

User Advisory Committee (UAC)

Core Committee quarterly meeting

June 3, 2024

12:00 – 1:00 pm EDT

Agenda: See attachment 1

Attendees: See attachment 2

Presentation: See attached 3

Doug Matson opened the meeting, thanked everyone for attending and shared the agenda.

Planning for the UAC public meeting at the ISSRDC on July 29th (2-3 p.m.)

D. Matson asked the team for their thoughts on the best use of the time at this upcoming public meeting at the ISSRDC. Recommendations included: brief updates from each subcommittee, topics of interest to CASIS/NASA, topics that resonate with the audience, “soft-serve” questions from the audience, topics different than what is already on the ISSRDC agenda, topics addressing the post-ISS environment, etc.

D. Matson asked for volunteers to put together a plan and agenda for the meeting

Action S. White, H. Hanson, M. Gittleman: Team up to create a plan for the UAC public meeting at the ISSRDC and bring options with a recommendation back to the UAC Core Committee by July 1st.

Update on UAC function (goals, objectives, priorities, expectations).

Given the limited time for the meeting and the need for a deeper discussion on this topic, D. Matson briefly introduced some items for the team to think about (see slide 4) that will be revisited at the next quarterly meeting in September.

UAC Communications

M. Ruether stepped through the updated UAC public-facing website at:

<https://www.issnationallab.org/about/user-advisory-committee/>

The site was recently updated with the March 2024 UAC Charter, minutes and presentations from the 2024 UAC Annual Planning meeting in March, and the names and affiliations of the 2024 UAC chairs and members. The site is for exclusive use by the UAC. Provide any items for the website to Mark Ruether, and he will work with the CASIS website team post the updates.

Decision: The UAC Core team agreed to remove outdated (pre-2024) meeting agendas and minutes from the UAC website.

Action: M. Ruether – Remove pre-2024 meeting agendas and minutes from the UAC website and archive.

M. Ruether also shared the draft version of an Outlook calendar titled: UAC Events Calendar. The calendar will be managed by CASIS/M. Ruether and currently has events such as recurring subcommittee meeting and Core team quarterly meeting dates along with events such as the UAC public meetings held during ISSRDC and ASGSR.

Decision: The UAC Core team agreed to pilot this calendar with access initially delegated only to the Core team.

Action: M. Ruether – Provide permissions to view and edit events on the UAC Events Calendar to the UAC Core team by mid – June.

M. Ruether also shared the list of topics for the CASIS Forward Planning presentation. The presentation will be ready to share with the UAC Core Committee in the coming weeks.

Action: M. Ruether - Work with D. Matson to schedule a date/time for the CASIS Forward Planning presentation.

Discussion on the need for consensus in response to CASIS assignments.

Ray Lugo shared his perspectives on consensus vs. unanimity and the need to understand dissenting opinions when requests are brought forward to CASIS for implementation consideration.

Mr. Lugo noted that sharing general information with CASIS leadership is still welcomed and expected.

Meeting adjourned at 1:05 p.m.

Doug Matson
UAC Chair

Attachment 1

2024 UAC Core Committee June Quarterly Meeting Agenda

- Noon** Welcome, Introductions, Agenda – Doug Matson
- Planning for the UAC public meeting at the ISSRDC on July 29th – Doug Matson
- Update on UAC functions (goals, objectives, priorities, expectations) – Doug Matson
- UAC Communications – Mark Ruether
- UAC website
- UAC Events Calendar
- CASIS Forward Planning presentation
- Discussions on the need for consensus – Doug Matson
- 1:00 pm** Adjourn

Attachment 2

Attendees:

Ray Lugo	CASIS CEO
Laurie Provin	CASIS Director of Strategic Engagement and STEM Programs
Mark Ruether	CASIS Strategic Planner, UAC Liaison
Doug Matson	UAC Chair
Mark Gittleman	UAC Commercial Service Provider Subcommittee Chair
Henry Hanson	UAC Tech Development Subcommittee Chair
Ron Joslin	UAC Science Subcommittee Chair
Nicole Wagner	UAC Applied R&D Subcommittee Chair
Stephen White	UAC Educational Outreach Subcommittee Chair