

SHUG-EC Meeting Minutes

9 July 2025

In Attendance

- Ben Frandsen
- Kent Griffith
- Izabela Kruk
- Grace Longbons (Secretary)
- Anne-Frances Miller
- Hillary Smith (Chair)
- Weiwei Xie (Vice Chair)
- Julia Zaikina
- Michelle Dolgos (ORNL)
- Jon Taylor (ORNL)

Agenda

- Proposed amendment to the SHUG Bylaws
- Agenda for SHUG-EC On-Site meeting (11 & 14 August 2025)
- STS Virtual Town Hall
- Updates on the Joint CNMS-SHUG User Meeting plans
 - Town hall and things the SHUG would like to discuss with the community
 - If you are willing to judge posters, please send Hillary a few areas of expertise you can cover
- Plan for upcoming mailings (nominations for staff awards, STS Townhall, request for feedback?)

Minutes

(11:07 & 11:35) STS Virtual Town Hall

- SHUG-EC is hosting the STS Virtual Town Hall on 24 July 2025 at 1:00 - 2:00 pm (ET).
- Website link for information and registration.
- The SHUG-EC's role with the Town Hall is to introduce the STS speakers and help coordinate logistics.
- There is some confusion as to the difference between the STS Virtual Town Hall (July) and the STS Workshop at the User Meeting (August); Janell is going to send out clarification emails.
- Suggestions for materials to include on the website for the Virtual Town Hall:
 - The report from the STS Grand Challenges Workshop (from August 2024) to show the user community the changes made to the report that reflect their contribution.
 - The status of the STS approval with DOE and a description of the approval process with definitions of the status levels.
 - Include an update on the instrument suite list; even if only preliminary information, the information has been requested by the user community.
 - A condensed summary of the report highlights to emphasize the most important aspects or changes to the report.
- **Actionable Item:** Send **Hillary** and **Nairiti** any additional suggestions for materials to include on the website.
- There are short and long report versions; the short version is written by ORNL, who would like to potentially share it with the SHUG-EC and user community.
- The general feedback and feelings from BES are positive.
- **Actionable Item:** **Hillary** is to send an email to **Jon** to ensure the Virtual Town Hall covers all of the necessary and requested information.
- **Actionable Item:** **Jon** is seeking feedback from the user community on what they would like to know about the STS, and what resources they would need in order to eventually use new STS instruments. Perhaps the SHUG-EC can solicit feedback before the Virtual Town Hall and/or the Joint CNMS-SHUG User Meeting so that some topics can be addressed during the sessions.

(11:14) Amendment of SHUG Bylaws

- Electing officers during the new SHUG-EC members' first meeting is very short notice, so an amendment to the bylaws is proposed to push the election to a later meeting to provide the new members an opportunity to get to know the SHUG-EC and the roles.
- **Katie** has made some changes to the current bylaws (omissions have a strikethrough and additions are italicized and in teal):

“Executive Committee Officers. Terms for members shall begin on the January 1 following an election in the fall. The officers of the EC shall be a Chair, a Vice-Chair, and a Secretary. The Chair position term *will start on January 1st and* be for one year, after which the Vice Chair will assume the position of Chair, and the Chair will move into the *ex officio* position of Past Chair, providing advice and guidance to the current EC. The Secretary position will be for one-year.

Subsequent to the election of new EC members, the EC ~~in its first meeting~~ shall select a Vice-Chair from one of the new members of the Committee *on or before April 30th following their election*. A Secretary shall also be chosen at this time. Neither the Chair nor Vice-Chair shall be an employee of ORNL. *The Past Chair will serve as the Vice- Chair until a new Vice-Chair is appointed.*”

- The proposed bylaw changes leave a gap in the Secretary's position (from January to April) if the Secretary is not a returning committee member.
- Modifications to the above were discussed and are such that:
 - A new Vice-Chair will be elected after 1 January but before 30 March; the Vice-Chair must be a new member to the SHUG-EC as it is a three year role and each term on the SHUG-EC is three years (with the exception of the 2 year term for graduate/postdoc/early-career).
 - The Vice-Chair will assume the position of Chair on the subsequent 1 January. At this time, the new Past-Chair will assume the role of Vice-Chair during the interim before a new Vice-Chair is elected.
 - The Secretary will be elected at the first SHUG-EC meeting after 1 January, and will serve a one-year term. (The Secretary's term is unchanged).
- **Actionable Item:** **Hillary** will draft the modifications and will circulate it to the SHUG-EC for approval.

(11:29) Joint CNMS-SHUG User Meeting Planning

- All contributed talks have been filled!
- The SHUG-EC need to be judges of the posters; there will be four CNMS awards and four SHUG-EC awards to give to the posters.
- **Actionable Item:** Send what poster fields/areas that you can judge to **Hillary**.

(11:47) SHUG-EC On-Site Meeting Planning

- Michelle and Janell are going to discuss the draft of the SHUG-EC On-Site Meeting Agenda and start organizing the logistics.
- It may be difficult to set up meetings with the instrument scientists as the meeting is in Knoxville and it is the beginning of a new cycle.
- If the instrument scientists cannot leave ORNL, then the SHUG-EC could set up a Zoom link they could join remotely.

(11:51) Upcoming Mailing

- Outstanding Staff Service Award: nominations are due 28 July 2025 so that ORNL can make a decision by 1 August 2025.
- SHUG-EC can possibly help ORNL review candidates during the week of 28 July 2025.
- **Actionable Item:** An email needs to be sent out by **Grace** that includes information on the STS Virtual Town Hall, the Outstanding Staff Service Award, and potential requests for feedback.