MINUTES OF THE NOVEMBER 3, 1998 MEETING OF
THE USERS EXECUTIVE COMMITTEE


Agenda

- Approval of minutes
- Report from Outgoing Chair
- Introduction of New Members and Election of New Officers
- HEPAP and Operating Safety Committee nominees
- Scheduling of Future SLUO Executive Meetings
- Final Insurance Memo
- New Committees and SLUO Focus
- Lunch with the Directorate
- Streaming Video
- SLUO Office Report
- Future Meetings

Approval of Minutes

The minutes of the previous meeting on July 16, 1998 were approved as distributed. An update note was added to reflect the new hire in the SLUO office in the intervening months. The note is not a correction of the minutes, but is intended to be informative in nature, and will be dated 11/3/98.

Report from Outgoing Chair

S. Hertzbach reported that the SLUO office staffing problem has been resolved with the full-time hiring of Fran Kauffman. Fran will work at least half-time in the SLUO office, and will split the remainder of her time supporting Users in other areas. She will work a 4/10 schedule and will not be available on Tuesdays. The SLUO office space has been reorganized and remodeled to accommodate the change to a two person office.

Concerns have been raised as to the content of the minutes. Perhaps they have been too complete and do not need to contain as much detail. This should be resolved by the new Secretary, in consultation with the Executive Committee.

An effort should be made to get theorists more involved in future SLUO activities, and as members of the Executive Committee.
SLUO should consider developing a periodic electronic newsletter to inform the Users of things that are going on. Monthly distribution might be appropriate. The newsletter would be compiled by the office, with oversight/assistance from someone on the Executive Committee.

The newly approved travel policy for Executive Committee members was distributed and discussed. Travel will be supported for four yearly meetings, so that a full SLUO Executive Committee meeting may need to be scheduled in conjunction with the annual meeting of the Users.

International participation in the governance of the Executive Committee. This was discussed last year, and is ongoing. The charter states that SLAC employees cannot be considered for any office, and informal tradition indicates that the Chair should be from US, as the Chair represents SLUO at meetings with the DoE.

Introduction of New Members and Election of New Officers

The new members on the SLUO Executive Committee are: Ray Frey (SLD/NLC, U. of Oregon), Neil Geddes (BaBar, Rutherford Laboratory), Charlie Young (BaBar, SLAC) and Tom Glanzman (BaBar, SLAC).

The 1998/1999 Chair of the SLUO Executive Committee is Ray Frey. The Coordinator of Committees is Chris Hearty, the Secretary/Treasurer is Bob Jacobsen.

HEPAP and Operating Safety Committee nominations

We have been asked for nominations to both HEPAP and the Operating Safety Committee. Suggested nominees have been forwarded to the requesting parties.

Scheduling of Future SLUO Executive Meetings

The next Executive Committee meeting will be held on Friday January 22, 1999. An Executive Committee meeting will be held on Monday April 12, 1999. The next annual meeting of the Users is tentatively planned for the week of June 21 - 25, 1999, followed by an Executive Committee meeting on Monday June 28, 1999. The final meeting will be on Monday October 25, 1999.

Final Insurance Memo

L. Cominsky distributed the 10/23/98 draft of the insurance memo and requested that it be approved for release to the Users. After approval by the Committee, the location of the memo will be distributed to all Users, and included in the packets which are given to new Users. The memo will be posted on the SLUO home page. This concludes the task of the Insurance sub-committee, which is now officially disbanded.
New Committees and SLUO Focus

Returning committees for the next year with new members: Space (T. Schalk), Web & Computing (Tom Glanzman, G. Bonneaud, Neil Geddes, R. de Sangro, B. Jacobsen), and Annual Meeting (C. Young and C. Damerell). Housing, Travel Policy, International Affairs and Insurance are not being renewed. New committees: Visitor Services or something similar (N. Geddes and R. de Sangro), Congressional Reception (N. Roe).

Lunch with the Directorate

A new issue has arisen with respect to visitors from countries that the DOE considers "sensitive". Cases have occurred where DOE has wanted prior approval of visits. The Directorate is working with Fermilab and other national labs to attempt to solve this problem.

The Stanford operating agreement has been agreed in principle, but still in the paperwork processing stage. It will be a 5 year contract starting January 1st.

Office and lab space continues to be very tight. The budget request for FY2000 includes 20,000 square feet of net space, after replacing some temporary space. If granted, could be online late in 2001.

Computer security still is a concern for the entire lab. The help and understanding of users is appreciated.

Negotiations regarding GLAST are continuing between SLAC, DOE and NASA. A lot is expected to happen over the next six months.

SLUO Office Report

Updates of the user database continue. About 90% of the updates come in via the web form. BaBar updates are copied to Ree, so that office changes, etc., are recorded. There is still coordination work to be done, and Ree will continue to go to SLAC database meetings to advocate that.

Users have recently had some difficulty getting yearly dosimeter reports. This is of particular interest to European users, many of whom need to provide these reports to their institutions. Ree and Steve Williams will again raise this concern with OHP. Bob Jacobsen will request a report to serve as a test.

The office remodel is complete.

The SLUO lectures are being well received. Typically a hundred copies of the lecture notes are made and rapidly absorbed.

Streaming Video
The SLUO lectures have been videotaped and made available as streaming video. This has been well received. SLUO is paying for tapes and the videotaping. BaBar has graciously been handling the digitization and web hosting; the Computing Committee will discuss the future of this arrangement with BaBar.

Future Meetings

The next meeting is tentatively scheduled for January 22, 1999.

Minutes submitted by

B. Jacobsen
Secretary/Treasurer
Users Executive Committee