

March 02, 2021, GEM Steering Committee Meeting Minutes
(Virtual meeting, conducted via WebEx)

Attendance – Vania Jordanova (Chair), Alex Glocer, Allison Jaynes, Andrew Dimmock, Brian Walsh, Chia-Lin Huang, Chih-Ping Wang, Chris Mouikis, Howard Singer, Hyunju Connor, John Lyon, John Manuel, Lisa Winter, Mei-Yun Lin, Raluca Ilie, Seth Claudepierre (minutes taker), Shasha Zou, Shin Ohtani, Steve Petrinec, Yihua Zheng

1. Welcome/Agenda (Vania Jordanova)

2. GEM Summer 2021 Workshop (Chris Mouikis, Chia-Lin Huang)

Update from the meeting organizers (MOs)

They have mostly been focused on the hotel contract for 2022.

2021: Original dates are Jul 25-30 – do we want to keep these dates? Yes, agreed. Do we want hybrid or virtual? MOs have not done any potential planning for hybrid. Discussion generally favored all virtual, no hybrid. It was agreed that the meeting would be fully virtual.

2022: The Hawaii hotel is now willing to postpone the 2021 contract to 2022; MOs now emailing with the hotel, trying to ensure that if social distancing is still in place that the hotel has a safety plan for breakfast, banquet, and posters; MOs also asking for gender neutral restroom, which the hotel currently does not have (but the hotel is trying to make one); MOs also talking to SHINE to find a two-week date in Summer 2022 for GEM-SHINE (assuming we still want a joint meeting) – second half of June has been proposed. Other major conferences? Conflict with CEDAR 2022? Our CEDAR Liaison will try to ensure no overlap with GEM 2022; there was some discussion if mid/late June would overlap with universities that end semester late (e.g., UCLA quarter ends June 10th 2022); it was generally felt that this should not be an issue.

Possible registration fee

Not having a registration fee allows for broader participation, but a registration fee would allow for childcare grants. How much would it need to be to ensure 5-10 childcare grants? Could we make the fee voluntary? For early career researchers or others without the means to pay, we could have a form that they can fill out to request a waiver for the registration fee. The MOs also explained that they will need a registration fee to cover the expenses for a web designer. They related that last year's planning became very difficult without the money from a registration fee. A supplement request from NSF is possible. A final decision on a potential registration fee was tabled until the next meeting after the MOs discuss with NSF the details on how much is needed, etc.

3. GEM Summer 2021 Workshop agenda (Vania Jordanova)

Plenary subcommittee

We need 3-4 SC members to volunteer to be on the subcommittee (planning, choosing tutorial speakers, etc). Hyunju Connor and Chih-Ping Wang volunteered. IMAG, SWMI and GSM RAs will discuss offline.

Heliophysics Decadal survey Town Hall

We held this at last summer's VGEM and it was well received. As NSF is working with NASA and NOAA on planning the Decadal survey, the summer workshop will be a great timeframe to discuss white papers, etc. Do we want to have the other RAC from above (plenary subcommittee) be the participant on this organizing subcommittee? No strong feelings one way or the other and no volunteers. Discussion will continue offline.

4. GEM communications (Vania Jordanova, Raluca Ilie, Seth Claudepierre)

GEMstone editors

Allison and Lynn will continue to serve in this role.

FG report template

Raluca Ilie and Seth Claudepierre have proposed a formalization to the FG reports and prepared a template for discussion of what this might look like. The idea is that it will help make the FG reports be more uniform and reduce the workload on everyone involved (FG leaders, RAC, GEMstone editors). One big question is about the proposed space/character limitations, with the idea that we want to limit verbosity in some of the FG reports. Discussion was generally in favor and the suggested character limits seemed reasonable. It was agreed that adding a "near term plans and goals" would be good.

A vote was held to adopt this template moving forward. For the 2020 reports, it is merely a suggested format (since some FGs already submitted their reports). For the 2021 reports, the template/web form will be used and we will have a tighter timeline for the publication (e.g., solicit immediately after the summer workshop, publish soon after mini-GEM). The motion was approved with unanimous support. The discussion on the actual implementation (e.g., webform, email notifications, etc.) was tabled for a future meeting.

There was a discussion in what form should the GEM Liaison reports continue and should the SC give guidance (or a template) for those as well. It was decided that a template is probably not needed, but some guidance would be good.

It was decided that May 1st will be the working deadline for the outstanding 2020 reports from the FGs and Liaisons to be submitted to the GEMstone editors. The decision was also made to combine "vol1" and "vol2" of the GEMstone into one document.

5. GEM FG terms (Vania Jordanova)

Expiration/extension of one year

Should we allow for another one-year extension for all FGs? Some early career researchers are eager to apply for new FGs and we don't want to shut them out for another year. If we decide not to extend FGs, the leaders will need to know soon if they are ending this summer. There are 3 FGs slated to end in 2021. The general consensus was that we want to definitely have a call for new FGs in December 2021. But then there will be more overlapping sessions in the summer 2022 workshop, which is generally a bad thing. A vote was held on whether or not to offer all FGs the option of extending by one year. The motion was accepted.

6. Update on GEM search for an At-Large member (Vania Jordanova)

The search continues and all applications will be discussed and voted upon at the next SC meeting. Also, there is nothing in the by-laws whether students can become an At Large member. Should there be? It was suggested that this needs an in-depth discussion and was tabled for next meeting.

7. Update on DEI efforts (Allison Jaynes)

Allison Jaynes presented an update on the activities of the DEI subcommittee. The subcommittee has crafted a mission statement and several definitions of DEI that can be used for reference. Discussion was held and people were generally in favor of the progress thus far.

A discussion was also held on whether or not we should initiate a GEM DEI happy hour, similar to what CEDAR is doing. A vote was held and passed. The DEI subcommittee will be responsible for organizing.

8. Discussion items tabled until next meeting:

- GEM 2021 is the 30th anniversary – are we doing anything this summer to celebrate?
- What about a new GEM logo?
- Note that there are 6 SC members rotating off this summer. We need to revisit the idea of staggering the rotations and discuss at the next meeting.

9. Meeting adjourned