

April 1, 2020, GEM Steering Committee Meeting Minutes (virtual meeting, conducted via Zoom)

Attendance - Paul Cassak (Chair), Vania Jordanova (Vice Chair), Allison Jaynes, Yihua Zheng, Adam Kellerman, Lynn Kistler, Chia-Lin Huang, Chris Mouikis, Steve Petrinec, Brian Walsh, Matina Gkioulidou, Chih-Ping Wang, Seth Claudepierre, Raluca Ilie, Shin Ohtani, Hyunju Connor, Alex Glocer, John Lyon, Matthew Cooper, Agnit Mukhopadhyay

1. Welcome/Agenda (Paul Cassak)

2. Status of the 2020 summer workshop (Chia-Lin Huang)

Realizing that due to current coronavirus conditions the 2020 summer workshop is unlikely to happen as planned, the conference hotel proposed 3 options:

- a) move the dates to late Aug/Sept and keep the program in 2020;
- b) look at dates in 2021, but the rates might be raised;
- c) cancel, but in this case GEM would owe 50% of the contracted revenue plus taxes.

All these options were discussed in details. It was noted that late Aug/Sept is the beginning of the school year at many universities which will prevent students from attending. Also, pushing the contract back to next year will interfere with GEM 30th anniversary celebration plans. Finally, a cancellation would have a very bad impact on GEM finances. A recommendation was made to the Meeting Organizers (MOs) to gather more details from the hotel about rates in 2021, discuss with SHINE MO, and report back to the SC to make a final decision. They will also begin looking into the possibility of a virtual GEM workshop for 2020, and asked others to help with ideas and share experiences for how to make a virtual workshop work.

3. Discussion of what comes next for filling Vice Chair role (Paul Cassak)

With Paul stepping down and Vania stepping into the Chair role, a new Vice Chair (VC) is needed. However, with the uncertainties of the ongoing COVID-19 pandemic, there were no applicants for this urgent VC search. The SC decided to postpone the search for the Vice Chair position for a few months until the situation in the country stabilizes and to elect an Interim Vice Chair. It accepted unanimously Adam Kellerman's self-nomination for Interim Vice Chair until a replacement is found.

4. Potential changes to GEM governance going forward (Vania Jordanova)

Several options were brainstormed, intended to improve GEM SC work efficiency, transparency, and ability to address urgent issues as they arise:

- a) Establishing an advisory body, like a "Leadership Council" or "Executive Committee". This is envisioned as a small group who is readily available for

immediate input on urgent matters and can address pressing issues that affect GEM, like an emerging crisis. It is expected to have more frequent interactions, prioritize issues for the full SC to address, and make the work of the SC more efficient. It would also serve as a means to continue governing GEM in the unlikely, but possible, case that both the Chair and VC become unavailable.

- b) Formally introducing the positions of “Acting Chair” and “Acting Vice Chair”, so that they can step in to fill the role (or roles) on short notice if one or both of the C and VC are unavailable.
- c) Reduce the size of the regular Steering Committee Voting Members (19 at present) to make its work more efficient.

Since no particular decision was reached, further discussion was tabled until next meeting.

- 5. Discussion of anti-harassment policy – tabled until next meeting**
- 6. Meeting adjourned**