

Minutes from 2013 HEAD Retreat at the AAS

Assembled at 10am

Attendance: Keith Arnaud, Paolo Coppi, Jack Hughes, Jan Vrtilek, Steve Reynolds, Chryssa Koveliotou, Nick White, Daryl Haggard (not yet voting member), Rosanne DiStefano, Belinda Wilkes, Joel Bregman, Randall Smith, Josh Bloom

Chair's Report

- Welcome to our two new EC members, Daryl Haggard and Henric Krawczynski
- Big challenge of the next few months will be the HEAD meeting

Treasurer's Report

- Reserves have increased substantially over the past 6 years. Building up a larger reserve was one of the decisions of the ExCom a few years ago.
- The Generally Accepted Accounting Principles (GAAP), which are the US standard for accounting, recommend that an organization like ours holds reserves equal to half the annual operating budget.
- The annual operating budget is a little difficult to define for the HEAD because our biggest financial commitment is the 18-monthly HEAD divisional meeting.
- A conservative decision would be to hold a reserve equal to about half the cost of the HEAD meeting. I don't have numbers for the meeting cost however as an estimate we have a registration fee for the April meeting of \$450 and hope to have about 400 attendees. This would imply we should be holding a reserve of around \$100,000.
- In the past the ExCom has also considered building up a permanent Rossi prize fund such that the annual prize can be covered by investment income on the fund. The standard in this case is to hold the fund at 20 times the annual cost. The prize itself is \$1,500, the certificate and framing costs around \$700, and we also pay expenses for the recipient to present at the winter AAS meeting. This could mean a \$4,000 annual cost so to have a permanent fund we would need about \$80,000.
- Dues and Contributions. Income from dues has varied between \$8,000 (in 2008) and almost \$13,000 (in 2011). Contributions (ie donations) are usually around \$500 with very occasionally larger amounts. There was a \$1,000 donation for student travel in 2010 and \$10,125 for the Rossi prize fund in 2011. These numbers do not include the \$40,000 BATSE/Fishman fund donation in 2011.
- Meeting Income. The 18-monthly HEAD divisional meeting turns a profit in the \$10,000-20,000 range.

Discussion topics:

- Stable funding - how much do we need? When will we attain this?
 - See above
 - The Fishman prize goes to eliminate registration fees and pay for child care in part. Perhaps \$2k for reg fees, \$400 per for childcare. Note that Fishman did not want his name associated with the award.
 - Could put a name to the reg. fee waiver as a prize, but left for future donation possibility.
- Separate accounts for prizes?
 - AAS maintains all our accounts, so there is no explicit need for this.
- What do we want to support?
 - **Vote taken to provide, at the Chair's sole discretion, a maximum of \$5k/year for travel costs for HEAD EC members to attend HEAD EC events (notably Winter AAS), when other travel funds are not**

available. Seconded by Randall. Motion carries by 9 to 1, with 1 abstention.

- At the HEAD meeting, *we will provide Early Career Registration Waivers and Childcare waivers*, both partially funded by interest from the Fishman prize and remainder from HEAD sources.
- Should we get sponsors for events such as HEAD Business meeting?
 - No for Business meeting, but possibly for other meetings.

Secretary's Report

- Affiliate Membership
 - AAS Council voted to approve our bylaw change
 - We need to send bylaws to HEAD at least 3 weeks before next Business Meeting before they can be voted upon.
 - Cannot happen before next Business Meeting in 1 year.
- Calendar of events and deadlines
 - Presented as an Excel spreadsheet, included separately.
 - Will be posted to HEAD webpage when finalized
- Setup a regular day for a monthly telecom
 - Second Friday of the month at 4pm Eastern time. For 2013, this will be:
 - February 8th
 - March 8th
 - April 12th
 - May 10th
 - June 14th
 - July 12th
 - August 9th
 - September 13th
 - October 11th
 - November 8th
 - December 13th

