> We're arranged for lunch & dinners to be catered. I'm assuming  
> that everyone will have lunch at the Upham during the meeting  
> and 26, 28 & 29 (Thur, Fri, Sat) have signed up for the catered  
> dinners. We'll keep lunch as simple as possible (prices range  
> from \$10-15 per person - and if this is too much we can cater  
> from outside the Upham with box lunches - which is best since  
> we can then get out of the meeting room and into the surrounding  
> gardens). Dinner will range from \$12 to \$20, we can preselect  
> a few options for each night and thus preselect the price.

>

> The meeting and banquet room is the same and they will need about  
> 1.5 hrs to set up between the end of our meeting and the dinner.  
> If we want to meet after dinner we can, but it will require some  
> logistical cleaning up to do so.

- >
- > We can also cater an afternoon break - coffee, cookies, juice,
- > soda, fruit - what ever. Is this a "typical" expectation & cost?
- >
- > Transportation will be provided using UCSB Vans for transportation
- > between airport and hotel and to field trip. Cost \$25/day plus
- > mileage - estimate no more that \$100/day x 5 days.
- >
- > There will be a wine and cheese reception at NCEAS on Friday evening.
- > I assume we can take a collection (say \$5 from each attendee) to pay
- > for this activity.
- >
- > Estimated Costs
- > Hotel (\$90, \$130, \$130 for Thur, Fri, Sat respectively)
- > This includes continental breakfast buffett + coffee until 11 AM)
- > \$350 x 20 = \$7,000
- > Lunch (estimate \$12 per person)
- > \$12 x 20 = \$ 240
- > Dinner (estimate \$18 per person)
- > \$18 x 20 = \$ 360
- > Transportation (UCSB Vans)
- > = \$ 500
- >
- > As noted above, Charleen now has most of the required information to
- > make a more precise estimate and can provide Louise with needed info.
- >
- > Best Regards,
- > Ray
- >
- > -----
- > Ray Smith
- > Institute for Computational Earth System Science (ICESS)
- > University of California, Santa Barbara
- > Santa Barbara, CA 93106
- > email: ray@icess.ucsb.edu
- > phone: (805) 893-4709
- > fax: (805) 893-2578
- >

## Louise Williams

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**From:** Ray Smith [ray@icess.ucsb.edu]  
**Sent:** Friday, September 26, 1997 10:44 AM  
**To:** lwilliam@sevilleta.unm.edu  
**Cc:** ray@icess.ucsb.edu; charleen@icess.ucsb.edu  
**Subject:** phone numbers

Hi Louise,

Charleen and I have been the "local" contact with the Upham so please keep us informed of your communications with the Upham. We'll need to know how you want to arrange to pay the various bills.

The General Manager at the Upham is Jan Martin Winn (805)962-0058

The Manager of the restaurant (called Louie's) is Karen (805)963-7003

Thanks,  
Ray

*Group meals & catering*

*Rooms for Waide, Williams, Gray  
Brent??*

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Ray Smith  
Institute for Computational Earth System Science (ICESS)  
University of California, Santa Barbara  
Santa Barbara, CA 93106  
email: ray@icess.ucsb.edu  
phone: (805) 893-4709  
fax: (805) 893-2578

## Louise Williams

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**From:** Jim Gosz [jgosz@sevilleta.unm.edu]  
**Sent:** Thursday, September 11, 1997 1:24 PM  
**To:** exec@lternet.edu; rwaide@lternet.edu  
**Cc:** Louise Williams (LTER Network)  
**Subject:** EC agenda items

Here are topics I can think of for our meeting on Oct. 23 in Santa Barbara. let me know if you have others. Some of these are informational, others will take some time.

Data Accessibility Issue (Data Managers recommendation; I will send in a separate email)

New position at the San Diego SuperComputer Center dedicated to LTER (John Helly will join us)

GTOS update and discussion

Network Office Staff Travel - perception of too many traveling? Need for educating the people in the office issue.

Next year's special session (Sunday) with ESA in Baltimore on Urban Ecosystems

All Scientist's Meeting in the year 2000 (need to develop plans)

Site PR products produced by the Network Office (Patty's role)

LTER-OBFS interactions (continuation of efforts generated at the special session at ESA; trying to get Jack Stanford to attend the CC meeting)

North American Regional LTER Network development (trying to get Gerardo Ceballos from Mexico and Tom Brydges from Canada to attend)

Interactions with NCEAS (along with SDSC); Rudolf Nottrott has applied for a position at NCEAS

Update on the Oxford Press meeting at ESA; planned publications



Update on the effort to develop Index Sites (Research Sites) in the national network for monitoring and research.

