

PASSCAL Standing Committee Meeting Minutes
Tempe, AZ, September 25-26, 2006
recorded by Bill Stephenson

Attending Committee Members: Alan Levander (AL; chair), John Collins (JC), Matt Fouch (MF), Artie Rodgers (AR), Ray Russo (RR), Stephane Rondenay (SR), William Stephenson (WS), George Zandt (GZ)

Absent Committee Members: Camelia Knapp

Other Attendees: Marco Alvarez (MA), Rick Aster (RA), Bruce Beaudoin (BB), James Fowler (JF), Steve Harder (SH), Frank Vernon (FV)

ACTION ITEM- make hostage and medical evacuation insurance information available to PI's.

ACTION ITEM- submit proposal to NSF ASAP, with line item budget to add up exactly to difference between 3.58 and 3.27M

ACTION ITEM Proposal budget action item: submit for ~100 Texan upgrades, ~13 broadbands for carry-over funds

ACTION ITEM contact Isa Asudeh @Geol. Survey of Canada to discuss Nanometrics equipment and to possibly look at data

ACTION ITEM: Look into upgrading phone system/contact procedures for PI's in field with staff at PIC

ACTION ITEM- Look into conducting Experiment Planning Workshop in association with the IRIS Workshop or AGU.

ACTION ITEM:

Explore ways to improve Texan field software and hardware, including possibility of using bar code readers to simplify downloading/field QC

ACTION ITEM: Gather information showing usage for instruments for the review.

ACTION ITEM:

- set up system to enable PI's to deliver photos for report and archive at PASSCAL

ACTION ITEM: Look at ways to shorten acknowledgement statement.

ACTION ITEM: OBSIP, OCE, and PASSCAL exchange schedules and coordinate w/ other groups, preferably through web-based schedules

ACTION ITEM: send another email with list of delinquent data contributors because some users did not receive (believed was email filtered)

STATUS OF ACTION ITEMS
PASSCAL Standing Committee Meeting
Socorro, 23 March 2006
Action Items

Attending committee members: Alan Levander (AL) - chair, Artie Rogers (AR), Ray Russo (RR), Matt Fouch (MF) (arrived at 10:00 am), and Camelia Knapp (CK).

Absent members: John Collins, William Stephenson, Stephan Rondenay, George Zandt.

Other attendees: David Simpson (DS), Rick Aster (RA), Marcos Alvarez (MA), Bruce Beaudoin (BB), Steve Harder (SH), Frank Vernon (FV), and James Fowler (JF).

New members

Alan Levander (chair), Ray Russo (UF), and Artie Rogers (Lawrence Livermore); George Zandt (Univ. of Arizona) was not present.

Action Item: Jim and Bruce will reword Instrument Use Policy and User's Guide to reiterate expectations that PI will personally see equipment shipped back to PIC following all deployments. Done (Policy on the web).

Action Item: Change the policy such that PASSCAL is responsible for travel arrangements for field projects. PI should coordinate with PASSCAL for the travel budget. Done (Policy on the web).

Action Item: Strengthen the wording in the use policy on PI's responsibility to attend training. Done (Policy on the web).

Action Item: Adopt the following policy and reword the use agreement. "**The PIs will visit the PIC for in-house training. In addition, for large experiments, the in-field training by a PASSCAL staff member is recommended**". Done (Policy on the web).

Action Items:

- Approve the budget as discussed.
Priorities for additional money:
 - Workshop
 - Software
 - BB sensors
 - Texans
- Done

Action Item: Work with IRIS to implement a n efficient and effective web design. Not Done, waiting for HQ

Action Item: Draft proposal for re-allocation of funds in FA to get more broadband and no more short period stations and 300 less Texans. Done, ready for NSF

Action Item: Get a short statement from Ken Ceager about the ISC program . Done, got statement from Tim Ahern.

Action Item: The committee recommends not buying any more 40 Hz phones for the Texans for both the FA and PASSCAL. Done.