SEC Long-Term Organization: LOI Discussion
August 25th, 2020

MINUTES:

➔ Need to decide what our outline is and what type of content do we want
  ◆ Probably don't want to make this too defined at this point
    ● [The proposed initiative] is going to be a process with community input, so we don't want too much structure now
  ◆ Can frame this in such a way that we say we're going to, in effect, perform a study of what people want
    ● The White Paper would be the result of that study
➔ Phrase explicitly that this is a proposal, not something set in stone
  ◆ We're looking for suggestions for a "first pass" at this
  ◆ Establish an initial structure that members of the community can mold into what they want over time
    ● Make it clear that all decisions will involve community feedback
➔ Consider keeping (at least some of) the examples, though
  ◆ Easier to edit a draft than to start from scratch (want to make it accessible for people to get involved)
  ★ And maybe say that we plan to reach out to existing EC groups like FSPA

➔ Make sure this is framed that we're doing this because the community expressed a need (not just 5--7 people running off with an idea)
  ★ Maybe put this in the abstract
  ★ And maybe also a section where we say what the community feedback has resulted in already, and give ways to provide more feedback
➔ This started as two LOIs (Long-term org + Manolis' work from/for Inreach), do we want to consider submitting two? **NO**
  ◆ One for Early Career experiments/organizations, etc.
    ● Promoting EC groups and propagating best practices
  ◆ One on behalf of the SEC
    ● Community need
  ➢ If down the line this maybe becomes two separate White Papers, so be it (not beholden to one White Paper per LOI)

➔ Do we want to add in a Code of Conduct--- maybe pull ones that worked from existing organizations so that new organizations don't have to reinvent the wheel every time?

- ◆ Would provide a minimum framework that collaborations could work from
  - ● DPF Ethics Committee may be doing something like this too
- ◆ Would want to get professional feedback on what we propose
- ➔ We need to have a goal when writing not to lay out very specific plans!!
  - ◆ Want to invite collaboration, but also…
  - ◆ Don't want to come across as telling experiments what to do
    - ● Not trying to seem like we're telling them what's wrong, either
    - ● Our intent may be good, but an outsider may interpret differently
  - ◆ Helps people not be boxed into an idea
  - ★ Just be careful not to sound like we're too set on one specific thing
    - ○ Being more vague might invite more feedback
- ➔ Say very loud in very bold text that this is a result of community feedback for those reading who may not have been "plugged in"
  - ◆ "Here's how you, who may not yet have gotten involved, can impact this."
- ➔ Will also need to consider how we want to acquire said feedback
  - ◆ Weekly meetings? Surveys?
  - ◆ Maybe include a Google Form linked in this LOI?
    - ● A **webpage**?? Maybe one that looks under construction on purpose to drive home that none of this is fixed
  - ◆ Discussion of stuff to be included in the future White Paper (that may or may not have been touched on in the LOI)

- ➔ Want to highlight a summary of the goals of the Long-Term Organization initiative so far
  - ◆ Include the [mission statement](#)
  - ◆ "These are the things members of the community asked for and these are the ways elected representatives of that community are working towards those things."
  - ◆ See [Sara's SEC Memo](#)
- ➔ Maybe take out some of the details from the LOI?
- ➔ Need to address within the LOI what are the things that we're going for now and what are things we can eventually do
  - ◆ Next step vs. long term
  - ◆ Want to show we know where we're going

- ➔ How is Inreach connection with Early Career Organizations & Experiments?
  - ◆ Inreach wants to create a network of Early Career persons on experiments
  - ◆ Want to create a database to get people talking towards the goal of a more formal structure

- Is Long-Term Org. supposed to be taking this over to facilitate yearly meetings or whatnot? Like Sara & Fernanda?
  - ★ They maybe just want to co-sign on things to not take focus away from community effort (want a more complete group of people)
- ◆ Good to have a roadmap about contacting/interacting with experiments/Early Career Organizations
  - Want to at least gave a general plan of action that will immediately follow the LOI
  - Whether or not it makes the LOI depends on whether or not it gets too detailed

- ➔ Want to "broaden & shorten" the LOI?
  - ◆ Comment out sections we find too specific
    - Don't delete; might want the text for the White Paper
  - ◆ Fernanda to take the first pass at perhaps toning down some of the language
  - ★ Want to make sure we're starting conversations, not stopping them
  - ◆ Do still want to include a "vision" of what this might be
    - Like the stuff described in the enumerated examples of what might be achieved
    - Just be explicit that these are only *examples*
- ➔ If making large changes, try to comment briefly on your reasoning
  - ◆ Larger discussion move to Slack
  - ◆ Assume good intent--- we're a bit crunched for time
- ➔ But how many co-signers or editors do we want at this stage?
  - ★ Need to be realistic about what we can get done in just a few days
  - ◆ Want to run it by current SEC leadership
    - At least in an informative way
  - ◆ Maybe separate submitters and cosigners like the Cosmic Frontier does in their template?
  - ◆ Do we explicitly bring in representatives from Early Career organizations on experiments, or perhaps just make them aware?
    - Or just contact them after the LOI is submitted? (Do we even have all of their contact information?)
  - ◆ While it may be true for other Frontiers, we don't think the number of co-signers will matter [in terms of perceived importance] for Community Engagement because it is the smallest Frontier and we are submitting on behalf of the entire SEC

- But maybe still try to reach out to some organizations; their leaders would be powerful co-signers
★ Want to AT MINIMUM explicitly invite the six people currently in charge of the DEI, Survey, and Inreach initiatives (some time tomorrow)
  ○ Decide who else we want to ask once we have a draft--- could be heavily time-dependent
    ■ Plus it might take a substantial amount of time to get a full list of the Early Career organizations we want to include