

**June 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, Brian Walsh, Matthew Cooper, Agnit Mukhopadhyay, Lisa Winter

1. Welcome/Agenda (Vania Jordanova)

2. Anti-harassment policy update (Vania Jordanova)

The SC received new information from UNH, and has modified the GEM anti-harassment policy to align with UNH policies. UNH will provide all policies, procedures, and will handle any cases of harassment. The responsibility to ensure NSF policy on anti-harassment falls to the grantee, which in the case of GEM, is the meeting organizers institution. GEM participants will need to acknowledge having reviewed the policy while registering for GEM. At that time, and on the wiki, the information will be made available.

The committee clarified the steps required to make a complaint, the steps in response, and the roles of the GEM SC and UNH. Specifically, how to facilitate submission of an anonymous report. There is a method to submit anonymous official complaints to UNH. However, the SC discussed the necessity of there being a way to anonymously report directly to the GEM chair and meeting organizer. The GEM SC will investigate if anonymous secure reporting is possible through the GEM wiki or the website, and ensure that it's clear who will have access.

3. Focus Group terms & 1-year extension due to COVID-19 crisis (Vania Jordanova)

The SC members received updates from all but the "Magnetic Reconnection in the Age of the Heliophysics System Observatory". All FG's requested a 1-year extension to their terms. The changes will be reflected on the wiki once we hear back from all groups.

4. Preparation for Virtual GEM 2020 Workshop (Chia-Lin Huang and Chris Mouikis)

We discussed the GEM Workshop registration form. The deadline to register is July 10, and there are new NSF-aligned options to provide personal pronouns, and minority status. There is a new special needs box, and entries there will be reviewed by the meeting organizers. Every effort will be made to address identified needs prior to and during the meeting. The code of conduct will require acknowledgement before registration.

The new VGEM website prototype was reviewed. The SC discussed security of video's and other media related to the meeting, and discussed adding text to discourage misuse of any media, particularly for one's own benefit. Also, we will give participants choices

regarding how their work will be handled (i.e. just for backup or available for streaming after the meeting).

The FG session schedule has been nearly finalized after discussion with Focus Group leaders. There will be a special session on Machine Learning, which will introduce the new topic to the GEM community. In regards to the plenary sessions, there will be 4 tutorial slots, and all speakers have been confirmed. The invitations for agency talks will go out shortly after the meeting. The SC discussed the additional plenary slot, which would cover additional opportunities and initiatives to increase diversity and inclusion in space physics. The final speaker is yet to be confirmed. The SC asked to pre-record the plenary tutorials so that participants can view a backup option in the case of any technical issues. The workshop organizers are already working on facilitating this.

FG leaders will be responsible for identifying and coordinating moderators for their sessions, RAC's will organize moderators for the poster sessions. The SC considered the option to find volunteers for moderating sessions upon registering. The plenary committee will be responsible for organizing the moderators for the plenary sessions. Discussed the idea of having students involved in as much of the technical aspects as possible.

The student session will occur on Monday, July 20, all speakers have been confirmed.

The SC discussed the importance of gender diversity and diversity advancement, and will reach out to FG leaders to provide guidance on implementing best practices for Virtual GEM 2020.

5. Communications Coordinator bylaws update (Vania Jordanova)

Discussion Tabled until the next meeting

6. Executive Council (Seth Claudepierre)

Discussion Tabled until the next meeting

7. Meeting adjourned