

SURF User Association Executive Committee Meeting

Date: 11/25/2024 *Draft

Attending: Christopher Kreitzinger, Mark Hanhardt, Jaret Heise, Frank Strieder, David Woodward, Brittany Kruger, Sarah Keenan, Brett Belzer, Edward Blucher, Oxana Gorbatenko

Start Time: 9:01 AM

Welcome and Approval of Minutes

- Frank thanks everyone for their time and welcomes everyone to the last quarterly meeting.
- Meeting minutes approved for Sep. 2024
 - Will be posting them to website

(9:04 AM)

Updates on Tasks

- **Yates Update**
 - Yates maintenance should conclude next year, Ross still mainly used for the time being.
 - Removed boulder around the 4100L and starting heavy phase of maintenance. Ground support and maintenance taking place. ARUP is providing technical support.
 - Yates should be back online to 4850L within the first quarter of 2025.
 - CAT is using Yates regularly.
 - Need to figure out cage schedule once Yates is back to operation.
 - Questions:
 - Frank: How will this affect people at the Ross campus? Will there be another PPE room at Ross?
 - Jaret: Security says Plan A would be to continue meeting at the Yates and run the shuttle service to the Ross on scheduled times. Once CASPAR moves into data campaigns, will reevaluate.
- **Survey Update**
 - The online survey created by Brianna to get information about the local area useful to traveling researchers only got three responses. Fortunately, LZ has already assembled a lot of information on this topic, so Brianna will share that with Mark and Deb Wolff for their projects.

- **Online Suggestion Form Update**
 - Mark created an online suggestion form a year ago that can be used for SUA member suggestions/feedback on any topic. We haven't yet rolled it out to the membership, but it's essentially ready to go when we want to do so. Since it is tied to the gmail account for the UA instead of the new UA sanfordlab.org address, we may want to do something to direct it there before long.
 - Questions:
 - Jaret: Is there a link to the suggestion form on the User Association page?
 - Mark: No. I will look into it.
- **Official UA Email**
 - SURF IT created an email account on the sanfordlab.org domain (surf-userassociation@sanfordlab.org) for official UA use. Christopher is the steward of the account.
 - This address will be used primarily for communication to the UA membership, but not necessarily for the more minor EC communications.
 - Tangent:
 - We have an internal mailing list for the EC members, but it has not always worked when people outside the sanfordlab.org domain have used it. Is this fixed?
 - Mark: I will follow up and find out.
- **SARF 2.0**
 - SURF is moving toward a new user friendly Jotform (in development) which allows for user input of information and then approval by the user's supervisor before being sent to SURF for approval and account creation.
 - Action Item:** Frank, Mark, and Christopher should develop a welcome email for new users upon approval of new SARFs. The email should contain contact details for the UA, links to resources, and an option for opting out of UA membership emails.
- **Safety and Support Perception Survey**
 - The annual Safety and Support Perception Survey was sent out and the period for responses has now closed. Data is currently being collected and analyzed.
 - Should be released in upcoming all-hands meeting
 - Question:
 - Frank: Any anticipated changes? If you ask a question, must be prepared to make changes.

- Jaret: In the past we've taken survey results and picked most frequent themes. Security (staffing the gates earlier). Ex: Salaries being addressed, questions on resources (used in DOE conversations), adding additional staff, etc.

(9:20 AM)

Communications Subcommittee Report and Tasks for SUAEC Members

- Mark, David, and Frank
 - Met with Stacie (Program Manager for the Institute on Science at SURF) and Ann (head of SURF Communications Dept) in October
 - Purpose: How UAEC can interact with other SURF departments? Without reinventing the wheel, how can the UA get more engagement from users?
- Mark: Quick overview of meeting
 - Discussed communication strategies for improving outreach. A lot of potential for synergy between Institute, Comms, and UA
 - We discussed improving the benefits of membership to the UA before spending too much more time working to improve engagement. With good reasons to be involved with the UA, engagement should follow naturally.
 - We will ask the members of the EC to reach out to other UAs of which they may be members to better understand how those UAs provide value to their members and how they communicate with their members.
- Frank: Communication strategies:
 - The idea of a newsletters was discouraged by Ann and Stacie due to oversaturation of other newsletters for most people in our membership.
 - Discussed the possibility of an online community space, but it was decided to focus on determining how we can provide benefits to members before fully pursuing this idea.
 - Mark has been working in the background to test out some ideas
- Reaching out to other UAs
 - Frank: Is a member of two UAs he can reach out to. Both are large UA communities. We would like to get a better idea of how non-physics UAs/organizations work, as well.
 - Sarah: Not part of any other UA but will reach out to others to ask.
 - Brett: Similar position can reach out to others to see.
 - David: Can reach out to a LBNF UA that is similar to SURF.

- Jaret: Need UA to qualify as a User Facility with DOE, which is the initial reason for starting the UA. Had some interactions with a Nuclear Physics facility in Michigan (FRIB) that is similar to SURF. Have interacted with them quite a bit and could invite them to speak in our meeting or something similar. Create a forum with questions from us to those in similar organizations.
- **Action Item:** EC Members get more information on other UAs.
- Discussion:
 - Jaret: No dispute on getting our “why” figured out, but perhaps we could pursue some regular communication via Deep Thoughts (ask for a corner once a month for a UA update, or something like that). If EC can test something, we can gauge whether or not its useful.
 - Frank: Will discuss this in next meeting with Comms.
 - David: The idea of using part of Deep Thoughts as some level of communication comes with the concern that the audience is different, whereas communication to the UA would ideally be more targeted. Issues with Deep Thoughts is a SURF communication, not UA Communication. UA as a group is slightly separate from SURF, trying to advocate for users specifically. Could utilize new email by beginning something very simple like updates to users to show them we exist. Summary of all hands meeting, etc.

(9:41 AM)

Proposal for new SUAEC Member Term Length – Discussion

- Proposal to extend EC terms from two to three years
 - This would reduce the number of people that we need to find in each election cycle, would allow individuals more time to complete projects, take strain off other members, etc.
 - Frank shared a proposal to stagger elections to put the EC into a cycle that would see three new members elected each year.
 - Extend the term of one of the five people whose terms will expire in 2025 to 2026.
 - Elect four new members in Spring 2025, one with a three-year term, the rest with a two-year term.
 - Elect five new members in Spring 2026, three with a three-year term, the rest with a two-year term.

- Elect three new members in Spring 2027, all with three-year terms. All elections from now on will naturally have three slots to fill with three-year terms.
- General consensus that this is a good idea and the plan for staggering elections is the best path forward.
- This change will require an update to the charter. Frank previewed some proposed language for the change.
 - Jaret: In favor of the wording changes. One way we could economize the language change would be to say that each term needs to be at least 2 years, staggering could be at the approval of EC. Ultimately ensuring a staggering of terms and adopting such with terms being minimum of 2 years, 3 years max, or could discuss flexibility.
 - Frank will send out modified language for review and vote before the next election cycle starts in January.
- Frank asked Ed Blucher, who stepped up to fill in for a resignation halfway through a term and has been part of the EC for less than a year, if he would mind being the person whose term is extended to 2026. Ed accepted this idea, motion forwarded and passed.

(9:54 AM)

Next SUAEC Election Cycle

- Nominations open in January, elections begin February or March.
- If the EC has any nominations or members who would like to run to retain their seat, let Mark know.

(Pushed to next meeting)

Next SUA General Meeting

- Christopher will send out a poll for the next meeting next quarter

(9:59 AM)

AOB

- None

(10:00AM)

Conclude