

SHUG-EC Meeting Minutes

11 June 2025

In Attendance

- Ben Frandsen
- Kent Griffith
- Grace Longbons (Secretary)
- Anne-Frances Miller
- Allen Scheie
- Nairiti Sinha
- Hillary Smith (Chair)
- Katie Weigandt
- Julia Zaikina
- Michelle Dolgos (ORNL)
- Jon Taylor (ORNL)

Agenda

- New meeting time: 11:00 am ET/Oak Ridge time on the 2nd Wednesday of each month (our old time slot, for those returning members)
- Wording to share the ‘Collaboration Agreement’ with the SHUG User Community
- Agenda for the SHUG-EC On-Site Meeting
- Update on the Joint CNMS-SHUG User Meeting plans
- Webinar for Second Target Station and instrument selection

Minutes

(17:02) Moving the SHUG-EC Meeting Time

- Moving the monthly meeting back to 11:00 am on the second Wednesday of the month still works for everyone.
- The first meeting at this time will be in July.

(17:03) ‘Collaboration Agreement’ Wording

- Ben’s text: “If you were recently awarded beam time, you may have noticed a new section of the award letter called the “Collaboration Agreement”. We encourage all users to read this section carefully. If your collaboration or intended coauthor list involves any of the organizations on the screening list, please reach out to the user office at neutronusers@ornl.gov to discuss options for carrying out your experiment.”
- The SHUG-EC and Jon have approved the wording on the basis that it represents the policy well and encourages the users to carefully read the agreement and contact the user office if there are any questions/concerns.
- **Actionable Item:** Grace will send out a newsletter to the SHUG community and include:
 - The above wording along with the link to the Consolidated Screening List.
 - A reminder about the upcoming User Meeting (maybe include something to encourage the users to approach the SHUG-EC members during the meeting to share how ORNL can help better support the user community).
 - Announcement about the summer STS Webinar (once the date is finalized).
 - Save the date for the Congress of the International Union of Crystallography (IUCr2026).

(17:05) Scheduling the STS Webinar

- The webinar would be best scheduled near the end of July, as there may be more information on STS updates arriving in earlier in the month.
- Preferably, it should take place Tuesday-Thursday to avoid weekend travel.
- After coordinating with Alan Tennant, the proposed dates are:
 - 16 July (Wednesday)

- 17 July (Thursday)
- 24 July (Thursday) - Ideal date for ORNL to give them more time to prepare
- The timing of the webinar should ideally be at a time when all four US time zones can attend, so preferably near 1:00 pm ET.
- The webinar is so far planned to run for 90 minutes.
- **Actionable Item:** Once scheduled, Hilary will send the webinar information to Grace who will then send it out to the SHUG User Community.

(17:09) User Meeting Planning

- There are a few spots still open for invited speakers that need to be filled.
- **Actionable Item:** Each SHUG-EC member is to pick 2 - 3 submitted abstracts in their respective fields from the contributed talk category that can be changed to an invited talk. Send the suggestions to Hilary and Janell by the end of the week (*i.e.* by 13 June).
- Most of the User Meeting agenda is finalized, but the Joint CNMS-SHUG Town Hall needs a presentation in order to serve lunch.
- A possible topic for the SHUG Town Hall, is to vote on changing the bylaws on when to elect/vote for new SHUG-EC officers so that this does not occur during the new members' first meeting.
- **Actionable Item:** Katie has volunteered to look into how to change the SHUG bylaws and the required voting process.

(17:21) SHUG-EC On-Site Meeting Agenda

- A consensus was reached that the majority of the On-Site Meeting will take place on Monday, 11 August, with additional meetings and time blocked out to write the report on the morning of Thursday, 14 August.
- The SHUG-EC worked together to fill out and organize the agenda draft, with some of the major updates being:
 - The lunch will now include updates from Janell and Michelle on the new outreach initiatives, NEXUS program, New User Beamtime (NUBe) program, and updates on the Neutron Scattering School.
 - A writing session to work on the report.
 - A short meeting with the instrument teams.
 - A follow-up discussion on last year's SHUG-EC report.
- ORNL and Jon would like to know how to best support the user community (*e.g.* who is having a hard time attending experiments, who is switching to remote/mail-in experiments, the job market for postdocs, *etc.*), so having an opportunity for the users to approach the SHUG-EC is important. Then the information gathered during the User Meeting can be compiled and discussed during the morning session on 14 August.
- **Actionable Item:** If any more agenda topics arise, send them to Hilary to discuss and add to the agenda.

(17:48) Approved May Meeting Minutes