

MINUTES OF THE 68th JACoW BOARD OF DIRECTORS MEETING

12 June, 2024

Present: Thakonwat Chanwattana, Caitlin Hoffman, Meghan McAteer, Johan Olander, Volker Schaa, Jana Thomson

Minutes prepared by M. McAteer

Update about JTM'24

- JTM'24 Indico event has been created. Announcement of the Team Meeting will be sent out shortly, as soon as the relevant info is added to Indico. Stakeholders for IPAC'27 and IPAC'28 will be added to the mailing list so they will be informed about JTM'24.
- Since details about Team Meetings are now in JACoW Indico instances, there is no longer any need to duplicate this info on the JACoW wiki; the wiki will just link to the Indico instance for the event
- Materials for the pre-meeting will also be available in the Indico instance for the Team Meeting, in a protected folder accessible to invited participants

Support from ORNL

- ORNL will provide support (including travel funds for TJMs and IPACs) for a JACoW team member to take on the role of wiki content manager, which has been unfilled for the last couple of years. Jana will handle the onboarding.

Stakeholders Meeting at IPAC'24

- Discussion with IPAC LOC chairs:
 - LOC chairs need info about JACoW-related expenses *much* earlier than they sometimes get it now because they must plan their budgets almost 6 years ahead of the event, shortly after their bid to host a future IPAC is accepted. The traditional timescale for knowledge transfer within JACoW (i.e. three year cycles) is not ideal for IPAC budget planning.
 - Starting with IPAC'25, the LOC chair will organize a meeting during IPAC with all upcoming IPAC LOC chairs, and JACoW will be invited to present information about the expenses and needs related to producing proceedings (such as proceedings office equipment, editor support, potential team meeting

hosting, etc.) so that none of these expenses come as a ‘surprise’ long after budgets have been set.

- Follow-up about conversation with stakeholders at IPAC’24 Stakeholders Meeting:
 - IPAC is by far the largest JACoW stakeholder, with over half of JACoW publications.
 - A stakeholder suggested that the six-year preparation cycle for IPACs could be expanded to include JACoW, with a person from each IPAC involved in JACoW BoD on a rotating cycle. BoD will reach out to IPAC CC to start discussions about if or how this idea could be developed.

Central Repository Management

- Zhichu Chen has agreed to join as a manager of the Central Repository. So there are now four people, covering all three geographic regions, who receive requests regarding affiliations in the Central Repository.

JACoW references in Zotero

- A colleague connected to the CERN Library pointed out that Zotero, which is becoming widely used for managing references due to its integration with Overleaf, often lacks metadata for JACoW publications. Volker will look into this.