

SHUG-EC Conference Call: Wednesday September 14th, 2022

Online:

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

External: Geneva Laurita, Adrian Brugger, Yun Liu, Daniel Shoemaker, Amy Xu, Rana Ashkar, Igor Zaliznyak, Peter Gilbert

Document approval:

Minutes from August 2022 conference call: approve

Agenda for September 2022 conference call: approve

1. EC election (Igor)
 - a. Email from Rebecca has been drafted and sent to SHUG
 - i. Nomination deadline Oct. 15th
 - b. Igor will circulate email to NSSA
 - c. **Action item (Daniel, Geneva, Adrian):** email or Slack Igor list of individuals that could replace us (research area and institution)
 - d. **Action item (all):** look for document shared by Yun to add names for potential nomination
 - e. Discussed issues and solutions (email forwarding) with receiving SHUG-EC emails
 - f. **Action item (Janell):** circulate to user email list in September and close to deadline
 - g. **Action item (Janell):** formal announcement in October newsletter
 - h. Discussed future by-law changes that could be utilized to help diversify (science and institution) SHUG-EC members
 - i. Suggestion of limited number of SHUG-EC members by institution
2. Update the SHUG "Breakthrough Symposium" status. (Janell, Daniel, Geneva, Rebecca, and Yun)
 - a. Link to google document in email from Yun 9/14/2022
 - b. October 18th 2022, 3-5 p.m. Eastern time
 - c. Website: <https://neutrons.ornl.gov/shug/breakthrough-symposia-series>
 - d. Advertising the first breakthrough symposium.
 - i. Link to google document of contact list in email from Yun 9/14/2022
 1. **Action item (Daniel, Yun):** reach out to ORNL beamline staff to contact MOF/COF/ZIF users; cc Janell and Hans on email
 2. **Action item (Janell):** send generic email to PIs if needed
 3. **Action item (all):** help Janell draft email if needed
 - ii. Error on the website has been fixed
 - iii. Need to send reminder emails to registrants
 1. Calendar reminder week before; final reminder day or two before
 - a. **Action item (Janell):** Put calendar invite in email directly
 - iv. Discussed format, timing, and organization of teams meeting for the symposium
 1. Will be chaired by Daniel
 - a. **Action item (all):** need backup chair; email or Slack Daniel if interested/available
 - e. Organizing the next topic of the breakthrough symposium
 - i. Next topic: battery Materials
 - ii. Team for symposium: Adrian (lead), Yun, Rebecca, Geneva, Daniel
 1. **Action item (all):** email or Slack Adrian if interested/available
3. SHUG membership email list maintenance (Janell, Yun, and Igor).

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- a. Report out of update from earlier meeting between Janell, Yun, and Igor
 - i. Users pulled from IPTS to mailchimp, removes unsubscribed
 - ii. Same list as SHUG tag in mailchimp (list populated from mailchimp list)
 - iii. User and member list are the same
 1. Discussed consequences and compromises of this
 2. **Action item (all):** should be added to future by-law considerations?
 - iv. **Action item (all):** continue discussion on Slack if any questions
4. HFIR restart update
 - a. Current status
 - i. Discussed information structure between DOE/ORNL for startup
 - ii. Two weeks + Tuesday start date notice minimum for restart communication
 - iii. Current plan is to run two more cycles this calendar year and one in Feb
 - b. online schedule update
 - i. Plan to update has been discussed; update in progress and will be posted soon
 - c. communication with the community
 - i. Discussed sending email to community about procedure and communication needed for startup (not necessarily exact dates)
 - ii. Discussed options for displaying status for users (example: waiting DOE approval for restart)
 - iii. Discussed if SHUG user mailing list could be used for communication with users and the actions ORNL can take to communicate with users
5. Neutron Scattering Graduate Research Program update.
 - a. Submissions have all been received; project approval/selection in process
 - i. Discussed details and status of process
 - b. Discussed how SHUG can help or play a role in program
 - i. Discussed current application process, constraints of the program, and thoughts for recruiting/advertising efforts in the future
 - ii. Discussed how to highlight student involvement/research/quotes to advertise program in the future
 - c. Next call for program will be in approx. 6 months
6. Next conference call: October 12th, 11am-12pm EST