

SHUG-EC Meeting Minutes

8 October 2025

In Attendance

- Ben Frandsen
- Kent Griffith
- Grace Longbons (Secretary)
- Anne-Frances Miller
- Allen Scheie
- Hillary Smith (Chair)
- Weiwei Xie (Vice Chair)
- Julia Zaikina
- Janell Thomson (ORNL)

Agenda

- SHUG-EC Election Update
- Finalizing the On-Site Report and STS Meeting Summary
- Plans for using Mailchimp to streamline emails
- Discuss SHUG-EC meeting with CNMS

Minutes

(11:02) SHUG-EC Election Updates

- The current nominees have been contacted and asked to share their information and a photo.
- **Actionable Item:** Weiwei needs to send the nominee's names, bios, and photos to Janell by 27 October 2025.
- Currently, most of the nominees are in hard/condensed matter, and there are no representatives from ORNL, NIST, or other national labs.
- **Actionable Item:** Grace is to send a reminder email on Monday, 13 October 2025, to solicit more nominations before the deadline on 17 October 2025.

(11:04) Finalize SHUG-EC On-Site Report and STS Workshop Summary

- Great progress is being made on the final draft of the On-Site Report and the STS Workshop Summary!
- **Actionable Item:** Weiwei is to finalize the STS Workshop Summary and send to Hillary.
- A mixture of bullet points and narrative will continue to be used in the Report depending on the section and topic.
- **Actionable Item:** After discussion regarding measuring new samples not originally proposed but still relevant to the proposal, Hillary is to ask Katie to write a section on this topic and add the information to recommendations.
- Ideally, any proposal-related recommendations need to be finalized and sent to Janell by 10 November 2025, so they can be sent to the SRC and discussed in their meeting that week.
- Rapid access beamtime was a main theme discussed during the On-Site Meeting, so related concerns and recommendations in the Report will be useful for the SRC when they meet the week of 10 November 2025.
- **Actionable Item:** Allen, who has experience with rapid access beamtimes, is to create a short slide detailing rapid access discussions, pros/cons, and any recommendations from the SHUG-EC to send to the SRC by 10 November 2025.
- **Actionable Items:** Everyone needs to look over the following:
 - STS Workshop Summary: Ensure accuracy and provide any comments/suggestions.
 - Section 2.1 - Key Areas of User Concerns: Compare with assigned sections and confirm the main concerns are addressed.

- Section 2.2 - Key Recommendations: Carefully go over the list and ensure the recommendations align with the discussions during the On-Site Meeting and with each member's assigned section(s).
- Closeout Discussion Notes: Compare the discussion notes with the lists in Sections 2.1 and 2.2; topics that were important to address in the closeout session should be included.
- Assigned Section(s): Finalize summaries of assigned section(s) and indicate when it is ready for editing/proofreading.
- **Actionable Item:** Kent and Izabela will work to proofread the On-Site Report.
- Once the Report is finished and edited, Hillary will email the SHUG-EC for final approval before sending it to ORNL. SHUG-EC members are to then send their final approval of the document by email to Hillary.

(11:28) SHUG-EC to Meet with CNMS

- CNMS would like to strengthen their relationships with SNS and HFIR through implementing initiatives and would like to meet with the SHUG-EC.
- Refer to the CNMS 90 Day Response document forwarded by Janell for more details on the goals and initiatives of CNMS.
- The SHUG-EC will meet with CNMS, preferably during the same (or similar) time slot on Wednesday mornings at 11:00 (ET), but if CNMS cannot meet at this time, Janell will send out a WhenToMeet.

(11:31) Email Plans with Mailchimp

- With the added security at ORNL, sending emails to the SHUG list has become complicated, so the possibility of the SHUG-EC owning a Mailchimp account was discussed.
- Ben researched pricing for Mailchimp and other similar services, and it will be approximately \$1,000 a year.
- Since the email services are so expensive, the SHUG-EC has decided to continue sending emails through ORNL, but will need to streamline a time-conscious procedure of informing Janell and ORNL IT.

(11:40) Upcoming Newsletter

- The upcoming newsletter will include:
 - Reminder to nominate new members to the SHUG-EC (last day to nominate is 17 October 2025).
 - Announcement for the Gordon Research Conference (GRC) for Neutron Scattering in Barcelona, Spain from 26 April - 1 May 2026.
 - Announcement for ACNS in Detroit, Michigan from 12 – 16 July 2026.
 - Announcement for ICUr in Calgary, Canada from 11 - 18 August 2026.
- The next newsletter will contain Outstanding Staff Highlights and a short Google Poll for user community feedback.
- **Actionable Item:** Grace will draft the newsletter and prepare it to be sent out on Monday, 13 October 2025.

(11:46) Miscellaneous Updates

- With the current government shutdown, ORNL is still working, but is not traveling nor paying for travel (this includes sponsoring travel for workshop speakers *etc.*).
- HFIR is in another unplanned shutdown, due to the heat exchanger, and is planned to be back online next Wednesday, 15 October 2025. There is a significant backlog of proposals and as a result, in the recent proposal call only one round was accepted.
- Janell will send out an email on Monday, 13 October 2025, as a reminder to nominate new members to the SHUG-EC.