

## **Minutes of the 10 Oct. 2008 UEC Meeting**

### **Attending UEC reps:**

Karen Gibson  
Mike Hildreth  
Dan Hooper  
Matthew Jones  
Ashutosh Kotwal  
Ron Moore  
Kevin Pitts  
Heather Ray  
Lee Sawyer  
Mitch Soderberg  
Kirsten Tollefson  
John Urheim

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**Presentation to UEC regarding travel form procedures - Barb Book, Amanda Peterson, Mala Seshadri**

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### **Committee Assignments for 2008-2009 UEC**

Committee Assignments:

#### **Government Relations -**

Dan Hooper (chair)  
Kirsten Tollefson  
Karen Gibson  
Heather Ray  
Matthew Jones  
Jon Urheim  
Kevin Pitts  
Mitch Soderberg  
Ashutosh Kotwal (ex-officio)

The Gov. Relations group would like to work more closely with SLUO and USLUO groups to organize trips to D.C.. Due to election year cycle timing, the group may end up making the trip to D.C. earlier than in the past in order to maximize impact on possible budget scenarios.



**Outreach -**

Karen Gibson (chair)  
Lee Sawyer  
Patricia Vahle  
Dan Hooper  
Ashutosh Kotwal (ex-officio)

This committee is thinking of resurrecting Outreach Workshop which is typically held the day before Users Meeting. The goal of the workshop is to educate Users on how to perform outreach at their own institutions.

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**International Users -**

Patricia Vahle (chair)  
Karen Gibson  
Ashutosh Kotwal (ex-officio)

Users from several countries (China/Russia) are still having VISA issues with the U.S. Amanda Peterson in the Users Office is an expert on international/immigration issues. Please contact her to discuss any questions/issues relating to VISAs.

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**Congressional Local Visits -**

Heather Ray (chair)  
Matthew Jones  
Mike Hildreth  
Kevin Pitts  
Ashutosh Kotwal (ex-officio)

This is a new subcommittee of the UEC which will focus on visits with congressional members at their local offices. Heather has come up with several ideas to organize the Local Visits efforts. Among them:

- 1.) Make a webpage (external to Fermilab) describing to folks how to go make a local visit.
- 2.) Recruitment plan:
  - e-mail people who are potentially interested in making a local visit.
  - follow-up e-mail to get date of proposed visit.
  - reminder e-mail #1
  - reminder e-mail #2 with instructions on talking points for the visit.

- phone call day before to go over any last-minute questions for visit.
- phone call day after visit to do follow-up discussion.

Local visits are meant to be more focused on physical science in general and user facilities, and less on particle physics. NUFO.org is group that already handles these efforts and has local-visit information.

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**Rolf-Dieter Heuer, future CERN Director General**, will visit Fermilab Oct. 28. He is slated to participate in a town-hall meeting in the morning, followed by a reception at noon on 2nd floor WH crossover. Video Streaming will be available. All Users are invited to attend.

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**Lee Sawyer - SPS Congress**

Sigma Pi Sigma Quadrennial Congress will take place Nov. 6-8 at Fermilab. "Scientific Citizenship" is the theme of this congress. The host hotel will be the location of activities on Nov. 6th, and Fermilab will host activities Nov. 7-8. There are about 450 people (mostly students) expected to attend. The organizers are looking for interested scientists to attend the "breakfast with a scientist" session on Friday morning. Please contact Lee Sawyer (sawyer@phys.latech.edu) if you are interested. Various Fermilab tours will be taking place that day, so keep an eye out for groups of young scientists on Friday.

**Submitted by: Mitch Soderberg, UEC Secretary**