

COSMOS

Board of Director's Meeting Minutes

8 June 2016

Conference Call

Attending

W.D. Iwan
W.U. Savage
D. Wells
R.E. Bachman
R. Boroschek
C.B. Crouse (joined at 9:17 am)
J. Heinz
C. Johnson
J. Parrish
R. Nigbor (Joined at 9:10 am)
A. Shakal
A. Yong

Review and Approval of 12 November 2015 Minutes

These Minutes were sent out for approval in March 2016. J. Heintz noted that action was postponed in last item, "Election of Officers"; it was decided to delay that discussion until the Board dinner as the Board Meeting was running late. Heintz asked that this discussion be included in the 12 November 2015 Minutes. W. Savage resigned as Vice President. R. Bachman put forward Heintz to replace Savage, and a vote by the Board was taken. Heintz was unanimously voted to succeed Savage. Other officers are to remain.

Motion: Iwan motioned to approve the Minutes, Heintz moved, and Savage seconded. There was no further discussion or objection, and the Minutes were approved unanimously.

ACTION ITEM: C. Johnson to change minutes.

President's Report: W. D. Iwan

W. Iwan noted that COSMOS had been facing some financial difficulties and organizational challenges over the past few years. Thanks to the effort of the Board, it appears that COSMOS has passed over the hump in terms of financing. He thanked Board Members who have reached out to various agencies. Funding is good for the short term. Other challenges will be discussed later in the meeting.

Director of Engineering Applications' Report: R. E. Bachman

R. Bachman provided an update on organizational outreach. He thanked D. Wells for reaching out to BOR, which has had a change in management. Bachman spoke to Ralph Klinger of BOR. They are definitely interested in being a Core Member; the funding level is still to be discussed.

FEMA was invited and attended the 2015 Technical Session, and expressed solid interest in renewing its membership in COSMOS. The funding level is still uncertain. Bachman will meet with Mike Mahoney of FEMA this week to discuss rejoining. ATC is considering joining. Heintz believes that the COSMOS mission is closely aligned with ATC's mission and will request ATC's board to become a member. He anticipates that they will approve this request. Bachman requested that Board Members C. B. Crouse and D. Wells reach out to AECOM and AMEC/Foster Wheeler, respectively, to become members.

Note that none of this funding is included in the 2016 budget.

COSMOS has reserved a booth at the 16WCEE in Santiago, Chile, in January 2017. COSMOS will fund Hamid Haddadi of CGS to man the booth. Bachman will also attend but is not requesting funding. A strong-motion forum is being organized. Board Member A. Yong will be attending and chairing a special session related to Guidelines for Non-Invasive Site Characterization Project (NISCP). Per R. Nigbor, the NISCP will request \$15,000 in travel support for A. Yong and J. Steidl to attend the 16WCEE.

Funding from the USGS is currently under discussion. The previous agreement included an annual payment of \$20,000, whereby COSMOS would identify goals based on a three-year plan consistent with USGS interests. The previous project manager, E. Lemersal, has retired and the interim manager, Tom Pratt, has encouraged COSMOS to submit a cooperative agreement with deliverables. The cooperative agreement is restrictive and geared toward research grants.

Additional discussion at the April 2016 Seismological Society of America meeting between Yong, Savage, Pratt, and Bill Leith of USGS occurred. Based on these discussions, COSMOS was encouraged to submit a proposal with a two-three-year award; it should be submitted in August 2016 for review. The proposal could include (1) the NISCP with Nigbor as P.I.; (2) the creation of international standards with Steidl as P.I.; and (3) VDC tools development with Crouse as P.I. Based on the discussions at SSA, Savage believed that a proposal containing these subtasks should be well received and funded at the appropriate level.

Action Item: Create a subgroup to prepare a draft proposal and send to the Board by the end of July.

Bachman announced that the Board needs to seriously consider succession planning. Bachman is transitioning out of planning the yearly Technical Session, as is N. Abrahamson. A Technical Session Planning Committee is meeting on 16 June to discuss the future of the Technical Session and candidates to replace him as the Director of Engineering Applications. Bachman will coordinate the 2016 Technical Session but is seeking the Board's input on replacing him in the near future. In addition C. Johnson, COSMOS Office Manager, is resigning. Personal demands on her time have grown such that she would like to ease out after 16WCEE.

The 2015 Technical Session was very well received. Although the hotel venue was extremely

positive, costs were greater than the previous year, and costs for the 2016 Technical Session will be even greater due to food minimums. Bachman will try to renegotiate costs for 2016. Attendance was the same as previous year.

In response to Bachman and Abrahamson's transitioning out from their responsibilities of organizing the COSMOS Technical Session, the 2016 Technical Session committee was formed. Committee members include Christine Goulet (SCEC), who is chair; Nick Gregor (Bechtel), Nico Luco (USGS), and Silvia Mazzoni (PEER). C. B. Crouse has agreed to be the Board liaison with the Committee (as he and N. Luco are at the forefront of the code process). Abrahamson and Bachman will act as advisors to this group.

