

**MEETING OF THE NHERI USER FORUM COMMITTEE
December 19, 2019**

MINUTES

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

1. Approval of meeting minutes from November 5, 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. Other than the User Forum, the subcommittee received comments/edits on the reports from Ian Robertson. These are discussed during the call. Antonio recommends the subcommittee make the requested changes and close the comment phase so that the reports can be finalized and posted on the website. Liesel and Maggie are planning to evaluate EF surveys to identify if or how the User Forum can incorporate an assessment for evaluating user satisfaction.

ACTION ITEM: Stephanie to email Chris to post the User Forum Reports on the User Forum website.

3. Report from NCO representatives

The NHERI special issue is behind schedule, because not all contributions have been received. Dan Cox is leading an effort to write a workshop-based proposal to get a conference/workshop funded. The standing NCO calls for Spring 2020 have been rescheduled to every other Friday 1:00 – 2:30 pm ET starting January 10, 2020 due to schedule conflicts with the previously set time.

4. Report from ECO representatives

The Summer Institute successfully received funding for extending the event from 1.5 days to 2.5 days. It will be held June 30 – July 1, 2020. Applications open December 20, 2019. The NHERI REU summer program is already open on Design-Safe. The REU

Symposium will be held at the RAPID facility at the University of Washington from Aug 3 – 4, 2020. Two REU students are funded per site plus five more students for each site if the EF requests an additional student. The request was made for the EFs to send educational materials and announcements to the ECO.

5. Report from Facilities Scheduling representatives

No update. The November meeting was cancelled.

6. Report from Technology Transfer representatives

The Technology Transfer committee met in-person in Alexandria, VA on November 14 – 15 for a 1.5-day meeting. The purpose for the meeting was for the technology transfer committee to interact with the NHERI network members. EFs presented on the first day and summarized their capabilities and how the TTC, EFs, and researchers can better interact. The second part of the first day consisted of presentations of research projects selected by the TTC to identify ways the TTC can move forward with implementing findings in practice. The TTC’s proposed publication “Common Mechanisms for Implementation of NHERI Research” was discussed during the first day, including suggestions for improvement before submission and suggestions for distribution. On the second day, future TTC activities were discussed, and plans will be developed in the upcoming months to identify a path forward for implementing suggestions.

7. User Forum contribution to NHERI special issue

Progress has been made, but some sections still need work. The first draft is already overdue by the internal schedule set. The contribution is due to the journal by the end of January.

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

8. Other Items

Nina requests to roll-off the User Forum at the next year after serving on the UF since the beginning due to taking on additional roles at her university (Virginia Tech).

Elaina motioned to adjourn; Nina second. The meeting was adjourned at 11:42 am CT.