


# UEC Chair's report

Ashley Back  
January 15th, 2021

# Agenda for today

8:00 AM	→ 8:30 AM	Breakfast	⌚ 30m	📄
8:30 AM	→ 9:00 AM	<b>Report from Directorate</b> Speakers: Gregory Back (Fermilab), Luciano Ristori (Fermilab)	⌚ 30m	📄
9:00 AM	→ 9:30 AM	<b>Report from Washington</b> Ben Kallen (Lewis & Burke Associates)	⌚ 30m	📄
9:30 AM	→ 10:00 AM	<b>Chair's Report</b> Speaker: Ashley Back	⌚ 30m	📄
10:00 AM	→ 10:20 AM	<b>Report from GovRel</b> Speakers: Keti Kaadze (Fermilab), Ketino Kaadze (Kansas State University), Nadja Strobbe (University of Minnesota)	⌚ 20m	📄
10:20 AM	→ 10:30 AM	Break	⌚ 10m	
10:30 AM	→ 10:50 AM	<b>Report from the UM</b> Speakers: Dr Reddy pratap Gandrajula (University of Virginia), Dr Sophie Middleton (Caltech)	⌚ 20m	📄
10:50 AM	→ 11:20 AM	<b>Report from EPO</b> Including a vote on the EPO to EPE name change. Speakers: Alexx Perloff, Emmanouil Kargiantoulakis (Fermilab)	⌚ 30m	📄
11:20 AM	→ 11:40 AM	<b>Report from QoL</b> Speakers: Dr Yuanyuan Zhang (Fermilab), Aleena Rafique (Argonne National Laboratory)  210115 UEC - QoL.p...	⌚ 20m	📄
11:40 AM	→ 12:00 PM	<b>Report from FSPA</b> Speaker: Anna Hall	⌚ 20m	📄

- [indico.fnal.gov/event/47202/](https://indico.fnal.gov/event/47202/)
- Note we'll start today with the **Report from the Directorate.**
- Main goals:
  - Continue planning for our Virtual UEC Meet & Greet!
  - Vote on EPO → EPE name change.

# Next UEC monthly meetings

We will try to stick to the 3rd Friday of the month, so...

- **February 19th**
- March will depend on dates of the DC “trip” → we should finalize the date for the March meeting today.
- **April 16th**
- **May 21st**

# Reminder live notes and minutes.

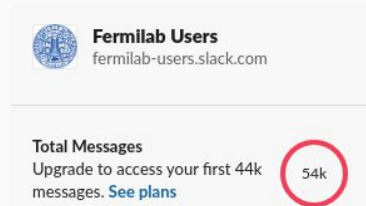
Please follow along and contribute to the “[live notes](#)”. These will then be edited and approved for the public minutes.

To enable us to produce better public minutes for our monthly meetings I’m going to encourage all subcommittees to provide a summary slide at the end that contains contextual information for the minutes to accompany any discussion recorded in the live notes.



