

SURF User Association – Quarterly meeting

Meeting Minutes

02/23/2021, Webex

Present:		
	Hanhardt	X
	Kruger	
	Lesko	X
	Mannino	X
	Massarczyk	X
	Mount	X
	Smith	X
	Strieder	X
	Xu	X
	Heise (invited)	X
	Headley (invited)	X

1. Roll Call / old Minutes approval? Summary first month

- no old minutes, first meeting

2. User membership for Dune members – Ralph/Jaret

- Dune very large collaboration
- which users will be users?
- so far: active users (IT access, SURF access, using SURF resources)
- everybody can be user, but executive has to be active (active = SARF) ?
- active communication with DUNE collaboration
- LHC user : complete a form

- Action: Reach Out to Dune, check with CERN/FermiLab UA, Invite to Meetings, Suggest Charter Addition

2. ORGANIZATION

2.1. Membership

Membership shall be open to individuals with a professional interest in the scientific program at SURF. Formal membership shall be compiled from approved submissions to the SURF access request database. Members are unique individuals affiliated with one or more active SURF experiments. SURF staff who are members of one or more experiments can also be members of the Association. The Executive Committee Secretary maintains the Association membership list and interacts with SURF to create an email distribution list and review on a regular basis.

3. Communication Tools

- Minutes will be posted to

<https://vpn.sanfordlab.org/docushare/dsweb/View/,DanaInfo=docs.sanfordlab.org,SSL+Collecti on-31001>

or

<https://docs.sanfordlab.org/docushare/dsweb/View/Collection-31001> (without vpn)

- Email, request is made
- Project Team list access for users , or only representatives ? (weather updates not necessary?), subscribe voluntarily with registration, but can unsubscribe / subscribe. 2nd Userlist ?
- Indico use, will start next meetings.

4. SNOWmass Process

- Presentation by Jaret/Mike: (Slides on docushare)
 - 15yr goals: LBNF + Dune constructed and operational
 - additional lab modules at 4850
 - Construction of additional space at 7400
 - broader access to wider audience
 - SURF Institute facility operational
 - commercial partnership ongoing (e.g. Caterpillar)
 - white paper: new spaces planned
 - extend beyond HEP/NP
 - new Strategic Advisory Committee , and Program Advisory Committee planned
 - 4850L well characterized incl LBNF planning

5. SURF Training – Ralph

- Covid training ? Orientation / LC will cover new people and walk them through Covid precautions

6. Covid situation at SURF

- current status and access requirements unchanged
- summer interns will be on-site.

7. Survey summary

- maybe post full survey to user association docushare ?
- which questions remain open

8. User feedback

- Cage times + filling / work days ?
- How can users get extra access ?
- Access by case by case / contractors access beside normal 4-day operation
- Writing / Requests to Jaret + Mike
- Timetable will open up once bottom of the shaft has reached / change of work area
- max 12.5 hr/day, max 7 days, max 87hrs in a row
- Missing West Drift access surprised some users – Improve communication

9. Annual General Meeting Date

- Agenda topics
- Avoid summer travel time
- Feedback by Executive board from collaboration to Ralph about September frame
- include Dune
- include election

10. Other busines

- Deep thoughts story will be worked on