# SHUG EC minutes, meeting 10/9/14

**Attendees (online):**

External: Mingda Li, Amy Xu, Hillary Smith, Rebecca Dally, Igor Zaliznyak, Julia Zaikina, Benjamin Frandsen, Katie Weigandt, Nairiti Sinha, Allen Scheie

ORNL Attendees: Jon Taylor, Janell Thomson, Michelle Dolgos

**Discussion items:**

1. (11:30) Discussion with new outreach coordinator Michelle Dolgos about the neutron ambassador program for outreach to non-R1, minority-serving, and PUI schools. Criteria and responsibilities are defined by a draft document. Discussion about overlap between SHUG-EC and ambassador; Michelle views these as separate: SHUG-EC is a liaison between the community and ORNL management.   
   Question about how to incentivize people to be ambassador. Whether ORNL will be able to support financially the extra travel burden on the ambassadors? A 0.1 increase on the SRC score? Jon believes both of these may be possible.   
   Igor suggests creating a consistent set of messaging to attract new PIs, and clear explanations for what the instruments can do.   
   Question about role of instrument scientist, and the degree of their involvement.   
   Ben suggests ambassadors can help with data analysis of new PIs, and gain coauthorship on the published paper. He also suggests there should be a well-defined plan to track the impact of the program.   
   Question of whether ambassadors should be graduate students or postdocs. Michelle said her vision was to have PIs rather than students, but perhaps a postdoc who has a lot of experience.   
   Mingda suggests keeping some connection to SHUG-EC. Perhaps at the user meeting there will be a session devoted to the ambassadors, their experience and feedback.   
   Discussion over how to ensure diversity in scientific topics among the ambassadors, and matching the expertise to the interests of the department.
2. (12:00) STS grand challenge workshop. SHUG will be running a virtual town-hall meeting to fill in the community on the outcome of the workshop. Will be held in November, involving Laura Greene, Alan Tennant, Norm Wagner, and Soichi Wakatsuki. The report is not yet finished, but we need to give the community a heads-up about the virtual town-hall. The draft will probably not be done until the middle of November. There’s not a strict deadline from DOE, so they are trying to make it the best they can. Tentatively aiming for November 18. SNS goes down on the 19th, and so the 20th to 22nd will be best for ORNL.
3. (12:10) SHUG-EC onsite report. Mingda asks the group whether we have permission to go over entire document and polish, give consistent format, and produce a near-final draft. Some had not written their sections yet, Mingda suggests having a close-to-final draft by next EC meeting. We will aim to finalize before December, but by early December at the latest.
4. (12:15) Hillary has received five nominations for SHUG-EC, would be good to have more. We will send an extra email reminding people. Reminder will also be in the user news email. Typically the ballot will be open for all of November.
5. (12:17) User meeting 2025, will be planned with CNMS. Looking at the week of August 11 to avoid overlap with the neutron school.
6. (12:18) Organization note: minutes are supposed to be approved before posting them.