

ANBUG Executive Committee Meeting 2nd July 2019

Meeting held: by Zoom teleconference

Present: Tracy Rushmer (TR, President), Andrew Clulow (AJC, Secretary), David Cortie (DC, website/comms), Yun Liu (YL, Vice President), Ian Gentle (IRG, Immediate Past President) & Tilo Soehnel (TS, Ordinary Member, NZ).



Apologies: Katy Wood (KW, Immediate Past Secretary) & Anna Paradowska (AP, Treasurer).

Agenda

1. President's report – Tracy
2. Matters arising from the last meeting:
 - a) IRG to provide an update from the AINSE meeting at the next ANBUG Exec meeting.
 - b) AJC and KW to chase up why AJCs email did not go to ANBUG mail list. Can AJC be made a moderator for the list?
 - c) DC to engage a student for 30-40 hours over the next six weeks to solve current issues with CiviCRM and invoice AP/KW for payment for the student.
 - d) AP to investigate transferring the annual payments for CiviCRM to ANBUG account from DCs credit card.
 - e) TR/IRG/AJC to draft and distribute letters to the ANBUG prize judges.
 - f) TR to contact Gail Iles to find out who is at her meeting prior to AUM.
 - g) KW to tweak equity/code of conduct prior to next meeting if required.
 - h) TR to send through the final list of topics for the AUM to ANSTO Comms for the website. AJC to forward the final agreed topic list to the ANBUG exec.
 - i) TR to propose an abstract deadline of mid-August for abstracts and mid-September for the award nominations to the AUM committee.
 - j) TR to confirm whether the onsite child care facility at Macquarie would be available for parents.
 - k) AJC to circulate the link and collate feedback on the new membership sign up system.
(<http://anbug.net/civicrm/?page=CiviCRM&q=civicrm%2Fcontribute%2Ftransact&reset=1&id=2>)
 - l) AJC to send an email asking if they have objections to promotion of the SPAG festival site visit through ANBUG webpage in tandem with Materials and Engineers Australia.
3. ANBUG Equity Policy.
4. AUM update – TR
5. New membership system update – DC.
6. Any other business

Meeting Opened: 13:40

Items Discussed

1. President's report

The focus of ANBUG has been on the ANSTO User Meeting (AUM) planning and execution. The president (TR) would like to acknowledge and thank Yun Liu for attending the AONSA directors executive group meeting to present a short report on behalf of ANBUG. An associated report has been included in the AONSA newsletter. Unfortunately, the AUM website wasn't operational in time for the newsletter.

AONSA meeting report (YL) - The Chinese neutron group are trying to develop new beamlines to bring themselves into line with overseas groups. The Korean group are running the AONSA neutron school this year but don't have all of the facilities usually available as their reactor is down. AONSA would like ANBUG to select 3-4 candidates to attend their neutron school from local applicants, these will be collated and selected by TR. It was noted that no financial support would be available to attendees from developed countries. YL said that the reception of the Australian neutron beam activities was very positive at the meeting. The active nature of the ANBUG committee was also acknowledged as impressive by AONSA.

TR presented user feedback to the ACNS executive group in the middle of June. Positive and negative feedback was presented. Some of the issues were out of the control of the executive group (bus timetabling) but others were in their control (ensuring appropriate weekend/out-of-hours access and reduced functionality of the new website), this was acknowledged by the ACNS executive committee. IRG shared the issues he had raised with the executive group in 2018 while he was president and a number of them aligned with what TR had presented more recently.

YL asked if the ratio of Aus/NZ user beamtime to international beamtime awarded was discussed at the executive briefings, concerns were raised that over time the beamtime for local users would be eroded. IRG said that PAC did not discriminate based on the origin of the proposals, merely the scientific merit. It would be up to ACNS to impose caps but this would be a future initiative.

TS raised the issue of long security approval times for new users, they have had a number of students who have been unable to attend experiments because of the long security approval times (>2 months). IRG said that this was a perpetual issue and was out of the hands of ACNS given the involvement of other federal government agencies.

