

SHUG-EC Conference Call: Wednesday, May 10, 11:00 AM – 12:00 PM EST

Attendees (online):

ORNL: Janell Thomson, Travis Williams, Naresh Osti, Hans Christen, Jaime Fernandez-Baca

External: Rebecca Dally, Igor Zaliznyak, Ben Frandsen, Yun Liu, Yulia Zaikina, Amy Xu, Mingda Li, Peter Gilbert

Discussion items:

1. Update about user meeting from Janell
 - a. Lots of smaller logistical items to deal with, but progress is being made.
 - b. If you want to invite someone to the meeting, please check with Janell to make sure their site access can be approved in time.
2. Outstanding Staff Service Award
 - a. Who will vote? Decision: only the non-ORNL SHUG-EC members may vote. The ORNL members will not be involved in the discussion of candidates or the voting.
 - b. Discussion about how many awards to give and representation from SNS and HFIR: Two is the nominal number, that makes the most sense for the funds available. This year, we have more SNS nominations than HFIR, but in two years, we will likely have far more HFIR nominations, since SNS will not be running as much. The preference expressed by Janell is to have one winner from each facility.
 - c. Voting procedure: Each voting member will provide numerical rankings for SNS candidates in one list and HFIR in another list. Janell will compile the rankings and we will decide on the winners that way.
3. Poster session judging: Amy will invite some meeting participants to be poster judges. Amy proposes to have everyone complete their poster session scores by 10 AM on June 7. Janell will check with the communications team to see if they can print out certificates before the 4 PM town hall that day. Amy will set up a qualtrix survey for the judges to submit their scores. SHUG-EC members can send their feedback to Amy on Slack.
4. Motion to accept late poster submission (Igor); seconded (Ben); passed by SHUG-EC. Janell will add the poster to the list.
5. Sample environment town hall updates: Everything is proceeding on course for Igor and Yun's town halls. No updates from the rest of us. Consider sending a short email to the ORNL organizers to let them know that we are ready to help.
6. **Action item:** SHUG-EC email: include information about 2023 User Meeting User Space Slack Channel for discussion of meeting items.
7. **Action item:** Include the proposed changes to the SHUG-EC charter in the email so people can review them in advance of the vote, which will occur at the user meeting.
8. Discussion about voting on bylaws changes: The bylaws currently state that 2/3 of the attending voting members are needed to approve a change. Travis suggests we have an electronic voting option. Travis argues that as written, proposed amendments do not have to be voted on in person at the annual meeting. Igor disagrees and interprets the bylaws as requiring an in-person vote. Hans reminds us that we have discussed previously the

notion that there should be advantages to attending the meeting in person, and voting could be one of those advantages.

9. SNS DOE Review panel
 - a. Items that are likely to be discussed at the review panel:
 - i. Progress of neutron scattering software development that has occurred since the previous review
 - ii. Communications with users—how the communication between Neutron Sciences Division and the users has changed, positive or negative aspects
10. Onsite SHUG meeting
 - a. August 14-15 has the most number of people who can attend; we will plan on those dates for the meeting.
11. Discussion of staff awards (ORNL members dismissed). Yulia suggests that additional information could be useful for considering the awards, but Janell feels there's not enough bandwidth to gather supervisor comments, CVs, etc. Our task is to use our individual judgement to rank the nominations (specifically the nomination statements) with regard to the award description on the nomination form: "This award recognizes staff members who went above and beyond to support the HFIR/SNS facilities and user community."