

## ANBUG Executive Committee Meeting 26<sup>th</sup> March 2019

**Meeting held:** by Zoom teleconference

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



**Apologies:** None.

### Agenda

1. President's report – TR
2. Actions from previous meeting:
  - a) TR/AJC to confirm with AP that she is happy to continue in her capacity as Treasurer of ANBUG. **(completed)**
  - b) Andy to confirm with Anna about funding for the membership processing software or to hire someone to collate the membership list on behalf of the secretary (AJC).
  - c) IRG and DC to investigate what is possible with Wordpress in lieu of a new membership sign up platform and DC to chase up implementation once they have collated ideas.
  - d) KW and TR to send off application to AINSE for \$10000 in travel costs for 10 students to attend AOCNS 2019 in Taiwan. **(completed)**
  - e) Ian to send Tracy nomination process used last time for AINSE.
  - f) Whole committee to check topics for ANSTO User Meeting 2019 that KW sent with the minutes of the last meeting and suggest additions/changes. To be round-tabled by email prior to the next meeting of the AUM2019 organising committee meeting in mid-March. **(completed)**
  - g) Whole committee to check topics for ANSTO User Meeting 2019 that KW sent with the minutes of the last meeting and suggest additions/changes. To be round-tabled by email prior to the next meeting of the AUM2019 organising committee meeting in mid-March. **(completed)**
  - h) AJC to organise next meeting for 6 weeks hence. **(completed)**
3. ANBUG Equity Policy – TR/KW.
4. AUM update – TR
5. Other ANBUG fundraising opportunities – DC.
6. Any other business

**Meeting Opened: 10:40**

### Items Discussed

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

ANBUG was unsuccessful in its bid for 5 AINSE scholarships (\$1000 each) for student funding for AOCNS2019. Five scholarships were requested at \$1000 each, the AINSE board suggested applying to their separate travel scholarships scheme for international travel for two student scholarships at \$1000 each.

KW asked how to advertise the fact that only two students will be approved? TR suggested putting it in the advertisement for the AOCNS meeting, IRG suggested stating that there will be minimal numbers of places

and an ANSTO co-author must be on the abstract. KW suggested also distributing the advert through the ANBUG mailing list. KW will draft an email to send to the ANBUG mailing list for AJC to distribute in the first instance.

YL said that AONSA were encouraging delegates from areas other than Australia to nominate because Australia already makes up a fairly large contingent of the delegates.

## *2. Matters arising from last meeting that were not listed as already completed*

c) DC and IRG have been working on automating the membership process through Wordpress. David has found a plugin, CiviCRM, which is geared towards not-for-profit organisations (i.e., does not require upfront payment by members/users). However, migration/integration will take a week or two of work and DC proposed hiring a student intern or undergrad student to complete this. The system allows autorenewal after 2 years, has membership update tracking, gender balance monitoring, an inbuilt email list and an events management system. DC suggested it would be worthwhile migrating the current email list at the same time and then everything is under the one platform. However, we'd potentially need to get everyone to sign up again and start from scratch. IRG suggested a bit of further investigation but agreed that most of these programs force a membership fee, which we don't want and so this looks like a great solution if an overpowered one. TR would also like ANBUG to fund someone to assist DC with migrating the current membership database. IRG and DC to further investigate the CiviCRM system to confirm its applicability in our context and DC will investigate sourcing a student to assist with migration of the database by the year end. DC thinks the value of a student's time for setting up the system and migrating the present information would be on the order of \$1000-2000. AP confirmed that funding was available to support this. IRG suggested that there may be experienced consultants already operating in this area that may be cheaper and he agreed to investigate the option of hiring a consultant to perform the migration.

e) Ian has sent the nomination through to Tracy for nomination process for awards at AUM.

## *3. ANBUG equity policy*

KW outlined the potential for issues regarding behaviour/equity at ANBUG events. ANBUG doesn't have a policy for behaviour or equity and if we don't have one then we can't enforce one. To begin a discussion on formulating one, AJC will send around the Australasian Colloid and Interface Societies code of conduct, equity policy and child care arrangements for ACIS2019. KW also noted that RACI are known to have an enforced their equity policy, which has been implemented to ban delegates from future events.

## *4. AUM meeting update*

YL is going to replace IRG on the AUM organising committee.

