

29 Nov 2018 Meeting Summary for Collaboration:

GB Participants: Zeesh Ahmed; Nicholas Battaglia; Amy Bender; Brad Benson; Lindsey Bleem; François Bouchet; Tom Crawford; Abby Crites; Brenna Flaughner; Nils Halverson; John Kovac; Akito Kusaka; Charles Lawrence; Mike Niemack; Suzanne Staggs; Aritoki Suzuki

SP Participants: Julian Borrill, John Carlstrom

Summary:

1. Announcements/status of prior action items (Nils, 5 min)
 - a. Abby Crites volunteered to contact and nominate EPO committee members
 - b. Proposed change to bylaws section 3.4 was ratified by the GB via written ballot. Vote result: out of 18 ballots sent, 18 yes, 0 no, 0 abstain.
2. SPs report (John, Julian, 15 min)
 - a. DSR dry run and prep status: dry run was an important learning experience. Many presenters were not familiar with the DOE review format. Budget, Project Management still need work before DSR.
 - b. Update on decadal survey process: A goal of the DSR is to show the decadal that project is shovel ready.
 - c. R&D activity plan status: 6 R&D plans have been submitted and are posted on the wiki. There will likely be some iterations on some of the plans. Some aren't detailed enough. Announcement for further work will be made AFTER DSR
 - d. Status of NSF CDR proposal: Moving target. More details later.
3. Discussion of recent ET SAT allocation decision, 12/6 Pole/Chile (Nils, 15 min)
 - a. Nils related concerns that he had heard about the decision process: that the forecast group and ET have insufficient representation from Chile groups, and that this may have affected both the review criteria and the decision.
 - b. The SP's and others responded that the forecast group membership is open, and participation was and is encouraged from members of Chile projects. In addition, all ET positions (aside from the Technical Council Chairs) are elected positions. The SP's felt that the process was fair, and that underrepresentation isn't an issue.
 - c. The SP's agreed that in the future, more attention will be paid to early communication on pending big decisions. The GB will also keep an eye on representation. The GB also agreed that further discussion of process going forward is necessary. (To be discussed at the next GB meeting.)
4. Discussion of process for CD-1 downselects (John, Julian, 10 min)
 - a. This agenda item was tabled until the next GB meeting
5. Discussion of project communications (Suzanne, 10 min)
 - a. This agenda item was tabled.

6. AOB (All, 5 min)
 - a. Set date for March/Fermilab F2F meeting: Date was set for Mar 13-15 (W-F) at Fermilab.
 - b. Next GB meeting was set for Thursday, 20 Dec, 7 am PST.