

NOTES OF THE 64th JACoW BOARD OF DIRECTORS MEETING

14 February, 2024

Present: Caitlin Hoffman, Meghan McAteer, Johan Olander

Absent: Thakonwat Chanwattana, Volker Schaa, Jana Thomson

Minutes prepared by M. McAteer

Access to Central Repository and other SPMS instances

- Since January, functionality had been missing in SPMS instances due to JS issues. The cause of this behavior has been found and functionality is now restored.

Usage of Central Repository mailing list

- It seems that a conference used the Central Repository to announce the publication of conference proceedings to the whole conference series mailing list, rather than just to registered attendees of the conference, which isn't consistent with the boundary conditions for using JACoW mailing lists. The central mailing lists must be respected, and unnecessary usage of it is highly discouraged. Since SPMS instances will no longer be issued, it will soon be impossible for any conference organizer to use the mailing list outside of the agreed conditions.

JTM'23 retrospective

- Emphasis on hands-on tutorials during the meeting was a big success and should remain a focus for future annual team meetings.
- Developing the training program from JTM'23 into a 'standard' training program to offer every year could be a good investment of time and effort; maybe we start collecting a 'training set' of papers which cover most of the common problems which an editor will encounter.
- Starting the pre-meeting on Sunday makes for a long and tiring week, especially for the people most involved with supporting the main meeting; should we consider shortening the meeting, and starting the pre-meeting on Monday morning instead?
- Planning for JTM'24: JACoW Coordinator will send out an email to stakeholders calling for bids to host

Updating of JACoW wiki

- As discussed during the last two Team Meetings, the JACoW team has agreed on a clear division of information between the wiki (<http://jacow.org>) and the new documentation pages (<http://docs.jacow.org>)
 - Links to published proceedings, information about upcoming conferences, information about collaboration meetings, collaboration meeting notes, and

other general information about the collaboration will reside on <http://jacow.org>;

- All technical details about how to produce a proceedings volume (including scientific program management in JACoW-Indico, information about editing procedures, documentation about other JACoW tools, etc) is on <http://docs.jacow.org>. This sort of information will be removed from the wiki and, if needed, replaced with links pointing people to the documentation pages to find the info they're looking for.
- Some first steps have been taken in the process of cleaning up the wiki to fit this new concept, but significant work is still needed. We need someone to take on the role of Wiki Content Manager, which has been vacant for quite some time.