

## ANBUG Executive Committee Meeting 23<sup>rd</sup> May 2019

**Meeting held:** by Zoom teleconference

**Present:** Tracy Rushmer (TR, President), Andrew Clulow (AJC, Secretary), Anna Paradowska (AP, Treasurer), & David Cortie (DC, website/comms).

**Apologies:** Yun Liu (YL, Vice President), Ian Gentle (IRG, Immediate Past President), Katy Wood (KW, Immediate Past Secretary) & Tilo Soehnel (TS, Ordinary Member, NZ).



### Agenda

1. President's report – Tracy
2. Matters arising from the last meeting:
  - a) KW to draft email to students wishing to apply for the two AINSE scholarships to attend AOCNS2019 in Taiwan. AJC will distribute via the ANBUG mailing list. In the future we can try and get this information uploaded to the AOCNS/AONSA websites.
  - b) IRG and DC to further investigate the CiviCRM system to confirm its applicability in our context and DC to source a student to potentially assist with migration by the years end.
  - c) IRG to contact consultants regarding initiating the migration to CiviCRM.
  - d) AJC to send around the ACIS code of conduct, the equity policy and child care arrangements for ACIS2019 for discussion.
  - e) TR will send around the proposed final topics for the AUM when she receives them back from Miles Apperley.
  - f) TR, AJC and IRG to craft an email for the previous award winners (Ian, Rob Robinson, Ross Piltz and Chris Ling) to judge the nominations.
  - g) TR to organise sub-committee to review abstracts/nominations from applicants for student scholarships for AUM.
  - h) TR to ask Miles Apperley if there was any money to recruit an international speaker to the meeting and KW will look at the beamline schedules to see if an appropriate person is already visiting.
3. ANBUG Equity Policy.
4. AUM update – TR

AJC relayed questions from UAC - How many plenaries do ANBUG want? Are ANBUG giving talks to award recipients? If so which ones? It is possible that the research award recipient be offered an invited talk in a stream of parallel sessions rather than a plenary? Check up on possibility of child care for the meeting.

5. What data should we capture with the new membership sign up system – DC.

6. Any other business

**Meeting Opened: 10:35**

### Items Discussed

#### *1. President's report*

IRG is chair of PAC and TR has been working with him over the last few days on the PAC committee. There has been a good increase in the quality of applications but with the long shut down instruments were

oversubscribed and so the success rate for the current cycle will necessarily be lower. The AINSE dinner was well attended. Ian is chairing the AINSE meeting following the PAC. IRG to provide an update from AINSE at the next meeting. AONSA meeting coming up and there is an AONSA executive group meeting currently occurring in China. YL is attending this meeting and presenting a report on behalf of ANBUG incorporating a report from Jamie Schulz and Anna Sokolova on the recent neutron school.

TR has been working with Hannah Wells (AS UAC) and Mike James (AS) on the topics for the joint ANSTO User Meeting, to be discussed further in item 4 (AUM update).

## ***2. Matters arising from last meeting***

a) KW completed the draft email and sent to AJC for distribution, AJC tried to distribute to the ANBUG mailing list and received a confirmatory email saying it had been 'received by the mailing list' but it does not appear to have been distributed to the list itself. AJC to follow up with KW.

b) Preliminary testing has been performed with the CiviCRM system, with ANBUG Exec members acting as the trial participants. Members can sign up and receive confirmation emails but a follow on email to say that their membership had lapsed and that they must reapply was not possible with the present system. DC has a student available now that can work on this for 30-40 hours over the next six weeks to rectify this issue. TR and AP confirmed that it was fine to engage the student and pay them out of the ANBUG budget. DC suggested that this process should incorporate a mailing list based externally to ANSTO such that emails can be sent out trivially by those not within the ANSTO organisation [a problem apparently encountered by AJC in point a)]. The committee will take part in further trials of the new membership system for sign up and mailing before these records are wiped and a fresh start proposed for members. This will require migration of the current members from the ANSTO-based system to the new CiviCRM system. DC will issue a standard invoice for AP and KW for payment of the student. DC also requested that the auto-renewal payments for the CiviCRM be changed from his credit card to the ANBUG account. AP said that this could be an issue as the ANBUG account facility is rather limited but she will investigate.

