UEC CHAIR'S REPORT
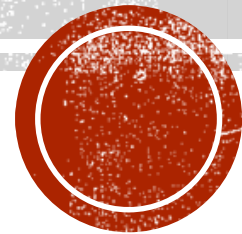
Gavin S. Davies

Indiana University

UEC Meeting: July 19th 2019

Fermilab
UEC

FUTURE MEETINGS

Important Dates:

August 16th (UEC monthly)

Remember to book travel through Kim **14 days in advance**

UEC ELECTION 2019/2021

- Nomination period is now OPEN: closes July 31st

- Election to begin early-August
  - Election period open for two weeks
  - Thanks to Oli and David for volunteering to help with election

- Strongly encourage people you think would represent the community and serve the committee well
  - Keep in mind that we want to see a diverse slate of candidates

- Any other thoughts on election?
  - Concern raised on number of Fermilab employees in the UEC (cap?)
  - Need to clean up prior candidate webpages

MISCELLANEOUS...

Fermilab UEC

- **Users Meeting 2020**
  - We need to start planning NOW!
  - Neutrino 2020 is in Chicago (June 21-27)

- **Decision needed for available 2019-2020 position**

- **Document, document, document!!!**
  - web.fnal.gov/organization/UEC/internal
  - As critical as ever! We each have lots of institutional knowledge
    - Lots of that is fresh so please do it asap!

TODAY

Fermilab UEC

08:00 - 08:30	Breakfast *30'*
08:30 - 09:00	Report from Directorate *30'* Speaker: Timothy Meyer (Fermilab)
09:00 - 09:20	Chair's Report *20'* ( ) Speaker: Dr. Gavin S. Davies (Indiana University)
09:20 - 09:35	Report from FSPA *15'* Speaker: Ms. Barbara Yaeggy (Universidad Tecnica Federico Santa Maria) Material: **Slides** 📄
09:35 - 09:45	Report from UM *10'* Speakers: Dr. Leonidas Aliaga Soplin (Fermilab), Cindy Joe (Fermilab ND/Operations), Dr. Kirsty Duffy (Fermilab)
09:45 - 10:00	Report from QoL *15'* Speaker: Dr. Oliver Gutsche (Fermi National Accelerator Laboratory) Material: **Slides** 📄
10:00 - 10:15	Report from Washington *15'* *Ben Kallen (Lewis & Burke Associates)*
10:15 - 10:25	Report from GovRel *10'* Speaker: Dr. Fernanda Psihas Olmedo (The University of Texas at Austin)
10:25 - 10:35	Report from EPO *10'* Speaker: Saptaparna Bhattacharya (Northwestern University)
10:35 - 10:50	Coffee break
10:50 - 12:50	UEC Policies Discussion *2h0'*

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MEETING ETIQUETTE & GUIDELINES

1. **Be positive and respectful of others**
   a. Try not to judge or point fingers

2. **Raise hands**: Raise your hand to speak and wait your turn
   a. Facilitates "**share the air**"
   If you're dominating discussion, let others participate. If you haven't said much, you're encouraged to participate more

3. **Lean into your discomfort**
   a. Makes it possible for trust to grow quickly. Many discussions require us to examine issues we don't want to talk about. Lean into them to make progress.

4. **Respect the preferred pronouns of others**

5. **Speak to your own experiences**
   a. Using "I" or "we" helps avoid generalizations

6. **Be aware of power dynamics in the room**

7. **Address any concerns about the discussion or the meeting with the Chairperson**

Have a good and productive meeting

VOTING PROCESS

Fermilab UEC

- For voting to proceed a quorum is required: 51%
  - This is NOT policy, but in the absence of such I'm just going with what is considered standard (consider actual bylaw) – this number includes any votes that have been sent or proxies assigned.

- Present policy, 20 minutes discussion (after 1 week of comment period)

- The discussion period is brought to a close with a motion that includes the precise wording of the policy that will be voted on, followed with a second.

- Voting will be anonymous on a slip of paper for those in the room via email for those connected remotely via proxy for those who cannot attend and who arranged for a proxy, with emailed notification to the chair, in advance of the meeting

- The tally will be done by an administrator (thank you, Kim) who works with the UEC

- A minimum of 2/3rds of voting members is required for a policy to be adopted

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