2. Matters arising from last meeting

a) IRG said that there was nothing dramatic to report from the AINSE board meeting. Under the new AINSE model there are a number of new activities including the AINSE-ANSTO French embassy research internship program, women in STEM initiatives and an early career award. There were 27 universities with applicants for PGRAs this year and the number of PGRAs given out has been much higher than previously. The signs are therefore encouraging for the way AINSE has redefined itself. IRG has taken over as AINSE president and financially AINSE is in good shape, which will allow them to maintain the level of awards.

b) AJC enquired with KW about why his emails might not be going out. KW believed that his email had been distributed to the list but some of the other executive committee members had not received it. Some people have received emails about the ANBUG awards AJC sent out since the last executive committee meeting. In the meantime it was suggested that KW forward on AJC's emails to the ANBUG mail list to make sure that the emails are going to the members concerned. It was hoped that the new CiviCRM membership and mailing system would resolve these issues.

c) Since the last meeting DC had been upgrading the capabilities of the CiviCRM system behind the ANBUG webpage with Prince Mayank (U. Wollongong). With 10 hours work they had been able to: 1) achieve the automatic signup process and entry into the database; 2) fixed bugs behind some of the emails

being sent to spam folders after a member signed up; and 3) install, enable and test CRONJOBS, the part of the website software responsible for running automatic scripts that will check the membership details once per month and send reminders as needed. It was estimated that in the near future the automated membership reminders would be fully operational and the new membership/ mailing system could go live. An invoice for \$250 for Prince's 10 hours of work has been sent to the ANBUG treasurer (AP).

- d) AP and DC not present to comment at this point of the meeting. AJC to remind them and DC to coordinate.
- e) An email has been distributed advertising the ANBUG awards to be given out at the AUM in December. AJC to draft an email for Chris Ling, Rob Robinson and Margaret Elcombe to judge. IRG/TR to vet and distribute the invites.
- f) TR contacted Gail and is waiting for her reply about potential attendees at the AUM. TR to follow up.
- g) AJC confirmed that ACIS equity committee and president were happy for us to use their equity policy as a template and will follow up with KW with regards to this.
- h) The final list of topics was sent to the ANBUG executive committee and uploaded to the AUM web page by the conference organising committee.
- i) TR is still working on finalising the abstract deadlines with the AUM organising committee. The award nomination deadline has been set for the 1st November and this is listed on the ANBUG awards page of the ANBUG website.
- j) Macquarie vacation care will be open and available onsite for child care. AJC will put links on the ANBUG webpage to vacation care directly and a care for kids search of Macquarie Park to highlight alternatives, this will be under a new banner called "AUM Announcements".
- k) AJC circulated the link and members of the executive committee tested the new CiviCRM sign up system.
- l) AJC distributed an email to the executive committee. The response was generally very positive to the proposal.

3. ANBUG equity policy

To be addressed at a later meeting when KW is present, discussed briefly in item 2. g).

4. ANSTO User Meeting (AUM) update

TR reported that the AUM organising committee have been meeting regularly with TR, Hannah Wells (AS UAC) and Kelly Cubbin (ANSTO) meeting weekly. The main focus of the committee has been developing the program and getting the website to work properly as there had been issues with online access.

AJC was able to get to the AUM2019 website trivially through a link he had already put on the ANBUG webpage in the awards tab but TR, Hannah and Kelly had been having difficulties accessing the site. Kellie has ANSTO IT people working on it but it may be a miscopied link, IRG confirmed that simply searching for the website gave a link that worked properly.

The abstract deadline will be formalised shortly and the final program will be released after the abstract deadline. Child care through a vacation care provider on campus has been arranged. ANBUG awards are now advertised through the ANBUG website and an associated email has been sent to the ANBUG mailing list. This will be sent again by KW.

5. New membership system update

DC and Prince have been working on updating the CiviCRM system. The executive committee have tested the membership sign up page and this needs to be finalised. The committee debated the information to be captured by the sign on page and DC made appropriate changes. Prince has been working on the automation

of the membership detail archiving, which currently works well. TS noted that the successful sign up emails end up in spam folders but DC and Prince are working on a workaround for this. The final step is to integrate the automated check for out of date subscriptions to send out automated emails to people with expiring memberships. One question is whether to directly transfer the old mailing list recipients directly over to the new system, DC and the ANBUG exec committee need to test out the fix to the spam folder issue before making this decision. DC to delete all of the committee's test memberships and then a new enrolment text will be performed.

6. Any other business

YL – can we put the AONSA neutron school in Korea into the relevant conferences/schools on the ANBUG webpage. AJC will do this.

IRG – can we simplify the banner on the ANBUG website? DC and AJC to sort this out.

Meeting Closed: 15:00