

## 05 Sep 2018 Meeting Summary for Collaboration:

GB participants: Zeesh Ahmed; Nicholas Battaglia; Amy Bender; Brad Benson; Lindsey Bleem; Francois Bouchet; Abby Crites; Mark Devlin; Brenna Flaughner; Nils Halverson; William Jones; John Kovac; Akito Kusaka; Charles Lawrence; Adrian Lee; Mike Niemack; Suzanne Staggs; Aritoki Suzuki

SP participants: Julian Borrill; John Carlstrom

### Summary:

1. GB Planning: develop appropriate strategy, including roles and responsibilities, for the GB in the next two years.
  - a. The GB reviewed and discussed its formal responsibilities as defined in the bylaws. These include:
    - i. Providing oversight to ET and EVC
    - ii. Policy forming body
    - iii. Oversight of progress, status and functionality
    - iv. Approving annual plan from the SPs
    - v. Revision of bylaws
    - vi. Formal acceptance of new collaboration members
    - vii. Removal of members
  - b. Communications issues were discussed.
    - i. Some GB members felt that their was insufficient communication to the GB and the collaboration as a whole about the status of on-going activities.
    - ii. Options were discussed for improving communication without burdening the SP's and ET with extra formal reporting requirements.
    - iii. To improve GB-ET-SP communications, it was decided that the GB would continue to meet on a monthly basis with revolving regular verbal reports from committee chairs, as well as regular updates from the SP's and as-needed updates from Jim Yeck.
    - iv. The GB and SP's also agreed that the GB could serve as an informal sounding board for various issues.
    - v. The SP's discussed collaboration-wide 'update' emails as a way to keep all collaboration members up to date on activities.
    - vi. The GB and SP's decided that the SP's and the GB Chair and Vice Chair would talk on a monthly basis in between GB monthly meetings, to stay abreast of important issues that should be put on the GB meeting agenda.
    - vii. Now that the new email lists have been set up, any collaboration member can email the GB directly about any issue: [gb@cmb-s4.org](mailto:gb@cmb-s4.org). GB members can also be contacted individually.

- c. The GB discussed other ways in which it could help with the collaboration and project, including promoting the project to the larger community.
- 2. GB self-assessment: how are we doing so far, and what could we do better?
  - a. The GB decided to keep the monthly meeting cadence for the time being.
  - b. The GB will ask for regular updates from the SP's, as-need updates from Jim Yeck, and rotating regular updates from committee chairs.
  - c. Meetings will be kept to one hour, with well-enforced agenda time limits
  - d. Voting logistics were discussed.
  - e. It was agreed that meeting summaries would be emailed to the GB by the Chair following each meeting, modified to address comments, and then publicly posted to the CMB-S4 wiki pages without requiring formal approval from the GB.
- 3. Review EVC schedule for changing bylaws, holding next elections
  - a. This topic was tabled until a future GB meeting
- 4. AOB
  - a. The SP's gave a project update.