

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**September 14, 2018**

**AGENDA**

Attendance: Russell, Nina, Elaina, Stephanie, David (NCO)

Regrets: Antonio Bobet, Jim Malley, Liesel Ritchie, Ramtin, Erik, Adda

**1. Approval of meeting minutes from August 14, 2018 meeting**

RG motioned to approve the minutes; Elaina second; all agreed; minutes were approved.

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

Liesel was not able to attend the meeting. Following up from last meeting's action item, Russell did not receive any comments regarding Liesel's proposal to the NCO for next year's survey and associated resources. Lack of comment was assumed approval.

**3. Report from NCO representatives**

**a. Reverse Site Visit with NSF**

David provided a report out from the visit. Liesel presented on the survey results. She received some comments about high percentages of neutrals. She and Julio also discussed UF plans for increasing response rate for next year's survey, as well as additional scope to capture user satisfaction data for next year.

The general response felt by the NCO was positive.

The review team was an external team with program manager, Joy Paushke, also participated. Some review team members returned from last year, others were new. The NCO has a list of reviewer names

**Action Item:** David will send out the names of the review team to the UF.

**4. Report from ECO representatives**

- a. Summer Institute Feedback
- b. Schedule for 2018 Summer Institute
- c. REU Feedback and Diversity

Elaina reported that the last ECO meeting was yesterday. The ECO reviewed feedback from the Summer Institute participants, as well as the REU participants. Feedback was

mostly positive, and an improvement from the previous year. The ECO also started to look at dates for next year's Summer Institute. Russell and Nina's travel schedule likely conflicts with all of the proposed dates, so the UF will likely propose to have our annual in-person meeting at a different time than the SI.

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

Stephanie shared a graphic with the UF – it was a simple graphic with a proposed timeline that PIs can look at/follow when they write a NHERI RAPID proposal. Various UF members contributed comments to the graphic, and these were shared back with the RAPID facility.

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

Jim was unable to attend the meeting, but shared that there were no updates from the TT committee.

#### **7. New member nomination**

Russell spoke with two potential candidates to seek their initial interest. Russell will email all five potential candidates to seek their interest, and looked for additional nominations.

The first four were suggested as nominees from Russell to fill Erik's expertise of structural dynamics and sensors since he is rolling off of the UF. The latter was suggested by Elaina.

Elaina suggested we double check with the NCO that one candidate does not have a conflict.

**Action Item:** UF members suggest nominations for new UF members.

**Action Item:** David will pass the concern of COI in participating on the UF to Antonio to seek his feedback.

#### **8. Other items to discuss**

There were no other items to discuss.

The meeting was adjourned at 3:35pm.