

**May 11, 2020, GEM Steering Committee Meeting Minutes
(virtual meeting, conducted via Webex)**

Attendance - Vania Jordanova (Chair), Adam Kellerman (Interim Vice Chair), 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. Back-to-back GEM-SHINE 2021 Workshops (Vania Jordanova)

The GEM and SHINE 2021 contracts have been signed, with no penalty, thanks to the great job of the Workshop Organizers! The GEM workshop is scheduled to take place at the Alohilani Resort Waikiki Beach in Honolulu, Hawaii, from Jul 26 to Jul 30 (with a GEM Student Day on Jul 25), and SHINE will take place the following week at the same hotel.

3. GEM Metrics & Validation Liaison (Vania Jordanova)

Lutz Rastaetter has been chosen by the Metrics & Validation Resource Group as the M&V liaison. There was a brief discussion and with unanimous agreement the SC appointed him in this role.

4. Replacement of ESA Liaison (Vania Jordanova)

We received two applications for the ESA Liaison call. Open discussion was held regarding strengths and weaknesses of the applications. It was first raised whether it's important that a Liaison is affiliated with ESA, and decided that this is not an important factor, given the current GEM Bylaws. The committee raised the motion to change the name from ESA liaison to Europe liaison in order to more broadly connect with the European community. The motion passed unanimously. The committee discussed the balance of gender in the liaison pool as an important factor. A vote was held and Andrew Dimmock was selected as the new GEM liaison to Europe.

5. GEM Focus Groups terms update (Vania Jordanova)

We received requests from several FG leaders to extend their FG terms by one year due to COVID-19 crisis. The committee discussed whether to extend to all FG this option. It was raised that the extension of focus groups is coupled with FG selections at mini-GEM at the end of the year, and with the stage of each FG. The extension will affect momentum of new groups, research work for mid-term groups, and finalizing work for groups ending soon. The committee discussed that the number of FGs varies for each Research Area, and so there may be flexibility to add more FGs this year, even if one-year extensions are granted. Some concerns with additional FGs would be room organization for GEM and too many parallel sessions. The one-year extensions will not be tied to a virtual GEM, which was a concern raised by several FGs. Further discussion

regarding new FG selection was tabled until the next meeting. A motion was raised to offer all FGs an optional one-year extension. The motion passed unanimously. Approval of extensions will be automatic for FGs that decide to accept the one-year extension, after they notify their respective RACs.

6. Virtual GEM 2020 Workshop (Chia-Lin Huang and Chris Mouikis)

The meeting organizers introduced the importance of a virtual meeting, particularly for our mission to educate our students, and provide professional development opportunities. The proposed format, including software, structure, schedule etc was discussed. There was much discussion regarding the format of the meeting and how it may be balanced with the time commitments of participants. The plan would be to provide as much flexibility as possible in how FG leaders can run their sessions. The committee discussed whether or not to have plenary talks, and to perhaps limit them to agency reports. Concerns were raised regarding the poster session format, though a final format has not been decided for the posters or other aspects of the meeting as yet. The motion was raised to hold a virtual GEM meeting, from July 20 to July 23 (July 20 is a possible student day). The motion passed. The ad-hoc organizing committee will now work on finalizing the structure of the meeting.

7. Discussion items tabled until next time:

- a. Anti-Harassment Policy Update
- b. Communications Coordinator (Bylaws update)
- c. Executive Council

8. Meeting adjourned