Status of Site Characterization Project: A. Yong and R. Nigbor

R. Nigbor asked that the major theme for the 2017 Technical Session relate to the Guidelines for NISCP. Bachman agreed and suggested that the morning session be devoted to that topic. Nigbor discussed outreach strategies once the Guidelines are completed, including training classes. Including this Project as part of future Technical Sessions would be an excellent outreach vehicle.

Yong noted that this project is not solely limited within the confines of the techniques themselves. How do the uncertainties in the profiles are propagated is a key issue, and outreach regarding this issue is critical. At the workshop held in April 2016, a consensus was reached regarding the Table of Contents; this is now finalized and will serve as a basis for the other authors and developers to move forward. There were 30-plus attendees, with 20 attendees in person and a dozen attendees logged in online. Discussion regarding linear array techniques was heated but provided a pathway to move forward. The basic framework has been agreed upon, and Yong will draft a template chapter. The work completed in Summer 2016 will be presented at the European Seismic Commission in September, coinciding with a workshop on this project.

Current income is projected as follows: 20K of internal funds approved by the COSMOS Board, 20K by PG&E (received), and 20K under consideration at SoCal Edison. An additional proposal to NSF is being considered. For 2017, focus on outreach and education is under discussion. Costs to attend SSA and Trieste is estimated about at \$14,000 in support of Yong and Steidl (this includes administrative support). Currently, everyone on the project (Yong, Steidl, and Nigbor) is volunteering their time. If funding is secured from NSF, an honoraria might be considered. Future costs will include full and partial support to attend the 16WCEE, writing, and editing of the Guidelines.

Bachman asked that in regards to the 2016 budget, what costs did Nigbor believe that COSMOS will incur? Nigbor responded that as he understood it, the COSMOS commitment was as follows: 5K 2015=5K, 2016=10K, and 2017=5K. Bachman noted that this would be in kind labor. If a proposal is submitted to NSF, COSMOS's in kind contribution needs to be formalized, given COSMOS's informal accounting system.

Action Item: Nigbor, Wells, Johnson, Heintz to meet with D. Bott, COSMOS's accountant to set up more formalized accounting system to address NSF and USGS's accounting requirements.

Status of Tools Committee Update: C.B Crouse

Bachman informed the Board that the Converter Tool is now in beta test form; it was distributed at EERI and SSA. The project costs were higher than the original budget, so the Board approved an increase in the budget of \$5,000, for a total of \$15,000

The 24 May 2016 Committee Meeting (Crouse, Steidl, Haddadi and Mazzoni in attendance) recommended the following: the data format needs to be extended to incorporate the Chile and Taiwan data. H. Haddadi believes that it would require an additional 40–50 hours for Programmer M. Squibb to modify the Converter Tool to achieve this goal. The Tools Committee recommended to the Board that these funds be allotted.

Crouse asked if legacy data should be incorporated into the VDC, given the questions that arise regarding the metadata. He has pre-Kobe data that he believes should be incorporated. Should COSMOS fund incorporating legacy data into the system? Mazzoni could do this, but she would need guidance.

Yong asked Crouse if he believed site characteristics should be included in the VDC. Yong is currently involved with a USGS-generated project to develop a detailed site database that would be openly available based on USGS-measured compilation of VS30 data for the contiguous United States. It is planned to be a live database that will include VS profiles. Crouse asked about basic geotechnical information. Much of this has been published as NUREG documents and should be available. Yong responded that USGS's first priority is to get the soil profiles done and sees it as part of the USGS database with PEER.

Iwan suggested that a sub-committee concerned with these issues be formed. Crouse agreed to be chairman. Bachman thought this should be a separate budget and that the current budget address the Chile and Taiwan data only.

Bachman noted that a key issue for COSMOS is to work on is standardizing the format internationally. South American countries have different formats and little data on soil characterization. A task group is needed to focus on site characterization. R. Boroschek suggested studying a station with very good data and using it as template for other South American countries.

ACTION ITEM: R. Boroschek contact seismic networks in Costa Rica.

ACTION ITEM: Assign a committee to determine ways of getting metadata of key ground motion data for key stations. Boroschek would like to do that for South American countries.

Status of International Committee Activities: J Steidl

J. Steidl was unable to attend this meeting. Bachman requested that Steidl send a formal request for a room at the 16WCEE to house the Strong-Motion Forum. Boroschek noted that he needed this request by mid-July.

ACTION ITEM: Send R. Boroschek a formal request for a room for the strong-motion forum to be held at the 16WCEE.

