SHUG-EC Conference Call: Wednesday, April 13, 2022, 3:00 – 4:00 PM EST

Attendees (online):
　　ORNL: Janell Thomson, Travis Williams, Naresh Osti, Lisa DeBeer-Schmidt

　　External: Amy Xu, Geneva Laurita, Yun Liu, Rana Ashkar, Rebecca Dally, Igor Zaliznyak, Daniel Shoemaker, Adrian Brügger, Peter Gilbert

Document approval:
　Minutes from March 2022 conference call: approve

Agenda for April 2022 conference call: approve
1. The SHUG email list (everyone, and discussion lead: Rebecca
   a. Policy discussion related with the email use.
      i. Reviewed memo for the SHUG-EC email list policy, everyone in agreement for use policy. EC members will be notified of message content before it goes out, unless urgent message needed, whereby only Secretary, Chair, Vice-Chair, and Previous Chair approval needed. Announcements from community pertaining to neutrons will generally be accepted (e.g. post doc announcements, meetings, workshops)
      ii. **Action item (Rebecca):** add text on email template section for "have an announcement" to request information regarding urgency of email announcement request.
   b. Trouble of receiving emails for some people?
      i. **Action item (Janell)**: send out separate newsletter blast to inform people of SHUG EC emails with instructions to add shug@ornl.gov to approved sender list.
      ii. Some people on user listserv not getting emails even to spam folder. After the next email, we will reach out to EC members who should be receiving email to make sure that's the case.
   c. Feedback from the community?
2. Bylaw revision. Please read the proposed draft. (everyone)
   a. Need EC approval to send it to the community.
      i. No objections from EC
      ii. **Action item (Rebecca):** include information about bylaw revision in future SHUG email closer to ACNS
3. Community letter regarding the neutron source outage/upgrade (Adrian)
   a. Audience to reach
   b. Resiliency of neutron programs in the US
   c. Timeline for letter: 2 months
   d. Is there a way to break down barrier between operations staff (e.g. instrument scientists exchange when a source is down)?
4. ACNS Town Hall schedule (everyone, need to finalize the schedule in April meeting).
   Tentatively moved to Wednesday, June 8 (12:30pm-1:30pm, during lunch).
   a. SHUG-EC presentation (5 minutes)
   b. By-law changes (introducing the bylaw revisions. Voting will be conducted later through emails.) (10 minutes presentation and 10 minutes discussions)
   c. Update about the shutdown, upgrade plan, and outreach opportunities (Someone from ORNL. If this has not been included in other sessions of the ACNS, it would be useful to have it here.) (15 minutes)
      i. **action item (Janell):** pick who from ORNL will give facility update

        ii. **action item (Yun):** need to give whoever ORNL person is some wish list of what to talk

    d. Update about the identified EC focuses from last year's virtual visit: software, DEI, and a short-term plan of the user support. (10 minutes)

    e. Open discussions (10 minutes)

5. On-site visit in July (everyone and Janell)
    a. Visit approved
    b. Logistics related with this travel
        i. Monday and Tuesday (fly in Sunday July 17th, have meeting full day Monday and half day Tuesday, leave Tuesday)
        ii. Visit schedule will be discussed through the Slack channel.
        iii. Try to approve by May
    c. Visit agenda will need to be approved by the next EC meeting in May.
    d. After on-site visit we need to write report
        i. Try to get it done within week after visit
    e. **Action item (Janell)**: continue to try and get response from ORNL for last years' report.

6. Update the SHUG "Breakthrough Symposium" status. (Daniel, Geneva, Rebecca, and Yun)
    a. First one started being planned for September on MOFs
        i. **Action item (all):** read Breakthrough symposium document and comment

7. Focused meetings update. (Igor, Rana, Adrian, Yun)
    a. Topics identified during last years' on-site virtual visit. Requests went to ORNL side. Hans reached out to Yun and discussed and got response. Potentially of use for planning on-site visit