

## SHUG-EC Conference Call: Tuesday November 9<sup>th</sup>, 2021

### Online:

ORNL: Janell Thomson, Travis Williams, Mark Lumsden, Lisa Debeer-Schmitt

External: Geneva Laurita, Adrian Brugger, Daniel Shoemaker, Yun Liu, Olivier Delaire, Danielle Yahne, Rana Ashkar

### Document approval:

Minutes from October 2021 conference call: approve

Agenda for November 2021 conference call: approve

1. Quick election update
  - a. Update of in-progress election
  - b. Discussed potential tie procedures
    - i. run-off election procedure proposed with no objections
  - c. Discussed final count procedures and survey monkey considerations
2. Update on NAB report
  - a. Discussed topics of 2<sup>nd</sup> day (10 year strategic plan)
  - b. Discussed general recommendations that came back from NAB in regard to plan
    - i. Particularly in the context of SHUG and SHUG-EC input/engagement
3. Request recurring SHUG User workshop topics, strategies to increase engagement/outreach
  - a. Discussed organization and timeline for events
    - i. Goal of winter 2022 for first workshop
  - b. Discussed SHUG-EC solicitation of ideas for workshop topics
    - i. **Action item (all)** – add to google doc for topic ideas (see email from Daniel or Slack)
    - ii. **Action item (all)** – be on the lookout for email from Janell for language
4. Updates and ideas for User outreach and diversity
  - a. Discussed the context of the current situation within the lab, in relation to the broader user community, and from the perspective of BES
  - b. Stressed the importance of APS site-visit climate survey and discussed strategies for implementation
    - i. Discussed the role of SHUG EC in this, scope, and funding considerations
  - c. Discussed the ideas and aspects of a site-visit survey of ORNL staff vs. external climate survey from users
5. Science Review Committee Process Updates
  - a. Discussed the status and ideas around the review process from the latest SRC panel
  - b. Discussed how/if the SHUG-EC can play a role here
6. Oak Ridge COVID guest policy
  - a. Update from Janell
  - b. Discussed considerations for procedures and requirements
7. Comments on User Playbook Draft
  - a. Overview and discussion of document content
  - b. Goal is to have this complete and distributed (externally on the website) to bring users back onsite
  - c. **Action item (all)** – review and give any feedback to Janell
8. Future agenda items:
  - a. Follow up on complete final NAB report outcomes
  - b. Software
  - c. Diversity, Equity, and Inclusion

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- d. short-term plan around the PPU and Be changeout
- 9. Next conference call: Tuesday December 14<sup>th</sup>, 4pm