c) DC had discussed with IRG after his initial attempts to find consultants for the task and they believed it would be a more expensive exercise to engage consultants to do work that has been half completed by themselves.

d) AJC distributed the policies described and contacted the ACIS president (Ben Boyd) and equity board chair (Charlotte Conn), who were happy for ANBUG to use the ACIS policies as a basis for ANBUG equity and code of conduct issues going forward. KW to alter as appropriate and present to the committee.

e) This was discussed under agenda item 4 (AUM update).

f) This item had not been completed and needs to be with some urgency.

g) This item had not been completed but it was generally felt that the focus should be on getting the AUM website up and running before a subcommittee is organised in conjunction with UAC.

h) TR has contacted Miles Apperley but has not yet received a response. There is a meeting immediately prior to AUM being coordinated by Gail Iles and ANBUG may be able to invite speakers from this meeting.

## ***3. ANBUG equity policy***

This was discussed under point 2. d).

## ***4. ANSTO User Meeting (AUM) update***

A new topic structure was proposed by Mike James based on new PAC structure for the Australian Synchrotron. The list was circulated through UAC and ANBUG for comments prior to this meeting and the subtopics were adjusted by both parties. TR circulated the current version of the topic list generated at the AS UAC meeting on Monday 20<sup>th</sup> May. DC commented that there was little emphasis on fundamental

physics in the topics and subtopics as proposed and asked if “Condensed Matter Physics” could be added as a subtopic of Advanced Materials, this was done. There was a consensus that the overarching topic lists were generally inclusive and that the subtopics should be used as a guide for which major topic to submit to. TR will send through the final list of topics for the AUM to ANSTO Comms for the website. AJC will distribute the list to the ANBUG exec committee.

It was generally agreed that the main focus from here should be to get the website for the meeting up and running. TR said that ANSTO Comms thought that they could get the website up and running by the end of May once they had received the final topics list.

Plenary speakers: DC said that there were normally one or two plenaries at AANSS over two days but this seemed a little light on. AP suggested that we have two plenaries a day, one in the morning and one in the afternoon. There was general consensus that four plenaries over the two-day AUM would be a good idea would be a good idea.

Award talks: Given that ANBUG will be giving four prizes it would not be possible for all award recipients to be given a talk. It was proposed that ANBUG award recipients be given talks in parallel sessions (possibly as keynotes, plenaries and invited talks) and that it be announced that they have received the awards before their respective talks. AP noted that equity considerations should come into the judging process, which is in line with the aforementioned equity policy derived from ACIS. Award presentations will be on the Monday night with drinks and nibbles.

Child care: TR confirmed that there was an onsite child care facility but that availability had not been confirmed.

TR/AP proposed mid-August for the abstract deadline to allow sufficient time for student scholarship allocation and mid-September for final awards nominations. This will be put to the AUM committee.

#### *5. What data should be captured using the new membership sign up system?*

DC sent the link to the new membership sign up page to begin a discussion on what should be captured in the new sign up system. AJC to circulate the link to the ANBUG committee and collate feedback.

#### *6. Any other business*

AJC raised the issue of security passes for access to Lucas Heights not being activated appropriately for the whole of the experimental period assigned. This has happened to him or one of his team for each of the last three experiments he has attended at Lucas Heights, with weekend access being particularly problematic. The circumstances surrounding these events have been relayed to the Lucas Heights user’s office and AJC is awaiting their reply. AP recommended bringing this to the attention of ACNS senior management. Given the low number of committee members in attendance this will be raised again in future meetings to determine how widespread the issue is.

The SPAG festival will be held in Sydney on 15<sup>th</sup> October 2019 and AP is organising an opportunity on the day for Materials Australia and Engineers Australia to tour the site (also taking in ANM, accelerators etc.). This will also be open to the general public and AP would like to cross-promote this with ANBUG and open the tour up to ANBUG members also. AJC will circulate an email to the ANBUG Exec to confirm that all members are happy with this.

**Meeting Closed: 12:00**