TR is meeting with the AUM organising committee every six weeks or so. One of the important action items from the most recent meeting was to finalise the topics. TR will send around the proposed final topics for the AUM when she receives them back from Miles Apperley (ANSTO). The other main item was awards, where will they be in the meeting? IRG said that at present we don't have any criteria for a young researcher award, AP suggested that this should be for researchers with less than 10 years of experience incorporating career breaks. ANBUG also needs nominations for the sustained contribution and the research excellence award. Jamie Schulz (ANSTO) handled the PhD thesis award last time around, KW suggested that the last five people who won ANBUG awards would review the theses and prize nominations. TR doesn't think there'll be enough time to give every award recipient a talk given the time available unless we move the awards ceremony to a food break or the AGM. AJC and TR to craft an email for the previous award winners to judge the nominations.

TR would like to initiate a discussion about organising child care for the AUM, initial discussions have been initiated with Hannah Wells (AS UAC). AJC and TR to liaise offline about this given AJC's experience with organising child care arrangements for ACIS2019.

AINSE has agreed to provide \$5000 in student support for the meeting. TR wanted to support five internal students at \$500 each and to support five scholarships at \$750 each for internationals, for which we need to ask AINSE for more money. It was proposed that there would be an early submission deadline for students wanting to qualify for travel awards and that the student must be the first author of the abstract. IRG pointed out that usually the money is given only to students from AINSE member organisations and that this is likely to be a stipulation of the AINSE funding agreement. With that in mind AJC suggested grading the scholarship amount by the distance/cost of travel and AP said that the funding would only be for interstate/NZ travel. This was generally agreed by the committee and TS added that last time there were fewer applications than expected and so every applicant received support money.

AP asked if we had money to put in for a plenary speaker and AP and IRG suggested asking ANSTO members to be such speakers. TR volunteered to ask Miles Apperley if there was any money to recruit an international speaker to the meeting and KW suggested looking at the beamline schedules to see if an appropriate person is already visiting for beamtime around the time of the meeting.

TR wants to set up a sub-committee for vetting abstracts and student scholarship nominations. The initial abstract deadline proposed was the 1<sup>st</sup> November 2019, which is very late. There was considerable discussion about bringing this deadline forward to give more time for vetting travel funding applications. TR to organise the sub-committee and coordinate an earlier abstract deadline for scholarship applicants.

The registration cost for the AUM is still being discussed, IRG suggested that ANBUG executive members on the board should lobby for this to be sensible. DC confirmed that ANBUG has not made any revenue from the AUM or AANSS meeting registrations in the last five years. KW and DC suggested that if ANBUG runs AANSS in isolation from ANSTO then we could recoup more of the funding with only a small additional effort on our part.

### *5. Other opportunities for ANBUG fund raising*

DC suggested putting together ANBUG-led workshops featuring beamline scientists to coincide with national level meetings that would attract an attendance fee that would help to provide funding for ANBUG. YL suggested that this could involve international visitors too and that it could combine with AINSE summer/winter schools. IRG indicated that these meetings were at capacity, with AINSE already turning many students away from these meetings. IRG suggested that ANBUG could and should be involved with these summer/winter schools but that it was hard to see how they would cram any more people in. DC pointed out that ANBUG doesn't get any revenue from those events and we need to think outside of them, KW and TR suggested aligning such a workshop with the next AANSS meeting. AP suggested something similar for AusBiotech held in Melbourne, ANSTO would offer beamline scientists time but an external organisation would need to come on board to support other aspects of the workshop.

AP suggested that another way of raising funds would be to record plenary lectures at ANBUG meetings and stream them live through the ANBUG website or get accessors to pay later (nominal cost \$1 for non-members) to generate revenue. YL has received an email from European Conference on Ferroelectrics with a form that needs to be signed off to agree to do this at that conference. Yun sent this form to the executive committee for review, AP suggested she could send this to ANSTO legal with a view to incorporating this into the AUM and summer/winter schools.

YL suggested that beamline scientists could put together summary/introductory material in the form of recorded lectures that is made available for a cost to access this for novice users coming to ANSTO. IRG welcomed the idea of having good quality content on the ANBUG website for member access only but in terms of fund raising he didn't think it would be useful given the amount of information currently available for people to access online. DC said that this would involve increasing the yearly cost for the website to host videos and that it would be more economical to put them on Youtube. TR also thought there would be legal issues with restricting access to such content for payment.

*6. Any other business*

None.

**Meeting Closed: 12:00**