

Minutes of the COMPRES Executive Committee meeting of 5 December 2014

Present: J Bass (President), P Burnley (Chair), W Panero (Vice Chair), J Jackson, Q Williams

Absent: A Campbell, Y Fei, A Kavner

Start time: 1:00 East coast time, by teleconference. Started 1:05

## AGENDA

Approval of the Agenda

Approval of the minutes of Nov 14

Spring ExComm Meeting time

Report on the progress of the President search (Bass)

Annual meeting update (Bass, Jackson)

Update on Planning Document (Burnley)

Nominations committee and distinguished lecture selection results (Bass)

Program committee for 2016 annual meeting

Living documents

COMPRES renewal preparation (Bass)

COMPRES member volunteer list (Burnley)

COMPRES election position statements (Burnley)

## Minutes

1. Approval of the Agenda

Add spring meeting time

Move to approve revised agenda: WP moved, JJ second, approved by voice vote.

2. Approval of the minutes of Nov 14

Item 11: Discussion of impact of having many details of living documents into minutes.

Suggest add "As a starting point..." WP moved to approve as amended, JJ 2<sup>nd</sup>, approved by voice vote.

3. Spring Executive Committee meeting time:

No block of time yet found. Doodle poll will be redone, including 8 am Pacific time.

4. Report on the progress of the President search (Bass)

Ads are out widely, CIG, IRIS, UNAVCO (pending), COMPRES, MSA

No NSF funds are available to carry out a search. JB seeking UIUC approval from grants and contracts & compliance offices. We are still waiting for a response.

Need approval for re-budgeting since this was not a specified budget item in the previous budget justification/plan submitted to NSF. Additional possible ways of advertising the position were discussed.

5. Annual meeting update (Bass, Jackson)

Denver venues are being investigated, to make travel less expensive for participants. Steve Hurst will make a site visit to viable Denver venues.

6. Update on Planning Document (Burnley)

Work is ongoing, target is for Jan/Feb to get it complete

7. Nominations committee and distinguished lecture selection results (Bass)

Two speakers to invite and a third as backup were identified. Invitations will go out.

8. Program committee for 2016 annual meeting

Former chair stays on; new chair nominate from a list JJ read off.

This item is tabled for the next meeting – goal is to get full committee in place before the next annual meeting so that potential venues are lined up for summer visits.

9. Living documents

Suggest making google doc or something similar – accessible for ExComm and central office. The scope needs to be defined.

The document should include timelines and decisions that need to be made on running the organization.

Hard policies of the organization but below the level of by-law (e.g., decision on equipment purchasing, endorsement of PX2) should be on the COMPRES website as policy decisions or categories of major new expenditures.

Should contain best practices for the organization; tools for new president.

There are many time-consuming grant management activities not involving the EC but dealing with grants and contracts/Compliance. A description of these activities are not relevant to committee members, would take a great deal of time to document, and involve rules and procedures that are different at each institution.

10. COMPRES renewal preparation (Bass)

Moving of equipment from Stony Brook to APS is ongoing.

The EC wants to consider how to fully explore the full range of possible facilities that might be included in the renewal proposal, so that we are supporting facilities and science to maintain a productive COMPRES going forward.

The EC endorsed forming an ad hoc or special committee to examine this question.

JJ moved to adjourn 3:09 pm, WP second. Meeting adjourned 3:09 EDT.

Notes by WP & JB