

24 Jan 2019 Meeting Summary for Collaboration:

GB Participants: Nicholas Battaglia; Amy Bender; Brad Benson; Lindsey Bleem; François Bouchet; Abby Crites; Brenna Flaughter; Bill Jones, John Kovac; Akito Kusaka; Mike Niemack; Suzanne Staggs; Aritoki Suzuki

SP Participants: Julian Borrill, John Carlstrom

Guest Committee Leads: John Ruhl, Kevin Huffenberger, Darcy Barron

Summary:

1. Announcements/status of prior action items
 - a. Recruiting EPO members. Collecting candidate nominations. Recommendations appreciated. Please forward recommendation to Abby Crites
 - b. Collecting names for people that can lead mm-wave workshop to link CMB-S4 to broader astrophysics community. Ideally people not directly in CMB is preferred. Please send names to spokespersons.
 - c. Jeff McMahon and Abby Vieregge are working on revising document on down selection principle document.
2. Committee lead report #01 - Speaker's Bureau by Kevin H.
 - a. 8/4 members working in publication/speaker's bureau respectively
 - b. List of talks are uploaded on CMB-S4 wiki
 - c. A lot of progress on speaker's bureau. Active discussion going on for publication policy particularly on authorship and credit allocation
 - d. Bylaw as written requires publication policy revision to be submitted 1 year after bylaw ratification. This date is March 19th 2019. GB discussed that enough time should be given to for discussion. GB will vote on bylaw change to push date back while making recommendation on new deadline (+12 month). GB will also vote on whether this change to bylaws should be considered as minor change as change in bylaw requires 1 month of notification period to collaboration.
 - e. Speaker's bureau was concerned that discussion at FNAL meeting may take too much of meeting's time, but committee is open to take suggestions and recommendations before, at and after the meeting.
 - f. Speaker's bureau will release statement that current policy will remain in effect until new policy is ratified
 - g. GB recommended speaker's bureau to add list of approved papers (approval is by science council) on the wiki page for collaboration to see
3. Committee lead report #02 - Membership committee by John R.
 - a. Modification to bylaw on membership policy was circulated to GB
 - b. Wording on post-doc (PD) policy was modified

- i. Senior members will include list of PDs and their CMB-S4 related activity in their annual report
 - ii. “Independent PD” is a PD that is not co-located/working significantly with senior member, but contributing to CMB-S4. GB recommended to clarify wording to better define their status as they are important part of CMB-S4 collaboration. “Co-located” was confusing wording. GB recommended to change it something more functional.
 - iii. GB suggested “PD has to have senior member sponsor”. This will help organizing membership for the committee. For a clarification, senior member sponsor does not have to be at the same institution.
 - c. Structure of membership activity report was discussed
 - i. GB recommended amount of activity from a member to be reported as absolute time (number of hours/days)
 - ii. GB recommended that this information will be kept internally to CMB-S4 and not publically released.
 - d. Membership committee will take back these suggestions to the committee meeting to make revisions. It’ll be submitted to GB for a review in couple of weeks.
 - e. GB members were reminded that GB has to approve new members from FNAL meeting onward.
- 4. Spokesperson Report
 - a. Decadal survey
 - i. Multiple meetings to respond to recommendations from review
 - 1. Focus on requirement flow down - biweekly telecon
 - 2. Detector-readout, formed task force to tackle this
 - 3. Cost modeling - working with project team
 - ii. Executive Team
 - 1. Working on decision tree to decide on how to distribute SAT telescopes. Looking at science requirement, achieved performance, etc. Important to do this openly.
 - 2. Studying if single SAT design for CMB-S4 works or not
 - iii. Town hall meeting - Current deadline May 2019. It may get pushed back.
 - b. CD0 - likely to happen on the first quarter of 2019
 - c. R&D request to DOE was submitted by Jim Y.
 - d. Working on mm-wave legacy survey workshop
 - e. NSF-MSRI proposal is due Feb 19th. Few \$M a year for CMB-S4 design work
- 5. Next GB meeting
 - a. February 28th