

## SHUG-EC Conference Call: Tuesday July 13<sup>th</sup>, 2021

### Online:

ORNL: Hans Christen, Janell Thomson, Travis Williams, Lisa Debeer-Schmitt

External: Geneva Laurita, Adrian Brugger, Daniel Shoemaker, Yun Liu, Jaroslaw Majewski, Olivier Delaire, William Ratcliff, Danielle Yahne

### Document approval:

Minutes from June 2021 conference call: approve

Agenda for July 2021 conference call: approve

1. Outstanding Staff Service awards
  - a. Discussed criteria and process for nomination and awards
  - b. **Action item (all)** – look out for email/slack communication regarding this
2. User meeting agenda
  - a. Discussed speaker updates
  - b. **Action item (hard materials SHUG team)** – still need one more speaker; come to consensus and send invite ASAP
  - c. Discussed poster judging (July 25-29)
  - d. **Action item (all)** - email Daniel and Janell if you are unavailable for poster judging
  - e. **Action item (all)** – each member will watch and score a number of posters
3. SNS and HFIR 5 year working schedule update
  - a. Now out on the website (<https://neutrons.ornl.gov>, click on SNS or HFIR, then look on the right menu under Operating Schedule)
  - b. Discussed announcement in upcoming user newsletter
  - c. Discussed next steps for EC in regards to shutdowns
    - i. Discussed various channels to communicate this with all users (newsletter, slack, email, etc.)
    - ii. Discussed how to communicate any changes to this schedule to the users (website, newsletter), particularly uncertainty in Be outage timeline
    - iii. Discussed how to interface this with advertisement for user meeting
    - iv. Discussed need to make this as user (reader) – friendly as possible (annotate, legend, quick notes)
    - v. Discussed communication of opportunities and mitigation with users (advantages of shutdown, what's going to change, how this will benefit/impact users) at the upcoming meeting, newsletter, continuing communication via website
      1. For example, need to have place in PPU page to directly communicate how users will be affected; upcoming webinars, how each instrument will be affected and what to expect when back on line
4. Progress/submission of SHUG EC onsite report.
  - a. Discussed the current Google Doc and held a working session toward completion.
  - b. **Action item (all)** – complete document within the week; watch for communication via slack and email to finish this.
5. Next conference call: Tuesday August 10<sup>th</sup>, 4pm