HEAD Meeting

- Science Organization
 - Posters – General agreement we need to highlight these.
 1. Will display posters all four days of meeting
 2. Poster & coffee breaks will be in the same room
 3. We will have up to 4 TVs displaying electronic posters or poster adverts
 4. Need to collect PDFs to display
 - a. Also save for posterity
 - b. Make available as ADS links?
 5. ~2 min at end of each oral session to list/describe/categorize session-relevant posters. (possibly the session chair?)
 6. Considered but did not decide to have haiku session, pundits going over all posters, or a poster prize.
 7. RKS will find out which group did oral poster session reviews to get details how this worked; possibly AGU?
 - Talks
 1. Will be 10 minutes apiece
 2. Regular session chairs will be taken from EC members only
 3. We will have one plenary science talk; in the future, this could be a named lecture that is awarded.
 - Booklet
 1. Can include dissertation prize 5 page summaries in the booklet at no additional charge (ie, within budget).
 2. Abstract sorting should be done in late January.

- General Organization
 - Registration fees are set based assuming minimal NASA sponsorship
 - Sponsorship
 - NASA sponsorship form has been approved
 - If NASA financial exposure is over certain levels, triggers forms and high-level approval requirements. All HEAD meetings will require such a form to be submitted from a NASA center; this one was done via MSFC using CXC as an originator.
 - Total funds promised and other details are still coming.
 - Ball, Lockheed, Northrop have also been approached
 - Will have right to put up booth at no further charge
 - Could sponsor coffee break / poster session (~\$5K/break)
 - Cyber-café / Charging Station
 - Early career breakfast or other career session?
 - Fellowships
 - Early Career Registration Waivers
 - This is a naming opportunity for a donor
 - Gave ~15 out last time.
 - These people can act as 'runners' for sessions
 - Need to come up with an application system
 - Childcare
 - Have to apply; will use same form as last time (AAS has this)
 - EC decides which to accept, normally just provide cash to recipients.
 - Early Career Breakfast
 - Task force: Josh B (chair), Daryl, Chryssa will organize
 - Will invite EC plus others from outside pure academia to attend.

Public Policy Issues

Kevin Marvel and Joel Parriott (new AAS director of public policy) arrive.

(Parriott: OMB: experience with NSF and DOE oversight; principal Nat'l Acad staffer for a decadal survey)

- Sequester, if it happens, will cut 8% off 2012 budget
- Mar 12-13: congressional visits day (general)
 - Marvel sees this is educational for the scientists...
 - We (HEAD) could have a separate day.
- China situation: Relevant representative/chair of House appropriations (Frank Wolf) for science is totally convinced of his position. No change in sight. (But he is generally very supportive of science at NASA and NSF! So no sense in annoying him.)
- Discussion on key members of Congress and HEAD members:
 - Virginia in the Dulles corridor
 - Austin & Dallas, TX as well

HEAD-EC Member Roles (subcommittees/task forces)

- Nominating (done by statute)
 - 3 members, max of 1 from EC, other 2 HEAD members
 - EC chair selects members, approved by EC
 - Exists only for a month when needed
 - Need to keep list of past members not to re-ask people
- HEAD Advocacy (Daryl Haggard will lead)

- Will put together list of AAS, APS, COSPAR, IAU prizes and nomination dates and requirements
- Similarly for positions on AAS and other panels, boards, councils
- Also work with Press Officer on highlighting results & people as appropriate.
- Public Policy
 - What do other divisions do?
 - Task force: Steve R. chair; JMV as needed
- History
 - Chryssa has asked Virginia Trimble, who agreed to lead
 - Collate, organize and maintain history of HEAD
 - Will start by seeing what's going on already. APS has developed process?
 - Will also talk with Hale Bradt, Fishman
- Employment (Chair: Rosanne)

Survey of Membership

- Decided to defer to next year.
- Possible topics for a survey
 - What would HEAD members like us to be doing
 - How successful are the things we do now? (HEAD meeting, Early career breakfast, congressional visits, refreshments at HEAD business meeting)

HEAD Mission, Vision and Goals

Final Mission Statement:

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

Final Vision Statement:

"The High Energy Astrophysics Division aspires to build a dynamic and diverse community of researchers that collaborates productively on an international scale, attracts broad support for its initiatives, and effectively communicates its quests and discoveries to the public."

