

Minutes from 2012 HEAD Retreat at the AAS

Mission & Vision Statements

As part of a review of its current activities and an examination of its goals and plans, the committee drafted statements of the mission and vision of HEAD, and began the process of relating its planning goals to the vision.

MISSION (proposed):

Advance and share our understanding of the hot and energetic Universe.

VISION (proposed):

We aim for a diverse and dynamic scientific community that is in productive contact with all of astrophysics, that attracts broad support for its initiatives, that involves scientists from a wide spectrum of backgrounds, that collaborates productively on an international scale, and that effectively communicates its quests and discoveries to the public.

Committees

The committee also concluded that realizing the goals it began to lay out will require an improved structure; this will involve durable *standing committees* and ad hoc *task forces*. At least some of these will offer the benefit of involving a larger segment of HEAD in the work of the executive committee. The following have been discussed (where some, such as the Nominating Committee, already exist, but may see a somewhat changed structure):

Standing committees:

Nominating (with 3-year offset terms for its members)

Schramm Prize subcommittee (chaired by the Press Officer)

Policy group

- 2 Executive Committee members, 2 other HEAD members with appropriate expertise
- Focuses on NASA, NSF, DOE
- Also manages AAS congressional visits, interaction with AAS CAPP
- 3-year offset terms

Meeting organization: long-term planning

(possible HEAD “co-sponsorship” of other meetings?)

Assessment

Task forces:

HEAD history task force (to capture living memory and documents of HEAD, in particular for its earlier years)

Electronic records (to establish a stable and accessible “memory” for HEAD)

Current meeting management tasks:

e.g., registration exemptions and childcare requests

Survey of membership

Outreach

- Big public lecture at HEAD meetings?
- Better coordination among outreach activities
- Social media: ‘astronomy tweet of the day’

Professional development

- Promoting HEAD people for prizes and committee memberships
- HEAD fellowships?

Key Action Items

Survey HEAD to determine

- Science goals of HEAD members
- Age/gender/etc
- What would HEAD members like HEAD to be doing

Determine HEAD mission, vision, and goals

- Mission draft: "Advance and share our understanding of the hot and energetic Universe."
 - Within Executive committee
 - Confirm with HEAD membership

Investigate affiliate membership for HEAD from APS/AGU

Set up permanent HEAD executive committee liaison to AAS employment committee

Review setup and goals of nominating committee

Archiving/IT

- Set up email list and archives for HEAD executive committee
- Store announcements/bulletins on HEAD website
- Set up Generic emails (chair@head.aas.org, etc) as forwarding emails

Next Meeting

- Subcommittee (LOC) will determine talk formats
 - Get summary of submitted/accepted oral abstracts from Newport meeting
- Alert members to press opportunities
- Improve A/V – better mikes, possible streaming, preview talks, etc. Handled by AAS?

Budget planning

- When we will have funds to support stably what we do now?
- What do we want to support? What do we need to do that?
(e.g., set up regular winter AAS HEAD strategic planning meeting)

Subcommittees/Task Forces

- Decide which to begin with
- One goal is to grow capabilities of membership

Other Action Items, less key

IT

- Membership database is not versioned or archived.
- Have no gender/age/etc info in database

Ensure we have methods to evaluate programs/activities to ensure we're being successful

Make sure we have HEAD members in place to advocate for HEA on committees, etc

Look for sponsors for HEAD business reception

Examine splitting accounts for general operations/prizes

Write thank-you note to Dr. Fishman

Employment

- Set up session at HEAD meeting by former HEAD astronomers?