Quarterly SLUO Executive Committee Meeting
February 10, 2010

Kavli 3rd Floor Conference Room
Call: 510-665-5437
When: February 10, 2010, 10:00AM Pacific Time
Meeting ID: 2012

Tentative Agenda

1. Acknowledgements to our out-going SLUO EC members: Tim Barklow, Fabrizio Bianchi, Tom Glanzman and Uli Wienands; and Welcome to the new 2010 members: Anna Goussiou, Maria Elena Monzani, Homer Neal and Ian Shipsey.

2. The new SLUO 2010 Chair to be chosen by the renewed Committee.

3. Preparation of the meeting with Persis and David MacFarlane, and of the meeting with Donald Lemma, the new Director of the Computing Division.

4. SLUO Subcommittees:

- short reports on the activities of the SLUO Subcommittees in 2009 and recommendations for the future (Tom Glanzman for Computing, Seth Digel for Outreach, Tim Barklow for Public Meetings, Fabrizio Bianchi for Quality of Life and Steve Sekula for Washington DC trip);
- renewed composition of the SLUO Subcommittees;
- discussion on the relevance of any new type of subcommittee, and/or on the suppression of any subcommittee.

5. From 11:00am until 12:00pm, discussion with SLAC and SLAC-PPA Managements: Persis Drell and David MacFarlane.

6. From about 12:15pm until 12:45pm, meeting with Donald Lemma, the new Director of the Computing Division.
7. From about 1:00pm until about 1:30pm, discussions with David Harris, head of the SLAC Communications Office and Francois Le Diberder, BABAR Spokesperson, on Outreach, Education and Training.

8. First (maybe final?) report of the Task Force revisiting the SLUO organization, with the goal to propose improvements, especially with a focus on the representativity of the community and the effectiveness of our actions: Dave Brown et al.

9. Report on the organization and of the preparation of the 2010 SLU trip to Washington DC foreseen already at the end of February, in conjunction with FNAL UEC and USLHC UO/LHC: the co-ordinators of the SLUO effort are Bill Lockman and Lisa Kaufman.

10. Main SLUO actions for 2010 – strategy!

11. SLUO and NUFO!

12. Administrative support for SLUO and work to be done!

13. A.O.B

Attendees:
*Kavli Conference Room* – Tim Barklow, Fabrizio Bianchi, Gerard Bonneaud, Dave Brown, Seth Digel, Bill Lockman, Michael Peskin, Anna Goussiou, Homer Neal, Maria Elena Monzani

*Via Phone* – Steve Sekula, Uli Wienands

**Meeting Minutes**

Agenda Item 1:

Out-going Executive Committee members were acknowledged and thanked; Incoming Executive Committee members were acknowledged and thanked.

Agenda Item 2:

Maria Elena Monzani was elected as Chair of the 2010 SLUO Executive Committee (1 year term).

Agenda Item 3:
Issues the EC would like Persis Drell and David MacFarlane to address:

- Washington DC trip – current atmosphere in DC, message to push, etc.
- LCLS – impression of the current LCLS direction; impact on computing
- SuperB – SLAC’s perspective; SLAC’s role
- SLUO’s role at SLAC/PPA –
  - Transition to higher percentage of remote users.
  - Is SLUO still important?
  - Role of the yearly meeting.
  - Implementation of SLUO awards?
- LHC & CERN collaborations
- LHC SLUO meeting – was it valuable?
- Office Space – How will changing space issues affect users?

Agenda Item 4:

Computing Subcommittee Report – Tom Glanzman:

- This subcommittee has been fairly inactive – computing seems to be a low priority for users at this time.
- SLUO has no official role in SLAC’s computing enterprise – The EC decided to address this by requesting SLUO involvement on the Computer Coordinating Committee (Homer Neal).
  SLUO would also like a seat on the PPA Scientific Computing Advisory Committee.
- Homer Neal will now serve on the Computing Subcommittee.

Quality of Life Subcommittee Report – Fabrizio Bianchi

- Housing support is now fairly limited – Toni is now the entire housing department. She is no longer able to contact housing leads on behalf of our users. But she will maintain a list of contacts and make it available so that individuals can do the legwork themselves. (Perhaps the SLUO administrative person can provide some additional assistance.)
- Visas – SLUO needs to have a working relationship with the international office – behavior briefing, coaching, etc.
- Maria Elena Monzani will join the Quality of Life Subcommittee.