COSMOS at 2016 EERI AND SSA Meeting: C. Johnson

The efficacy of attending the SSA conference was, on balance, neutral. It was a great venue for advertising the debut of the Converter Tool. It was also good “PR” in that COSMOS had a presence and could reach out to Tom Pratt, the interim program manager for USGS. Additionally, it was an opportunity to support Roger Borchardt’s receiving the Bruce Bolt Award.

Regarding the EERI conference: Attendance at strong-motion forum hosted by McLaren and Abrahamson was robust, even given that it was scheduled for 7:00 am. The impact of COSMOS attendance was difficult to judge. The setup of the vendor booths was problematic due to EERI’s Student Shake Table Competition. The noise on the second day of the competition was deafening and there was NO traffic.

ACTION ITEM: C. Johnson to send email to Jay Berger.

Treasurer’s Report: D. Wells

D Wells opened with the Minutes of the Finance Committee Meeting in May. COSMOS incurred an increase in the loss for the year of just under \$3000. This was due to lost income from institutional members, increased costs for the 2015 Technical Session (even with additional sponsorship from CGS), an unanticipated Long-Range Planning Meeting that had not been budgeted for, and unanticipated expenses incurred in developing the Converter Tool. Wells noted that COSMOS has been accruing money and these losses are acceptable in the short-term. Parrish noted that there was a typo in the total liabilities; it should be 216. COSMOS has, roughly, \$140,000 in the bank.

For the 2016 Preliminary Budget, the income is projected as \$69,000. This does not include income from the NISCP. A budget of \$15,000 has been allocated to Annual Meeting and Technical Session, and the Board and Bob Bachman/Claire Johnson are exploring ways to reduce the cost while acknowledging that this allocation might be exceeded. Other major expenses are funds for the International and Tools Committees.

ACTION ITEM: Johnson to revise Balance Sheet

Revamping of the P&L was discussed to facilitate accounting of new projects given the question of how to account for projects that are technically not part of the budget but are reflected in the Balance Sheet.

ACTION ITEM: Schedule a meeting with Wells, Heintz, and Johnson to setup a separate monitoring of budget for the NISCP once expenses and income are more realistic.

Board of Director Nominees for 2016 Election: R. Bachman

COSMOS has staggered elections with nine-year term limits. Currently up for re-election are Wells and Heintz. Electronic ballots are emailed in October. The Nominating Committee for the 2016 election is as follows: Parrish, chair, Crouse, and McLaren. Bachman is an *ex-officio*.

Action Items status from last BOD Meeting

Motion: A motion was made to approve Action Items in yellow and that items in aqua be addressed by the Executive Committee for possible action. There was discussion of the motion. Savage seconded. There were no objections and it passed unanimously.

ACTION ITEM: Steidl to devise a brief questionnaire for attendees of the 2016 Technical Session.

Status of Bruce Bolt Medal: W. Savage

Former Board Member Roger Borchardt was selected as candidate for the 2016 Bolt Medal. All three sponsoring organizations and their boards approved his candidacy. He received his award at the SSA Annual Meeting in April. Although the committee will be sending out new solicitations for candidates shortly, there are currently several strong candidates to consider for the 2017 award.

Status of Standards Committee Activities: A. Shakal

A Shakal's committee met in March. The standard on immersion will be included in the new NRC standard and is seen as a valuable contribution. Shakal noted that there were not any new standards being considered, but suggested working with Boroschek for standards germane to South America as the next area of focus.

USGS Co-operative Agreement Proposal: R Bachman and R. Nigbor

There was concern expressed regarding the focus of a cooperative agreement with USGS that is research oriented in scope. Such a formal agreement would include indirect costs, etc. Heintz offered to help write proposal.

ACTION ITEM: Submit proposal to USGS by mid-September.

Other Business and Revised 2016 Budget Approval

Iwan did not believe that the budget should be approved given the unknowns regarding both USGS funding and the income and expenses for the NISCP. Bachman suggested that budget are tools, and that the budget be approved subject to change, with an additional line item for the NISCP.

Motion: It was moved to accept the Preliminary Budget and seconded by Savage. There was no discussion and no objections. The motion carried unanimously.

ACTION ITEM: Revised budget as of July 15 for presentation to the board.

Wells suggested that COSMOS offset the cost of the Technical Session by offering sponsorships to corporate members as a way to make contributions to COSMOS in lieu of memberships.

ACTION ITEM: Bachman and Johnson work on template for corporate sponsorship at the 2016 Technical Session.

Personnel Changes

Iwan suggested in light of Johnson's resignation and Bachman's desire to transition out of his role that an organizational committee be formed to gauge a path forward. A committee was formed of Iwan, Parrish, and Heintz. Bachman suggested entering into discussion with PEER as a potential solution.

Motion to adjourn by W. Savage and seconded by J. Parrish. Meeting was adjourned. Meeting was adjourned at 1:00 pm.