

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**November 5, 2019**

**MINUTES**

**In Attendance:** Elaina, Nina, Stephanie, Antonio, Mohammad, David, Max

**1. Approval of meeting minutes from October 10, 2019 meeting**

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

**2. Report from User Satisfaction Survey committee**

User satisfaction reports are now in final draft stage and were emailed to the User Forum on November 4. The subcommittee has not yet received any comments or edits on either report. The comment stage will stay open for another week for the User Forum to make suggestions. Then, the reports will be sent to the NCO for comment. The subcommittee is building an executive summary for each report. The subcommittee's next primary focus is to analyze the facility surveys.

**ACTION ITEM: All**, review the two user satisfaction reports for content (not formatting) by Wednesday, November 13.

**3. Report from NCO representatives**

The Summer Institute date is set. NHERI will have a booth at the AGU Fall Meeting 2019. Members of the NCO and from Experimental Facilities will manage the booth. The NCO is working on the NHERI special issue manuscript.

**ACTION ITEM: All**, feel free to stop by the AGU booth if your schedule allows. Email Dan Zehner if you'd like to reserve a time slot to man the booth.

**4. Report from ECO representatives**

The Summer Institute will be held on June 29 – 30, 2020 (1.5-day duration). The Summer Institute is shorter this upcoming year as described in the renewed proposal. Rooms are reserved for the entire week to allow time during the Summer Institute week for in-person

committee meetings.

**ACTION ITEM: All**, send Mohammad your thoughts on the most useful portions of the Summer Institute to inform the agenda for the shorter Summer Institute. **Stephanie**, send a Doodle Poll for Sunday June 28 – Thursday July 2 to schedule the in-person User Forum meeting.

#### **5. Report from Facilities Scheduling representatives**

No update. Next meeting is scheduled for tomorrow, November 6.

#### **6. Report from Technology Transfer representatives**

The in person meeting will be held on November 14 – 15 in Washington, D.C. No other updates. WebX is set up for this meeting for members to attend remotely.

**ACTION ITEM: All**, email Antonio if you are interested in attending the Technology Transfer meeting via WebX.

#### **7. User Forum contribution to NHERI special issue**

Elaina sent out an outline and did not receive any request for changes. The User Forum will co-write the manuscript using Google Docs. User Forum members should sign up to write sections of the paper, selecting sections with low (or no) author listed. Users will complete the section they signed up for by our next User Forum meeting.

**ACTION ITEM: All**, sign-up to write specific sections of the special issue paper by placing your name next to the section in the Google Doc, and propose a timeline for your section (e.g. include an expected completion date). ***Complete your section by our December meeting.***

#### **8. Other Items**

December and January meetings are being scheduled.

**ACTION ITEM: All**, fill out the Doodle polls by Friday, November 8 to schedule meetings for December and January.

Elaina motioned to adjourn; Stephanie second. The meeting was adjourned at 2:35 pm CT.