

Minutes of the COMPRES Executive Committee 5 September 2014

Present: P Burnley (Chair), Y Fei, W. Panero, A. Campbell, A. Kavner

Absent: J. Bass (President), J. Jackson, Q. Williams

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

#### AGENDA

1. Workload of Standing Committees. Should Facilities offload part of their work to the EOID standing committee?
2. Dates for 2015 Annual Meeting (Jackson) June 15-18 or June 16-19?
3. Update on planning meeting (Burnley)
4. Updating the templates for annual reports: Facilities and EOID
5. Timing of call for annual reports (move up to mid-September?).
6. Remind interested parties to register for upcoming meetings (Time Resolved XRD, Planning Meeting, NRS). Send additional announcements, contact individuals directly?
7. Reminder: Tu, Wed, Thursday for meetings at AGU. Facilities and EOID will need to choose between Tu, Wed. ExComm is on Thursday. Meetings at Luce restaurant, Intercontinental hotel (same as last year).
8. Abby Kavner committee description for EOID

0a. Approval of the agenda: WP moves, YF 2<sup>nd</sup>. Approve by voice vote.

0b. Approval of the previous meeting minutes. WP moves, YF 2<sup>nd</sup>. Approve by voice vote.

1. Workload of Standing Committees. Should Facilities offload part of their work to EOID?

Concern is that a shift of 3 ID projects to facilities moves workload from EOID to facilities. Is the workload now too much for Facilities?

Chair of Facilities suggested that it is OK to leave as is; it will take longer to have discussions. 2 hours at AGU might not be sufficient, would rather it be in person for efficiency, attendance, and quality of communication. Requests 2 breakfast meetings.

An additional Facilities Committee meeting will be held on Monday.

2. Dates for 2015 Annual Meeting (Jackson) June 15-18 or June 16-19?

Email summary from JJ: Recommends June 15-18 (preferred; M-Th) or June 16-19 (Tu-F) to avoid GRC and IUGG. The decision should be based on venue availability.

3. Update on planning meeting (Burnley)

A committee meeting was held yesterday. Need more people to sign up. It is time to

start recruiting people to come. Speakers to “stir the pot” will include past and present members of advisory committee + rock mechanics. PB to send out lists to ExComm for comment.

Survey out to community : a non anonymous SurveyMonkey

#### 4. Updating the templates for annual reports: Facilities and EOID

AC: An effort is being made to remove the guess work for PIs and make it easier to sort through info for the committee. The template has been evolving; the latest edit is to ask for major deviations from budget. It’s tuned to beamlines – will need to be converted to be FD friendly. The Chair of the EOID committee (Kavner) will provide the EOID template for AC.

5. Timing of call for annual reports is to be moved up to approximately Sept 15. This is about 2 weeks earlier than in the past, and is probably realistic.

The due date for reports will remain Nov 1.

6. Remind interested parties to register for upcoming meetings (Time Resolved XRD, Planning Meeting, NRS). Send additional announcements or contact individuals directly or both?

Noted.

7. Reminder: Tu, Wed, Thursday for meetings at AGU. Facilities and EOID will need to choose between Tu, Wed (it may be too early to do that). The ExComm will meet on Thursday. Meetings will be held at Luce restaurant, Intercontinental hotel (same as last year). Days for each committee will be settled when abstract info is sent out.

#### 8. Abby Kavner committee description for EOID

Name and mission has shifted. AK wrote down draft of 1 page state that describes the committee. For internal documentation.

Need to discuss mission of human infrastructure – how broad should the educational mission be? Are we neglecting outreach?

AK will send out a final copy; we’ll vote at next meeting.

#### 9. (not on agenda) JB sent annual activities summary

Newsletter is critical for getting COMPRES message out. – To do every 6 months, but too much work for a volunteer committee. Needs to be linked on website. Are we making this to be too much? Should be part of the assistant’s job description (formatting and chasing down articles)? Should be agenda item in 2 weeks.

Next meeting Sept 19.

Motion to adjourn: WP moves. YF 2<sup>nd</sup>. 2:09 EDT.

Notes by W Panero