

**Summary Notes of the Second Meeting of the
JACoW Board of Directors
9 October, 2012**

Present: Ivan Andrian, Matt Arena, Jan Chrin, Cathy Eyberger (audio), Todd Satogata, Christine Petit-Jean-Genaz, John Poole
Absent: Yongbin Leng, Volker Schaa

Approval of the JBoD1 Notes

The Notes are agreed.

Ivan mentions the Agenda is posted on a temporary site. He will continue using this until there is a more official site can be created.

BoD Members: Strategies for Turnover

Cathy introduces the document she circulated for consideration, with two initial questions.

1. Are the Chair, Deputy and Coordinator included in the turnover each year?
2. Is it necessary to find a replacement for Marie?

Question 1

During lengthy discussion, it is established that:

1. There are two separate sets of elections, one for BoD, and one for Chair and Deputy Chair.
2. Since the current BoD membership is the result of elections in Shanghai, prior to the acceptance of the JACoW charter, one should nevertheless move forward with the BoD composition decided there.
3. For continuity within the BoD, it is necessary to introduce some turnover in the composition of the Board, with two members standing for re-election at this year's TM, and two members at the following year.

4. The Chair and Deputy remain on their initial 3-year mandate. For future elections, if more people will run for Chair and no one for Deputy Chair, the 'winner' will be Chair and the second will be Deputy.

5. The number of BoD Members should be limited to 9 in three groups:

- a) Chair/Deputy/Coordinator (3)
- b) Regional Representatives (3)
- c) Others (3)

5. Of the Regional Representatives, Jan will stand for re-election this year. Todd will stand for re-election next year. Yongbin will remain for his initial 3 year period. This way, election of one particular Regional Representative will always take place in his or her region, facilitating the participation of people from the same region.

6. Of the "others", Matt will stand for re-election this year, John will stand for re-election next year. Cathy will remain for her initial 3 year period.

7. Dates of mandates need to be entered by the names of BoD Members.

8. Christine reminds the BoD she accepted to continue as Coordinator for one year.

Question 2

As a result of the preceding discussion, the answer to Question 2 is no, Marie need not be replaced.

Further discussion centers around how the BoD functions.

Ivan and Christine explain that they have understood the functioning of JACoW as rather assigning tasks to Team Members (and also to Board Members), with the BoD essentially playing a supervisory/encouraging role. Christine would like to see the setting up of small working groups on various projects (also called activities), supervised by BoD members.

Stakeholders

John was influenced by the need for senior people in laboratories to play a more active role in JACoW, hence his suggestion to invite the supervisors of Team members to nominate the Stakeholders.

Both Jan and Cathy feel there's a conflict if the boss of the Team Member is not senior. Also, not all laboratories are represented on the Team.

Christine feels it would be wiser to develop a list of senior people at *all* major laboratories, in collaboration with Team Members where applicable. This might mean the Stakeholders meeting may be larger, but it better formalizes the universal support of JACoW.

She proposes, and it is agreed, that a preliminary list of "friends" of JACoW for all major laboratories be proposed, and refined with Team Members in Valencia.

The stakeholders would be contacted in January, invited to take on the role of stakeholder, involving, if possible, attendance at IPACs, beginning in May 2013 at IPAC'13. A Doodle Poll might be used to establish numbers.

A Report from the JACoW Chair should be circulated well in advance of the meeting.

JACoW and ORCID / ICFA Panels

John reports that, in response to the circulation of the JACoW Charter, Weiren Chou suggested JACoW might become an ICFA panel.

The Board felt that there was no need for this at present and John will prepare a draft email for Volker and Ivan to send to Weiren Chou.

Does JACoW Need a President?

It was felt that this is not necessary at present.

New Requests from Conferences

Christine reports that Todd contacted her recently following an informal request from a colleague at Jlab concerning the publication of NuFact'12 proceedings at the JACoW site.

Since this conference is probably not within the scope of JACoW, the answer was no.

Christine reports that almost all major events already publish on JACoW. Only the Magnet Technology Conference prefers to remain outside of JACoW.

Roles, Activities, Deliverables and Schedules

Todd's paper, distributed today, is a first effort. This list might be merged into the second page of Cathy's document to better outline the different projects.

Todd will present this at the TM, encouraging members to volunteer to play an active role in the different activities. BoD Members coordinate the projects/activities, and also participate in them actively.

Christine proposes that Todd consult with Leandro, who is experienced in Project Management on how to track some of the projects.

JACoW Website Problems.

There's a problem of "deformation" of urls to conference proceedings. The example cited by Ivan, where jacow.org/e08 can be "deformed" into

<http://accelconf.web.cern.ch/accelconf/:80/e08>

in some browsers, with a report that the page can't be found.

This doesn't happen in all browsers. Ronny has investigated the problem with CERN, and also our Domain Provider, but unsuccessfully. Todd feels it's a problem with the provider. It is agreed John will contact Ronny Billen to try to move things forward.

Status of Organization of the 2012 TM

Christine reports that to date there are 36 participants.

The Conference Room with round table seating can accommodate 24 comfortably, 30 around the table at a pinch, but the surplus will be seated behind. There is also a Seminar Room that can seat 40 comfortably, but in theatre style. There

are two further rooms that can be used for the parallel sessions. It will be a squeeze.

The fee will be 190 Euros, covering coffee breaks, lunches, a reception, a dinner, bus transport between the Vincci Hotel and IFIC.

Christine will be looking for some help to organize the parallel sessions, essentially to organize tuition in response to needs.

It is decided that write-ups of all oral and poster presentations will be encouraged. We will also publish posters.

Moving the JACoW Site

Ivan reports that he and Stefano are exploring the moving of JACoW documentation from CERN to Elettra. It is complex. They will set up a preliminary website, replicating the CERN site. Essentially, the "host" for JACoW documentation would in future be at Elettra, though the sets of proceedings would remain at CERN.

This will be reported on further at the TM.

Other Business

In the absence of any further business, the BoD meeting is adjourned.

Christine Petit-Jean-Genaz