

**April 8, 2020, GEM Steering Committee Meeting Minutes  
(virtual meeting, conducted via Webex)**

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

**1. Welcome/Agenda (Vania Jordanova)**

**2. Status of the 2020 summer workshop (Vania Jordanova)**

The GEM SC voted to cancel the in person 2020 and consider a virtual meeting in its place. This meeting would occur during the same week (July 19-24, 2020). The motion passed unanimously. Several concerns were raised regarding a virtual meeting: time-zone constraints, moderation, security, structure, responsibilities of the RAC's and GEM Focus Group (FG) leaders, community interaction, and training to ensure a smooth meeting. One major reason raised in favor of the meeting was to allow the current GEM FGs the chance to move forward with their goals. It was suggested that the RAC's reach out to the FG leaders to gauge their interest in a virtual meeting, and to obtain any feedback that could help the GEM SC make a decision on a virtual workshop. In order to address some of these concerns and investigate the feasibility of holding a virtual meeting, an ad-hoc committee was formed, consisting of the Chair, Vice Chair, Meeting Organizers, and four volunteers: Seth Claudepierre, Raluca Ilie, Lynn Kistler, and Allison Jaynes.

**3. Status of the 2021 summer workshop (Chia-Lin Huang)**

Conversations between the meeting organizers (MOs) and the hotel regarding the now-delayed back-to-back SHINE-GEM meeting have identified a two-week window from July 25 to August 5, 2021. The MOs were able to negotiate the same rates and conditions as the booking this year. SHINE requested to switch the order of the meeting, due to a conflicting meeting, such that GEM will be held first. The GEM SC agreed that this would be advantageous, as it would allow GEM participants to attend the AOGS meeting which overlaps with the second week. There were concerns raised regarding the penalty rates, and total 'room nights' required by the hotel. The SC voted to hold the meeting the first week, July 25 to July 31, and to further negotiate with the hotel regarding penalty rates and/or total room nights required. The vote passed unanimously.

**4. Status of the 2022 and 2023 GEM summer workshops**

The 2022 and 2023 meetings were briefly discussed, and it was decided to reach out to CEDAR regarding a delay of our back-to-back meeting until 2023. This would allow GEM to celebrate its 30th anniversary at the 2022 meeting, in a location yet to be decided. Further discussion was postponed until the next meeting.

**5. Minutes from past meeting (Vania Jordanova)**

Meeting minutes voted and passed unanimously.

**6. GEM Modes of Operation (Vania Jordanova and Adam Kellerman)**

Four options were considered, to enhance efficiency, transparency, and the ability to address urgent issues as they arise: a) Introduction of acting chair and vice chair roles, that would be filled by reserve committee members, who could quickly step in to take leadership roles in an emerging crisis, b) an executive council to oversee and prioritize issues for the full SC to address in order to make its work more efficient, which would include the NSF MAG PO, c) a reduced SC size to facilitate more efficient and effective teamwork, and d) more frequent virtual meetings to allow faster action on pending issues, which would also include the NSF MAG PO. Discussion of (a) resulted in concerns regarding availability of reserve personnel at the time of the crisis, and further discussion was postponed. The SC strongly agreed that the NSF MAG PO be involved in the GEM SC to increase transparency and facilitate more effective communication. The SC voted unanimously to accept (d) as a solution.

**7. GEM Messenger, GEM Chair's Blog, and GEMStone (Adam Kellerman, Vania Jordanova, and Allison Jaynes)**

The GEM messenger was recently moved from UCLA to Mailchimp to improve service accessibility and reliability. The SC agreed that the new format was attractive. The GEM Chair blog has been transferred to the new chair, and is operational. GEMStone is currently undergoing layout/design processes, and the GEM SC has reached out to Peter Chi regarding some outstanding items.

**8. GEM Logo**

The SC decided that a search for a new logo would be a great way to refresh the face of GEM and to interact with the community during these challenging times. The SC voted with 16 yes votes to conduct a competition to reward the winning design.

**9. Discussion of anti-harassment policy – tabled until next meeting**

**10. Meeting adjourned**