

## **NEESinc Site Operations Committee**

### **Minutes Teleconference**

November 15, 2005  
3:00 - 5:00 pm EST (12:00-2:00 PST)

Members Present: Ian Aiken, Jay Berger (NEESinc Staff Liaison), Ross Boulanger, Greg Deierlein, Marc Eberhard (Chair), Dan Kuchma, Glenn Rix (Chair-Elect), David Sanders, Benson Shing, Dave Simpson, Jim Wight, and Solomon Yim.

Members Absent: Tarek Abdoun and Roberto Leon (BOD Liaison).

Visitor: Cliff Roblee (NEESinc Executive Director),

1. Marc Eberhard began the meeting at approximately 3:15 pm EST. Committee members introduced themselves and their described their affiliations with the NEES Equipment Sites (ES), NEES Research (NEESR) projects, and/or NEESinc staff.
2. Marc Eberhard reviewed the charge of the SOC and its role vis-à-vis the Board of Directors (BOD) and other NEESinc committees.
3. Marc Eberhard and Cliff Roblee provided an overview of SOC policies and procedures including the anticipated number of committee meetings. The committee discussed whether all meetings should be open. The general consensus of the committee was that confidentiality should be protected whenever possible, particularly when preliminary financial data pertaining to ES operations was being presented and discussed. Marc Eberhard will ask the BOD for additional guidance. Cliff Roblee reviewed the manner in which ES operations and maintenance funds were allocated for Years 1 and 2.
4. Cliff Roblee provided an update on the evolution of NEESinc operations, including the newly developed Site Snapshots that summarize the operations of each ES (see also Item 7 below).
5. Cliff Roblee summarized the year-end closeout procedures and guidelines for equipment sites, including four types of “carry-forward” requests that allow operations and maintenance funding to be carried over to the next fiscal year. He also provided an overview of the status of FY05 funds for each of the equipment sites.
6. Cliff Roblee provided an overview of the current (Version 6) Shared Use Policy as well as proposed changes (Version 7) that include additional provisions for shared-use. Greg Deierlein and Cliff Roblee summarized the

various points of view held by NEES equipment sites and non-NEES facilities with respect to shared-use policies. Cliff Roblee and Marc Eberhard also presented the opinions expressed by NSF Program Officer Joy Paushe on NEESinc's Shared Use Policy.

7. Jay Berger presented an overview of the information contained in the recently developed Site Snapshots that includes the amount of funding each site allocates to fixed-use and flexible-use activities.
8. Marc Eberhard adjourned the meeting at 5:08 pm EST.