

SHUG-EC Conference Call: Wednesday March 9th, 2022

Online:

ORNL: Janell Thomson, Travis Williams, Hans Christen, Lisa Debeer-Schmitt, Jamie Fernandez-Baca, Naresh Osti

External: Geneva Laurita, Adrian Brugger, Yun Liu, Amy Xu, Rana Ashkar, Igor Zaliznyak

Document approval:

Minutes from February 2022 conference call: approve

Agenda for March 2022 conference call: approve

1. SHUG email list update. (Rebecca, Janell, Daniel, Igor, Yun)
 - a. **Action item (all):** read shared google document about policy and procedure and add comments if necessary
 - i. Note just a memo, not a bylaw change. Examples of topics are not exhaustive.
 - b. **Action item (all):** read shared google template and add comments if necessary
 - c. Will be sent out to anyone on a proposal the past five years
 - d. Will be doing test run soon for event on March 21st (deadline for suggestions)
 - e. Send any suggestions to Rebecca, Janell, Daniel, Igor, or Yun
2. ACNS SHUG town hall (everyone)
 - a. Bylaw revision
 - i. Went through and discussed the bylaw revision document and Hans' response
 - ii. Voting for the revision procedure (only one proposal so far)
 1. Reviewed proposal outlined in document, including introduction and communication of amendments, soliciting input from SHUG, and voting procedures with the SHUG
 2. Unanimous agreement for procedure, will be adopted.
 - iii. Discussion and voting for membership qualification
 1. Discussed the two proposals for membership qualification
 2. Reviewed past-EC input
 3. Reviewed other user group policies
 4. Discussed year length of the alternate proposal
 5. Discussed the designation of "users" vs. "active users" in the context of the two proposed language changes
 6. Voted on final proposal to put forward to the SHUG as an amendment to the bylaws.
 - a. **Action item (Yun, Igor, and Daniel):** finalize language to share with EC via Slack
 - iv. The EC discussions about the roles of ORNL staff in the future EC have been shared with the ORNL side. Hope to have some inputs from the ORNL side.
 1. Reviewed proposed amendment
 - a. Current bylaw language: Elections will be held every year in the fall. The election cycle will begin with a formal call for nominations to the SHUG by the EC Chair. The EC shall determine the number of new EC members to be elected and will strive to have no less than nine and no more than 12 Committee members. In preparing a slate of candidates, the EC shall strive to have scientific and institutional diversity reflected in the slate of candidates. No more than three EC members may be employees of ORNL.

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- b. Proposed amendment by NscD for discussion: SHUG-EC should consider reducing or eliminating representation by ORNL staff members on the SHUG-EC and to change the bylaws correspondingly.
 - 2. See input from Hans in email sent on March 8
 - 3. Reviewed the concerns from ORNL and discussion previous to this meeting
 - a. Clear support from EC input prior to this meeting that the current bylaws concerning ORNL staff membership should be upheld.
 - 4. Voted on the proposed amendment to the bylaws that would change the ORNL staff eligibility to serve on the SHUG-EC
 - a. Yun put forward the amendment and Rana seconded the amendment
 - b. The proposed amendment did not pass (0 for and 6 against)
 - i. ORNL staff members abstained from vote due to potential conflict of interest
- b. ACNS town hall:
- i. **Action item (all):** communicate ideas and feedback for the townhall via the Slack channel
 - ii. Town hall tentative time slot at the ACNS (Tentatively moved to Wednesday, June 8 (12:30pm-1:30pm, during lunch). NUG will be on June 7)
 - iii. Discussed proposed town hall draft schedule shown below
 - 1. SHUG-EC presentation (5 minutes, EC)
 - 2. By-law changes (introducing the bylaw revisions. Voting will be conducted later by email if agreed by EC.) (10 minutes presentation and 10 minutes discussion, EC)
 - 3. Update about the ORNL shutdown and upgrade plan (If this has not been included in other sessions of the ACNS, it would be useful to have it here.) (15 minutes, ORNL)
 - a. Should include outreach and activities for the user community that will be occurring during the shutdown
 - 4. Update about the identified issues from last year's virtual visit: software, DEI, and outage management (10 minutes, EC)
 - 5. Open discussions (10 minutes)
3. About future neutron outages and the community effort to handle the situation (Adrian)
 - a. Will be discussed at the upcoming LUG meeting
 - b. Currently soliciting feedback for approach
 - c. Will have update at next meeting
4. Update of the DEI town hall effort of NSSA (Lisa)
 - a. No updates at this time
5. Update the SHUG "Breakthrough Symposium" status. (Daniel, Geneva, Rebecca, and Yun)
 - a. Have contacted ORNL staff and are waiting to hear back to move forward
6. Starting the discussion of the ORNL on-site visit at the end of July. (Yun)
 - a. **Action item (all):** look for discussion via Slack channel and email
 - b. Important topics to address: software, DEI
7. Plan for the focused EC meetings based on the last year's virtual visit (Daniel, Yun)
 - a. Lead people identified: software (Igor), DEI (Rana), Facility outage/upgrade communication (Adrian)
 - b. Lead will schedule meeting
 - c. EC members should try and attend as many as possible
8. Next conference call: April 13th, 3-4pm EST

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