?

PINE 3.96 MESSAGE TEXT Folder: INBOX Message 60 of 65 TOP NEW

Date: Sat, 23 Aug 97 12:04:07 -0700

From: Ray Smith <ray@icess.ucsb.edu>

To: Roberta Marinelli <roberta@skio.peachnet.edu>

Cc: ray@icess.ucsb.edu, charleen@icess.ucsb.edu, lwilliams@lternet.edu,

Polly Penhale <ppenhale@nsf.gov>, ray@icess.ucsb.edu

Subject: Re: coordinating committee meeting

Dear Roberta Marinelli,

Key things are to make you hotel reservations and to let Charleen know (which you've done by this email). Also, if you do the webpage registration we'll have a place holder for the various events (e.g., dinner, field trip, etc.) and we can work out separate receipts for the Upham. I look forward to meeting you in October.

Best regards,

Ray Smith

>To All,

PINE 3.96 MESSAGE TEXT Folder: INBOX Message 60 of 65 79% NEW

>My name is Roberta Marinelli, and as of 1 September I am joining the  
>National Science Foundation as an Associate Program Director in the Office  
>of Polar Programs, Polar Biology and Medicine, Under Polly Penhale.  
>Currently I am a faculty member at Skidaway Institute of Oceanography. My  
>academic expertise is sedimentary biology, ecology and geochemistry in  
>nearshore and continental shelf environments.

>

>I am writing to notify you that I would like to attend the LTER meetings  
>scheduled in October, specifically the Coordinating Committee meeting  
>(24-25 October) and the Palmer Steering committee meeting (26-27  
>October). As I am not an LTER participant per se, the registration  
>instructions aren't quite appropriate. Please let me know if you would  
>like me to register electronically, even though my information will be  
>incomplete, and also if you can provide me with receipts for dinners at  
>the Upham (these expenses will be supported by NSF and should not come  
>directly out of LTER funds).

>

>Thanks in advance and I look forward to meeting you.



The University of New Mexico

Department of Biology  
~~1670 University Blvd~~ LTER Network Office  
Albuquerque, NM 87131-1091  
(505)~~272-3311~~ 272-7316

August 22, 1997

RE: James M. Vose, Research Ecologist  
Coweeta Hydrologic Laboratory

To Whom This May Concern:

Mr. Vose will be representing the Coweeta Long Term Ecological Research (LTER) site at the LTER Coordinating Committee Meeting in Santa Barbara, CA, October 23-26, 1997. Since Mr. Vose is a Co-Principal Investigator at the Coweeta site, his travel expenses will be paid for by the LTER Network Office at the University of New Mexico in Albuquerque.

I understand that as an employee of the U.S. Forest Service, Mr. Vose will make his travel arrangements through the Forest Service travel specialists and that the Forest Service will then bill the LTER Network Office for his travel. This arrangement is satisfactory with the LTER Network Office. Please address all correspondence to the address on this letterhead, and please feel free to call me if you have any questions.

Sincerely,

Louise Williams  
Administrative Assistant  
LTER Network Office  
LWilliam@LTERnet.edu

Date: Sun, 04 May 97 10:57:51 -0700  
From: Ray Smith <ray@icess.ucsb.edu>  
To: jgosz@sevilleta.unm.edu  
Cc: ray@icess.ucsb.edu  
Subject: UCSB CC meeting

Hi Jim

The following is the proposed schedule, as discussed at our CC meeting, for the LTER Coordinating Committee Meeting & Workshop on Climate Variability & Ecological Response to be held next October in Santa Barbara as part of the Palmer LTER 'site visit'.

The meeting will be held at the Upham Victorian Hotel & Garden Cottages in downtown Santa Barbara. Rates are \$90.00 for Wed & Thur & Sun; \$130 for Fri & Sat. This rate is based on single or double occupancy and includes a "deluxe continental breakfast, afternoon refreshments of fruit, wine and cheese and Oreo cookies and milk in the evening". And, all rates are subject to a 10% bed tax. The Upham will reserve a block of rooms for us until 22 Sept and, after that date rooms will be offered to based on availability.

With respect to meals, I'll let the Upham know that we'll have both breakfast and lunch at the Upham but that the group will eat elsewhere for dinners.

Several meetings rooms of various sizes are available and these are complimentary given the expected attendance.

The format is as discussed at our February CC meeting. The hard core of the workshop is prior to the CC meeting with and interleaved component where overview results can be presented.

