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?