

SHUG-EC Meeting Minutes

10 September 2025

In Attendance

- Ben Frandsen
- Kent Griffith
- Grace Longbons (Secretary)
- Anne-Frances Miller
- Nairiti Sinha
- Hillary Smith (Chair)
- Katie Weigandt
- Weiwei Xie (Vice Chair)
- Janell Thomson (ORNL)
- Jon Taylor (ORNL)

Agenda

- On-Site Report and STS Workshop Summary Document
- Upcoming Election Logistics
- Mailing List Issues and Ideas
- Upcoming Mailings (Staff Awards/Recognitions, Quick Polls, *etc.*)

Minutes

(11:03 & 11:27) On-Site Meeting Report and STS Workshop Summary

- **Actionable Item:** Finish summaries of assigned sections of the SHUG-EC On-Site Meeting Report by the next SHUG-EC meeting on **8 October 2025**.
 - Include recommendations for the sections so that they can be discussed and voted on at the next meeting.
 - Use the document's comment function to request edits and feedback on specific sections from other SHUG-EC members.
- **Actionable Item:** Weiwei and Kent have offered to edit the report.
- Anne-Frances took notes during the STS Workshop and the majority of her summary is in the notes for the On-Site Report.
- The short summary of the STS Workshop will be sent to Jon and Janell, and then will be posted to the SHUG-EC website.
- Jon requests more input and feedback from the SHUG community on the STS Grand Challenges; the sooner the feedback can be collected and organized, the better.
- Anne-Frances wrote text for possible STS feedback (for upcoming SHUG newsletters):

"We want to integrate your strength to the scientific case paper being written by our Neutron Scattering newsletter. Please respond with a short answer at the attached link, in the next 10 days, if possible. The question pertains to the 10 grand challenges outlined in the Second Target Draft Report. Question: from the standpoint of my research, I am particularly excited by Grand Challenge number <fill in with one or two numbers>, and specific reasons for excitement are <a few sentences, and some recent literature citations are welcome>. We really want your input!!"

(11:14) Email Issues

- With the increased cybersecurity at ORNL, emails sent by the SHUG-EC keep running into 'quarantine' and currently there is no easy way around this roadblock.
- However, ORNL has availability in the budget to maintain a Mailchimp account for the SHUG; ORNL would manage the account and grant access to SHUG-EC members.
- **Actionable Item:** Ben is going to look into different pricing options for Mailchimp and other similar services.
- **Actionable Item:** If Grace needs to send any SHUG emails through ORNL, communicate with Janell so that they can be put through.

(11:14) Upcoming Mailings & Newsletters

- The many, noteworthy nominations for Outstanding ORNL staff motivated the SHUG-EC to include a section in upcoming newsletters highlighting some of these staff members, and also to solicit more nominations for staff to be highlighted.
- **Actionable Item:** Grace is to determine how best to include the highlights in the newsletters (*eg.* contact nominee/nominator, include anonymous comments, *etc.*).
- Feedback is very important to ORNL, so the SHUG-EC is going to include short polls of only ~ 2 questions and an open feedback box in the newsletters.
- Potential poll topics: how much users rely on instrument scientists (with a focus on publications), Artificial Intelligence and/or Large Language Models in use at ORNL, STS Science Case (see above), *etc.*
- **Actionable Item:** Katie is going to organize the polls and responses for the newsletters.
- Summary list of inclusions in upcoming newsletter(s):
 - Outstanding ORNL Staff highlights (**Grace**).
 - Short polls to solicit feedback on important issues (**Katie**).
 - Upcoming SHUG-EC election (**Weiwei**).
 - American Conference on Neutron Scattering (ACNS) 2026 Announcement with a possible solicitation for workshop suggestions (**Weiwei**).

(11:38) Upcoming Election Logistics

- Past elections were such that: (1) solicit nominations from SHUG community in September/October, (2) the Election Chair (typically the Vice Chair) contacts the nominees and requests a bio and a photo, (3) Janell uses the nominee info to create a poll, (4) the SHUG-EC sends the poll to the community.
- **Actionable Item:** Weiwei and Hillary will create stipulations on the nomination statements (*eg.* template/guidelines or example nominations, word limits, *etc.*)
- The election should be finalized by **18 November 2025** so that new SHUG-EC members can be included in the ORNL December newsletter.

(11:42) ACNS 2026 Workshops

- Weiwei is the ACNS Program Chair for Hard Matter and is considering soliciting workshop suggestions (4 and 8 hour durations) from the SHUG community.
- **Actionable Item:** Weiwei will bring Katie's input to the ACNS Planning Committee and will determine next steps and if the workshop solicitation should be included in future SHUG newsletter(s).