

## ANBUG Executive Committee Meeting 13<sup>th</sup> August 2019

**Meeting held:** by Zoom teleconference

**Present:** Tracy Rushmer (TR, President), Andrew Clulow (AJC, Secretary), Yun Liu (YL, Vice President), Anna Paradowska (AP, Treasurer), Ian Gentle (IRG, Immediate Past President) & Katy Wood (KW, Immediate Past Secretary).



**Apologies:** David Cortie (DC, website/comms) & Tilo Soehnel (TS, Ordinary Member, NZ).

### Agenda

1. Approval of minutes from the meeting on 2<sup>nd</sup> July 2019.
2. President's report & AUM Update – Tracy
3. Matters arising from the last meeting:
  - a) AJC to chase up with KW about why his emails don't seem to be going to everyone and in future to ask KW to forward ANBUG communications on to ensure they go to the members concerned.
  - b) AJC to chase up with KW and DC whether the annual payments for CiviCRM were still being charged to DC's credit card.
  - c) TR to follow up with Gail Iles regarding potential crossover of attendance between the AUM and her meeting in December.
  - d) AJC to draft an email for Chris Ling, Rob Robinson and Margaret Elcombe to judge. IRG/TR to vet and distribute the invites.
  - e) KW to tweak the ACIS equity policy for ANBUG events.
  - f) TR to finalise the abstract deadline with the AUM organising committee.
  - g) AJC to put links on the ANBUG webpage to vacation care directly and a care for kids search of Macquarie Park to highlight alternatives.
  - h) AJC to ask KW to resend the email regarding the ANBUG awards.
  - i) AJC to put the details of the AONSA Korean neutron school onto the ANBUG webpage under the "relevant conferences/meetings" tab.
  - j) DC and AJC to simplify the banner for the ANBUG website to put the exec committee under "About ANBUG" again and add details for the AUM announcements.
4. ANBUG Equity Policy – KW.
5. New membership system update – DC.
6. Any other business

## **Meeting Opened: 13:05**

### **Items Discussed**

#### ***1. Approval of minutes from the last meeting***

The minutes of the previous meeting were approved.

#### ***2. President's report & AUM Update***

TR was absent from the last AUM organising committee meeting on 30<sup>th</sup> July 2019 and will circulate the minutes to the ANBUG executive committee when Kellie Cubbin (ANSTO) has sent them through to her. The call for abstracts for the AUM has gone out and ANBUG/UAC need to start finalising invited speakers. UAC are concerned that there is no money in the budget for invited/plenary speakers as this was offered for their meetings previously. The awards deadline has been brought forward to 20<sup>th</sup> September 2019 to coincide with the abstract deadline and allow recipients to book their travel. Advertising for the meeting is to be distributed by all members of the committee to promote a good crowd for the AUM. An abstract review committee also needs to be organised by October. A site visit at Lucas Heights has been booked in on the Monday evening at 17:30, this was to be queried as it appears to clash with the meeting dinner.

TR has not heard any feedback from the steering committee meeting discussed in the last ANBUG executive meeting. AP said that Jamie Schultz (ANSTO, ACNS) requested that AONSA improve their stance on general equity at the next AOCNS in Taiwan otherwise ANSTO would not be able to send anyone as the meeting was in breach of their equity policy. An updated list of invited and plenary speakers has since been issued by AONSA and this was distributed to the ANBUG community. One ANBUG student applicant has been put forward for bursary to attend the upcoming neutron school in Korea.

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

a/h) AJC's emails seem to be getting through to some ANBUG users but not all committee members. It remains unclear why. It is hoped that with the new membership/ mailing system that this problem will be resolved. AJC has continued to forward emails to the ANBUG community.

b) AJC contacted KW and DC with regards to whether the card payments had been switched from DC's credit card. KW advised that the bank account used by ANBUG was basic and that there was no card facility available with that account. DC said that he had not been reimbursed for the annual cost of the ANBUG website (~A\$46 p.a.). KW and AP arranged for a reimbursement of DC's expenses for the website.

c) TR contacted Gail around a month ago and her meeting is not that far along in organisation, TR will engage with Gail again to try to encourage cross-promotion of the two meetings.

d) AJC drafted a letter for TR/IRG to vet prior to being sent out to the prospective ANBUG award judges. IRG and TR will finalise the letter after this meeting and distribute to the judges.

e) See ANBUG equity policy update item 4.

f) This has been done and the abstract deadline circulated to the ANBUG community by AJC.

g) AJC added the required links to the "AUM2019" tab on the ANBUG webpage.

i) AJC put the details of the AONSA Korean neutron school on the ANBUG webpage under "Relevant Conferences/Schools".

j) AJC and DC tidied up the banner on the ANBUG website and loaded up the appropriate associated meeting and awards details.

#### ***4. ANBUG equity policy***

KW will tweak the ACIS equity policy for ANBUG purposes as agreed with the ACIS president (Ben Boyd, Monash) and the chair of the ACIS equity committee (Charlotte Conn, RMIT).

#### *5. New membership system update*

DC was unable to attend the meeting and so an update on the new membership system will be given at the next meeting.

#### *6. Any other business*

Helen Maynard-Casely (ANSTO) is conducting a travelling AIP women in physics lectureship and AJC will put a link to her updates on the ANBUG website.

**Meeting Closed: 14:00**