

MEETING OF THE NHERI USER FORUM COMMITTEE
January 13, 2020

MINUTES

In Attendance: Elaina, David, Liesel, Maggie, Nina, Stephanie, Antonio, Mohammad, Ramtin

1. Approval of meeting minutes from December 19, 2019 meeting

Elaina made a motion to approve the minutes; Stephanie second; no objections.

2. Report from User Satisfaction Survey committee

User satisfaction reports are published on the website; Joy Pauschke and the NHERI council have been notified. Maggie analyzed NHERI EF existing surveys and events and provided overview to Elaina and Stephanie on November 11. The EF surveys have significant variation. UF resources lack to create a customized set of questions specific to each site. Instead, the UF is better suited to develop a maximum of five questions to add to the EF surveys to address the key factors the UF is intended to assess related to user satisfaction. The User Satisfaction Survey committee will meet to discuss the number/types of questions and how to disseminate the survey.

ACTION ITEMS: **Maggie:** re-send memo to Stephanie. **Stephanie:** forward to UF members. **Subcommittee:** schedule follow-up meeting.

3. Report from NCO representatives

UF attendee dates for Spring semester NCO meetings are worked out. The Science Plan is published online. Dan Cox has spear-headed organizing a “NHERI Summit/Conference/Workshop”. Several people have agreed to contribute and help organize the event. It is tentatively planned for Summer 2021. Funding and scheduling with the Summer Institute is still being worked out.

4. Report from ECO representatives

No update (no meeting in December 2019).

5. Report from Facilities Scheduling representatives

No update.

6. Report from Technology Transfer representatives

No update (no meeting in December).

7. User Forum contribution to NHERI special issue

The first draft of the manuscript is nearly complete. How to proceed and finalize the manuscript is discussed. The submission is due on January 31, 2020.

ACTION ITEM: All, complete your contributions as soon as possible.

8. User Forum membership and serving term

Serving terms are currently on an as-requested basis to roll off the committee. Serving term lengths, re-elections, and new elections are discussed. Suggestions: annual member elections; serve in an officer position (such as secretary) before getting elected as Chair or Vice Chair; serve on the committee at least one year before getting elected as an officer.

ACTION ITEM: All: review suggestions above; send comments and interest in moving into officer position to Elaina, Nina, and Stephanie. **Stephanie:** add “2020 annual elections and officer changes” to agenda item.

9. Other Items

Elaina motioned to adjourn; Nina second. The meeting was adjourned at 1:44 pm CT.