

**MEETING OF THE NHERI USER FORUM COMMITTEE
FEBRUARY 24, 2017**

MINUTES

1. Welcome and Introductions

Meeting was called to order at 5:05 PM (ET). Julio welcomed all the members of the User Forum (UF) and congratulated them on being elected as representatives of the NHERI community. Each member gave brief opening remarks. All Forum Members were present: Erik A Johnson (JohnsonE@usc.edu), Ramtin Kargarmoakhar (Ramtin.Kargarmoakhar@tylin.com), Mohamed Elsharawy (melsharawy@sohwind.com), Nina Stark (ninas@vt.edu), Elaina J Sutley (enjsutley@ku.edu), Adda Athanasopoulos-Zekkos (addazekk@umich.edu), Russell Green, (rugreen@vt.edu), James O Malley, (malley@degenkolb.com), Liesel A Ritchie, (liesel.ritchie@colorado.edu). Guests in attendance: Julio Ramirez (NCO-PI). Absent: Antonio Bobet (NCO-representative to User Forum).

2. Scope of the work of the Committee

The User Forum reviewed the scope of work with Julio Ramirez (see powerpoint presentation distributed to the members after the meeting).

Action Item: members agreed to schedule a second virtual meeting within two-weeks time to address the development of procedures, election of officers and to designate representatives to participate in three committees: (i) NCO Strategic Committee (1 member), (ii) Centralized Scheduling Committee (2 members), and (iii) Education and Community Outreach (1 member). Julio will distribute a poll to find date and date. In the meantime Forum members will continue work via e-mail, phone etc.

3. Operation procedures:

The committee requested a copy of the Council Operating Procedures to assist them in the development of their own.

Action Item: See Action Item under 2 of the Agenda. Julio will distribute a copy of the approved Council Operating procedures.

- Meeting frequency (note: one annually face-to-face)

The Forum discussed a possible face-to-face meeting during 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
- Balloting procedures, e.g. allow vote by email.

4. Election of the chair, vice chair and secretary

See Action Items under 2 and 3.

- Request for nominations/volunteers

- Election

5. Election of representatives to NHERI committees:

See [Action Items under 2 and 3](#).

- NCO
- NCO ECO
- Facility Scheduling
- Technology Transfer

6. Work Plan for first year and milestones

[Julio described the key activities under this item. After a questions and answer period, he discussed a possible path forward in the development of the User Satisfaction Survey. The UF members asked for some time to consider this issue.](#)

- Frequency: Input from observers and feedback to committees
- User Satisfaction Survey: June 2017
- Annual Report: June 2017
- Review of NHERI Science Plan: Summer 2017

7. Other

[Meeting adjourned at 6:30 PM \(ET\).](#)