Public Meeting Subcommittee

- All current members are outgoing.
- Michael Peskin volunteered to join.

Agenda Item 5:

LHC – SLAC/PPA management would like to see SLAC (and other DOE labs) take a leadership role in facilitating LHC collaboration. In the future, SLAC/PPA management would like to see SLAC’s involvement include: serving as a satellite center (providing a viable and interesting avenue for students within the US), contributing to major upgrade R&D and construction, providing computing support, hosting educational workshops, participating in data analysis, etc. SLUO can play a key role by helping to a) open up dialogue within the community and b) define
user needs. One way to open up dialogue would be to schedule a prospective analysis center planning meeting (including SLAC, LBNL & UC Santa Cruz).

**Annual Meeting** – SLAC/PPA management see the following as key functions of the annual meeting:

- Venue for communication between users and leaders in the field.
- Develop better user support – opportunity to address the question: How can laboratories better support users?
- Promote laboratory tools and facilities.

**Washington DC Trip** – SLAC/PPA management would like us to bring the message “support science” and to show enthusiasm for the science we are doing.

**SuperB** – SLAC/PPA management would like to see SLAC continue to be the US center for SuperB.

**Space & Quality of Life** – Given space issues at SLAC, institutional offices that are empty most of the time are no longer going to be feasible. And unfortunately, other quality of life services (such as Housing assistance) are limited or eliminated due to the past year’s layoffs and budget cuts.

**Agenda Item 6:**

Don Lemma gave the EC an overview of SLAC’s current computing facilities as well as future planned upgrades.

The Computing Department will interface with the SLAC community at three levels: 1) Scientific IT Governance Sub-Council (focused on lab-wide needs and allocations), 2) Department Advisory Boards (focused on departmental needs), 3) Task Forces (charged with evaluating specific needs). SLUO should have representation on the PPA Department Board and perhaps on the Governance Sub-Council.

**Agenda Item 7:**

Francois Le Diberder gave an overview of Babar’s outreach.

The EC brainstormed about possible outreach avenues – achieved findings and published solutions, creative interactive tools, etc.

David Harris shared that the Communication Department resources are limited – but they would be able to assist SLUO in an advisory/facilitation role. He encouraged the EC to begin by defining and prioritizing what the user community really NEEDS and then grow our outreach from that base understanding. He offered Symmetry Magazine as a possible outlet.
Agenda Item 8:

The Task Force was charged with addressing questions about SLUO’s future, representation, status, proposals, action items, etc. The Task Force members are: Dave Brown, Seth Digel, Tom Glanzman, Michael Peskin and Steve Sekula.

Report:
- The Task Force is only ready to give an update – the report will be finished by the next Executive Committee meeting and will be distributed to the EC at that time.
- The Task Force met twice (on 12/9/09 and 1/26/10) and defined the issues/topics they felt should be researched/addressed:
  - SLUO’s past accomplishments – Tom has been conducting a user survey which will be completed by the end of the month. Results will be released mid-March.
  - Discussions with SLAC Management – Assigned Michael Peskin and Seth Digel
  - Comparison between SLAC and other organizations – They have finalized survey questions.
  - SLUO promotion – Should SLUO give awards? Should the award be given to the most helpful SLUO user? or maybe the user who does the most to promote SLUO?

Agenda Item 9:

Washington DC Trip:
- Held preparatory meetings with SLAC Communications, Persis Drell, David MacFarlane and Ryan Adesnek.
- Message we will bring: Thanks & Enthusiasm. For the Executive meetings – Listen and Offer help!
- Legislative offices will be visited in pairs.
- Trying to cover 236 offices.
- Will visit both California Senators and 25 Representatives.
- Will try to publish in SLAC Today prior to the trip.
- For next year –
  - More EC members should go.
  - Earlier planning/development of communication & publications to bring.
  - Meet at SLAC.

Agenda Item 11:

SLUO needs a NUFO representative.

Agenda Item 12:

SLUO needs an administrative person to do these tasks: user account management, housing assistance, user initiation, general administrative tasks.