

11 October 2023, JLUO BOD Meeting Minutes

Participants: Marco Contalbrigo, Carlos M. Camacho, Olga Cortes, Wim Cosyn, Sean Dobbs, Yordanka Ilieva, Matthew Shepherd, and Lorelei Carlson.

- The lab management is forming two study groups for the science and technology of the 12-GeV positron beam realization and for the 22-GeV upgrade. In response to David Dean's request to the BOD Chair to suggest User representatives in the study groups, the Chair line members recommended Axel Schmidt for the former and Matthew Shepherd for the latter, with a few alternatives for each group. The first meeting of the groups is scheduled for 26th of October. The BOD plans to have reports from the groups' activities at the future Board meetings.
- DEIA Matters
 - Jeniffer Carter is the new DEIA Program Manager at JLab since May this year.
 - The lab plans to hire another DEIA officer. Management has committed to invite a Users' representative in the selection committee. This is a positive development and is a response to a request made by BOD to management.
 - A User representative was invited to report on DEIA matters concerning Users at the DOE Science and Technology Review meeting of the lab. The representative reported on the recommendations by the BOD to the lab management made in January 2023 as well as the need to keep an open dialog between management and the Board. Management has acknowledged the need to have regular exchange meetings, such as every few months. The Board needs to help with these.
 - DEIA Council
 - Currently the BOD Chair and Holly Szumila-Vance are members of the Council. The BOD supports the idea to have a DEIA team: Marco, Holly, Olga, and Simonetta are on the team.
 - The BOD chair will be the ultimate user contact for user-related DEIA matters, such as policies and recommendations to the lab, but the team will support coordinated and inclusive advices.
 - The BOD will propose to have a "Students" focus group added to the DEIA council. Further focus groups could be "International Users".
 - The Board has discussed alternative actions that could be done to increase the popularity of the lab's DEIA resources among users: (1) Update the information made available by the lab, via the user liaison web page, that presently refer essentially to employees (2) Promote invitations of the DEIA Officers to users meetings, such as the annual users meeting, collaboration meetings, and the students and postdocs lunch meetings (3) Promote DEIA culture via the future focus group actions.
 -
 - Matthew and Olga will give a presentation at one of the next Board meetings about the GlueX Collaboration policies, resources, and experience with DEIA.
- Long Range Plan event at the lab (Matthew reporting)
 - The roll-out event was on the 6th of October. Short comments from the lab: Rolf on the EIC perspective, Jianwei on the theory perspective, and David on the experimental perspective. The links to Gail's and JLab's presentations will be e-mailed this week (two video feeds).

- A more in-depth discussion about the LRP and future scientific activities at the lab is planned for 26th of October from 10:30 am – noon. The link for this webinar is set up and the e-mail announcing it to the users will go out within a day.
- A Google form has been set up, where users can post questions to the lab management. Form will be open within a week. During the webinar, Q&A will be open for questions in real time.
- Space
 - Marco attended the last JLab Space Committee meeting (August). The social meeting space recommended by the Board this January is now set up across the copy center and a vending coffee machine is already installed. A sofa, chairs, small tables, and a white board are to come.
 - The CEBAF Renovation Committee is to be activated soon. The lab has agreed to have a users' representative on that committee.
 - The lab has started reorganizing the users' office space in F-wing to optimize flexibility and allow for offices for the increasing staff members.
 - The BOD decides to have a Users' Space team, including members from and outside of the Board. Yordanka will chair the team and will report on the team members at the next Board meeting. The goal is to provide feedback about the users' needs early next year.
- DNP Satellite Meeting discussion.
- Others
 - The recommendation by the Board to have the badge status available to the user has not been addressed yet, although in the guest access portal, now there is "Badge Info" link.
 - The BOD needs to keep our wiki updated. Board meeting minutes should be posted so that users can follow what is happening.
 - A space survey to gather users' advice will be discussed at the next Board meetings.