

**MEETING OF THE NHERI USER FORUM COMMITTEE  
MARCH 10, 2017**

**MINUTES**

Attending: Erik A. Johnson, Ramtin Kargarmoakhar, Mohamed Elsharawy, Nina Stark, Elaina J. Sutley, Russell Green, James O. Malley, Antonio Bobet and Chris Thompson.

Absent: Adda Athanasopoulos and Liesel A. Ritchie.

1. Welcome and Introductions

*Antonio introduced himself to the committee and introduced Chris Thompson (thompscs@purdue.edu), the NCO IT specialist, who WILL provide support to the UF to setup a web presence in Design Safe CI and setup “zoom” meetings.*

2. Operation procedures:

- In person meeting:

*In-person meeting, possibly at the Summer Institute in San Antonio, TX. The meeting is scheduled for July 24-28, 2017.*

- Meeting rules, e.g. Robert’s rules of order

*Robert’s rules of order were adopted by the committee*

- Balloting procedures, e.g. allow vote by email.

*The committee agreed to make decisions by vote in-person or by email, in which case the Secretary of the Committee will collect and tally the votes.*

3. Election of the chair, vice chair, secretary and representatives to NHERI committees

*The Committee elected the following members as officers:*

- *Chair: Russell Green*
- *Vice-chair: Nina Stark*
- *Secretary: Elaina Sutley*

*The Committee elected the following representatives to the NHERI committees:*

- *NCO: Russell Green, Nina Stark and Elaina Sutley as alternate*
- *ECO: Adda Athanasopoulos and Elaina Sutley*
- *Facility Scheduling: Mohamed Elsharawy and Ramtin Kargarmoakhar*
- *Technology Transfer: Jim Malley*

*Erik Johnson made the motion and Green Russell seconded. The motion was*

*approved unanimously.*

*Erik Johnson volunteered as the UF representative to the SimCenter, when this committee is established.*

5. Work Plan for first year and milestones

• Frequency:

*The committee decided to meet initially once a month. Russell (chair) will send a doodle poll to decide the time for the next meeting*

• User Satisfaction Survey: June 2017

*An ad-hoc committee was established, with the following members:*

*Nina Stark (chair), Erik Johnson and Leslie Ritchie*

*The NCO is concluding the contract with a firm to conduct the Survey. The contact is:*

Cynthia Zimmer  
[cynthia@teced.com](mailto:cynthia@teced.com)  
VP, Business Development  
248-363-7400 Direct  
734-995-1010 x704 Ann Arbor  
[www.teced.com](http://www.teced.com)

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6. Other

*The committee voted to approve Antonio Bobet as ex-officio member. A motion was made by Erik Johnson and was seconded by Green Russell.*

The meeting was adjourned at 5:50 PM EST.