

Center for Functional Nanomaterials User Executive Committee (CFN UEC)

August 21, 2023 Meeting Minutes

Attendees:

- Laiba Bilal
- Nataniel Medina Berríos
- Manuel Lozano Arroyo
- Grace Webster
- Shruti Sharma
- Karen Chen-Wiegart

Meeting location: Zoom only

Minutes prepared by: Nataniel Medina Berríos

Topics:

Previous meeting topics

- Do we revive town halls?
- How and how often would UEC like to interface with Chuck and Priscilla?
- Criteria for reviewing sponsorship requests – CFN UEC receives requests for supporting awards, speakers, events etc. Please think about some potential criteria to review such requests. Examples from past requests:
 - Scholarships to students
 - Co-sponsoring speakers
 - CFN coffee breaks

Topics for this meeting

- UEC group photo
- Fall BBQ
- LinkedIn group
- UEC sponsorship criteria
- UEC sponsorship for CFN Coffee
- UEC Meeting/engagement with Chuck/CFN Staff
- Updates on last meetings' suggestions: Speaker Series
- New user meeting dates.

Meeting Minutes:

- Additional questions will be added on proposal form starting from next Cycle 3
 - Yes or no questions.
 - Same as NSLS'
 - Questions discussed in meeting for review. *Seemed ok to the UEC.*
 - Email will go out to users to let them know these questions will be added.
- Group picture at CFN

- Scheduling for in person meeting.
 - Tuesdays and Thursdays except Thanksgiving (Karen Chen-Wiegart)
 - Nataniel-November (waiting for specific dates)
 - Manuel- can drive up from Maryland.
- CFN social event planning. (Apart from Users meeting)
 - More frequent get together events.
 - Sponsor weekly coffee.
 - Amount to sponsor: \$50-\$75 for weekly coffee (Wednesday 3pm)
 - Budget available over \$20K, replenished after users' meeting.
 - Check if sponsorship is possible, like for showing flyers on the coffee table during weekly coffee.
 - Cultural cookie/snack volunteers for weekly coffee. (Note on weekly coffee announcements).
 - Users' meeting usually costs around \$5k for a full day workshop and \$2.5k for a half day workshop. Up to the coordinators how money is spent for the workshops. 7 workshops total, usually 2 or 3 sponsored by the UEC (equals to around \$15k from the UEC budget).
- Add friends and colleagues that are users to the LinkedIn CFN users group. Current and past users.
 - Anyone can post, so try to post more frequently to not make it seem like only staff may post.
- Will reach out to program for Puerto Rico RISE Program speaker.
- Meeting with Chuck every quarter?
- Users' meeting date: Monday May 13, 2024.

Topics for next meeting

- Check with other members that weren't able to come to the meeting availability for group picture in November.
- Decide budget for events.
 - Weekly coffee.
 - BBQ or social event.
- Meeting dates with Chuck