July 13, 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. **Preparation for Virtual GEM 2020 Workshop (Vania Jordanova)**
   The SC congratulated Chia-Lin, Chris, and the UNH team for fabulous work on the VGEM 2020 website. The SC reviewed the VGEM website, and identified a few minor issues: some registered participants were not receiving the registration confirmation, due to mail filters. Most have been resolved via email. There were several duplicate submissions of posters with the same or similar titles. The MO's will reach out to the participants to rectify the issue. The number of posters is smaller than last year (~100 this year) and so several submissions per participant are fine. The SC discussed closing the poster submission early to allow the website to be updated ahead of time, as VGEM may be more difficult to navigate than usual. The SC discussed how to balance Zoom host and poster presenter interaction, particularly students. It was decided to have everyone introduce who they are at the start of each section. The SC will identify all hosts and moderators this week.
   There were some issues accessing the slack when trying to log in. The invitation link works for everyone, and so we'll provide that to all attendees within the meeting.
   The SC will ask plenary speakers to upload their slides prior to the meeting; a deadline will be set so that the hosts have the presentation in hand prior to the meeting in case of disruption. We'll host a practice session for plenary speakers on Monday, July 20, during the student meeting, where hosts and plenary speakers can practice connection.
   The "Decadal Future and Beyond" session will be held on Wednesday, 5-7 pm. It will comprise short talks followed by breakout room discussions. The talks will include contributions from NASA Drive center PI's, relevant to GEM.
   There was some concern regarding the various options for uploading talks (a) via direct links, and (b) through direct upload to the VGEM website. The MO's will ensure that FG leaders are aware of the direct upload option.
   The SC will encourage feedback as soon as possible after the meeting concludes. An online survey/form will assist with this.

3. **Honoring Sam Bingham (Chris Mouikis)**
   The SC is organizing a memorial for Sam on Thursday 7pm. The FG discussed having a special talk on mental health, after the plenary session on Tuesday to raise awareness and remove the stigma associated with mental health. The SC feels that a talk from a professional would be most appropriate for the community, to raise awareness of the

issue of mental health and this will be considered for future meetings. The SC also will provide resources for the community on the conference website. An important point, brought up to the SC was to provide a venue for the community to talk about issues that they face, to help the rest of the community to understand that they are not alone with their thoughts, and that many of us share or experience issues. The SC will endeavor to allocate time for such a discussion.

4. **GEM statement of anti-racism and inclusion (Allison Jaynes)**
The SC is releasing a statement, which was reviewed by the SC. The SC voted unanimously to post the statement on the GEM wiki. The SC will review and vote on endorsing current and ongoing movements related to anti-racism and inclusion in the time up to and including the next SC meeting.

5. **GEM communications, GEMstone newsletter (Vania Jordanova)**
The GEMstone newsletter is complete, the SC thanked those involved. The newsletter has been posted on the wiki. There has been several changes to management of GEM communications and the newsletter, and the bylaws need to be changed. The SC will change the bylaws and vote on it in a future meeting. In order to reduce the workload related to the GEM messenger, we will post deadlines for large meetings in order to compile all advertisements into one issue.

6. **Meeting adjourned**