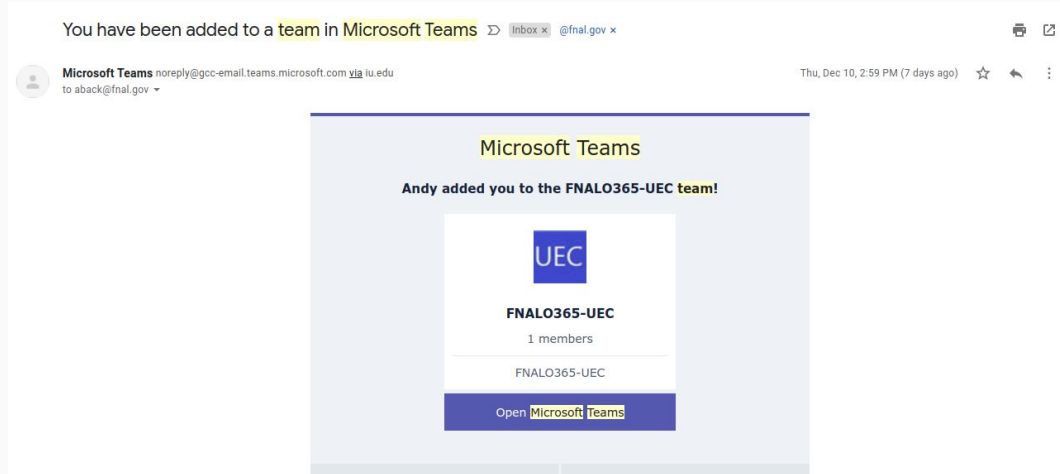
# Reminder communications/tools

- Email list [uec-membersonly@fnal.gov](mailto:uec-membersonly@fnal.gov) (+[fspa\\_officers@fnal.gov](mailto:fspa_officers@fnal.gov)).
- For any changes to the UEC mailing please contact Kim!
- UEC web-pages ([uec.fnal.gov](http://uec.fnal.gov)) → please work with Alexx to keep subcommittee pages up-to-date!
- [Indico](#) - good to see agendas for subcommittee meetings on indico!
- Slack - [Fermilab Users workspace](#)
  - Still a pretty integral tool for communication (inc. with users) but...
  - ...remember our message search history is limited.
    - Want to preserve important messages for knowledge transfer.
  - DC “trip” has its own separate slack workspace → more details in GovRel update.
- Microsoft Teams → would be good to see more usage.
  - Meeting minutes/notes (SC and monthly meetings) → either “live” or uploaded after.
  - Unlimited, fully searchable messages, documents and wiki pages → preserve knowledge!



# Logging into Teams

- You should all have received an invite (UEC members, we can get FSA officers added as well if it would be useful).
- Click on the link in the email and then login with your fermilab username in the form [user@services.fnal.gov](mailto:user@services.fnal.gov). This should take you to the usual SSO page where you can login with your services account.



# Virtual UEC Meet & Greet

Joblist for a virtual Meet & Greet (we can revisit later in the agenda).

- Platform/virtual venue - **Alexx** looking into options.
- Engagement and collecting feedback (Google form/doc, virtual whiteboard).
  - Each subcommittee can work out best option(s).
- Raffle: concept and prizes (**Monica**)
- Publicity:
  - Poster (**Reddy**)
    - Distributing via UEC webpage, email, etc.
  - Fermilab News article. (**Ashley**) - see [draft](#) (aiming for Tues/Weds).
- Can we do anything else to encourage participation?
  - Coincide with seminars or other events.
    - Coincide with virtual Neutrino Social Global?
- **Still plenty of opportunities to help out!**



# Vote on EPO name change

## Policy 2: Forming a new UEC Sub-Committee, adopted on May 4, 2018

New sub-committees can be created with the **approval by 2/3 of the UEC through the process of an anonymous vote.** A UEC member must present the goals and function of the new subcommittee formally in a UEC meeting. The vote will occur at a time designated by the UEC chair in consultation with the presenting member with the stipulation that there will be at least one month between the initial UEC presentation and the UEC vote.

- Proposal for name change to Education and Public **Engagement** (EPE) was [presented](#) during our December 2020 UEC monthly meeting.
- Following the UEC [policies](#) we will vote on the name change (as though it were a new subcommittee) during the EPO update.
- The proposal will be adopted by a  $\frac{2}{3}$  majority of voting UEC members, i.e. **at least 8 votes** out of the 12 eligible UEC members.
  - This also means we need a quorum of 8+ UEC members for the vote.
- We will hold an anonymous vote via zoom poll.
  - Kim is going to help with the poll - thanks Kim!



# Summary for the minutes

- We have a slight change in the nominal agenda, with the Update from the Directorate first today.
- We will try to stick to the 3rd Friday of the month with upcoming meetings on 02/19/2021, March (TBD), 04/16/2021 and 05/21/21.
- A reminder about communication and tools, we are doing a good job with adding agendas to indico but we encourage more use of Teams to preserve knowledge for future UEC members.
- Check-in on planning for the virtual UEC Meet & Greet, are we on track with the joblist?
- Today we will vote on the EPO name change proposal - to be adopted by a  $\frac{2}{3}$  majority of eligible UEC members.