#### Archaeoclimatology Workshop

Sun, Oct 19 hardcore workshop participants arrive

Mon, Oct 20 - Thur, Oct 23 - Workshop

Workshop format is 1 - 2 hour lecture followed by remainder of the day on the computer.

Wed, Oct 22 Executive Committee arrives (dinner)

Thur, Oct 23 Executive Committee Meets (AM + ?)  
Archaeoclimatology Workshop meet to summarize results  
Coordinating Committee arrive

Fri, Oct 24 Coordinating Committee Meeting (AM)  
Climate Variability & Ecological Response (PM)  
- Archaeoclimatology Workshop preliminary overview  
of results & summary report  
- selected site presentations  
Palmer LTER presentations

Sat, Oct 25 CC meeting time & continuation of above as necessary

Sun, Oct 26 field trip & flyout:  
field trips: NCEAS, UCSB, wine country, UC reserves, ..

Regards,  
Ray

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Ray Smith  
Institute for Computational Earth System Science (ICESS)  
University of California, Santa Barbara  
Santa Barbara, CA 93106

## LTERR Network Office

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**From:** Jim Gosz [jgosz@sevilleta.unm.edu]  
**Sent:** Sunday, May 04, 1997 12:35 PM  
**To:** Patty Sprott (LTERR Network)  
**Subject:** UCSB CC meeting (fwd)

Patty  
Please get this info to Louise to include in the minutes of the CC meeting.

thanks, see you in a week

jim

----- Forwarded message -----  
Date: Sun, 04 May 97 10:57:51 -0700  
From: Ray Smith <ray@icess.ucsb.edu>  
To: jgosz@sevilleta.unm.edu  
Cc: ray@icess.ucsb.edu  
Subject: UCSB CC meeting

Hi Jim

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Archaeoclimatology Workshop  
Sun, Oct 19 hardcore workshop participants arrive  
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Workshop format is 1 - 2 hour lecture followed by remainder of the day on the computer.

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Thur, Oct 23 Executive Committee Meets (AM + ?)  
Archaeoclimatology Workshop meet to summarize results  
Coordinating Committee arrive

Fri, Oct 24 Coordinating Committee Meeting (AM)  
Climate Variability & Ecological Response (PM)  
- Archaeoclimatology Workshop preliminary overview of results & summary report  
- selected site presentations

it is hoped this advance notice will enable sites to select individuals with the time and interest in participating in an integrative and collaborative effort. As a starter, would sites please identify those individuals selected to provide presentations during the Science Theme session at the upcoming CC meeting (please send names and title of talk to Ray Smith, ray@icess.ucsb.edu).

#### FIELD TRIPS

On Sunday 26 Oct we hope to offer the choice of two possible field trips. Either (1) a tour of Sedgwick Ranch or (2) an oceanographic trip in Santa Barbara Basin. Please see the web page for details.

#### CC MEETING BUDGET Information

The Network Office meeting budget is based on one person from each LTER site, plus EC members, plus committee chairs. If sites send more than one representative, they pay for the additional person. The Network Office requests that participants guarantee their own hotel reservations (within a block of rooms that we've held) and pay for their own meals. Then the designated site reps submit reimbursement claims to the Network Office, and the others get reimbursed through their own channels.

Group meals will be catered at the Upham Hotel (an excellent restaurant) for those interested on Wed, Thur, Fri (22,23,24 Oct). Note that if you choose to eat on your own, the UNM per diem is \$22.50 per day. The registration form inquires which evenings you plan to eat at the Upham so we can plan accordingly.

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Ray Smith  
Institute for Computational Earth System Science (ICESS)  
University of California, Santa Barbara  
Santa Barbara, CA 93106  
email: ray@icess.ucsb.edu  
phone: (805) 893-4709  
fax: (805) 893-2578

I will be attending the LTER Coordinating Meeting in Santa Barbara. I am CO-PI at the Coweeta site, and employed by the United States Forest Service. My travel will be paid for by the network office, so I need a letter which says just that as soon as possible. I don't know if you have had to deal with this before, but I must abide by all federal travel regulations and reimbursement rates. I turn in all receipts, airline tickets, etc. to the Forest Service travel specialists, they determine the total, and the network office is billed for the cost my travel. I have done this once before with the old network office, and perhaps you have had to deal with this with Fred Swanson from the Andrews Site. Call me if you have any questions. Thanks !

James M. Vose, Research Ecologist  
Coweeta Hydrologic Laboratory  
3160 Coweeta Lab Rd.  
Otto, NC 28763

ph: 704-524-2128; ex. 114  
FAX: 704-369-6768