

10:30am - Welcome / Chair's Report

10:45am – 11am Treasurer's Report

- Including: Budget, Planning
 - Stable funding - how much do we need? When will we attain this?
 - Should we get sponsors for events such as HEAD Business meeting?

From Sept 30, 2013, ~\$245K total. Of that, \$46K is in Fishman/BATSE fund

What should we aim at from HEAD meetings in terms of making a profit?

Made \$57K from Monterey.

What are our long-term goals?

We've exceeded our GAAP amount, which is 50% of annual costs

We could create separately-funded Rossi, Schramm prizes, but this didn't seem to have a lot of support.

With available cash, rather than reducing overall registration, increase student support & child-care support for meetings.

Could reduce student registration fees as well.

Josh: Doubt reg fees really impacts much; suggest just increasing #'s of fee waivers. Also, is \$250K in the bank too much?

Jan: If we discriminate on waivers, then we have to have applications. Some of these are good, some are useless. **We need to clarify the instructions to make it obvious what we want.**

Joel: We want to see commitment from them.

Rosanne: We see lots of variation in student applications – we should help them by providing guidance, esp for students coming from non-traditional places.

Joel: But if we offer more than registration fee, it gets expensive.

ACTION: Can HEAD attendees apply for AAS travel grants?

ACTION: Clarify instructions for fee waivers

Nick: We should also work on sponsorship for these meetings. Ask companies for this.

11am– 11:15am Secretary's Report

- Affiliate Membership
 - review upcoming vote of membership for final implementation
 - Have to spread the word about this
 - Plan on 2x fee for affiliate
 - Need to discuss fees with AAS, since there will be some AAS costs to support affiliates. Need to also discuss what support will be provided.

ACTION: DISCUSS WITH KEVIN MARVEL EXPECTED ISSUES vis-à-vis SUPPORTING AFFILIATES

- HEAD-EC activities
 - Review choice of day for a monthly telecom
 - STAYS 4pm Eastern 2nd Friday

11:15am – 11:45am Congressional Visits Day – exact time flexible for Joel Parriott/Kevin Marvel visit.

Regular CVD will be March 25-26 this year.

This is a good opportunity for early-career scientists, especially from districts and states that have representatives/senators on relevant panels. However, a separate visit day for HEAD only is a good opportunity to meet with committee staff; this is particularly useful for more senior HEAD members. Joel P. is willing to support this if we are.

Decision: We are willing to continue to support 2x CVD HEAD visitors; AAS will also support 2x CVD HEAD visitors.

Decision: We want to continue to have a separate HEAD visit of 3x senior HEAD types, esp. if one or more are DC-local.

ACTION: identify good regular-CVD states/districts and attempt to make sure at least one or two of the HEAD visitors are from 'good' places.

11:45am-Noon Break to get lunch & return

Noon: HEAD Meeting

- Review schedule, tasks to be done, abstract sorting etc.
 - o Select special sessions

Decision: ALL ARE APPROVED.

ACTION: Secretary to notify proposers. Followup to ensure speakers and sessions have diversity of institution, gender, and otherwise.
- Review Lessons learned document written by Steve
 - o discuss actions to address lessons learned
 - o Prize speakers get travel funds, nobody else. Have option for reg waivers
 - o Meeting locations picked up 3 years, not 5
 - o Make sure we reach out to Astroparticle & GW communities
- Press opportunities
 - Make sure there's a box to check that would be newsworthy
 - Try for 2 press opportunities
- Talk formats
- A/V improvement
 - Try monitors again with better adverts
- layout of location
- HEAD-EC tasks: assign tasks at the meeting to EC members - spread the load!
- Retain current LOC, with new EC members added if they are planning to be there?

Discount for junior members on banquet

Special Session Discussion

Accept all; pair up.
See separate document on special sessions.
Identify more plenary speakers.

1pm – 1:45pm – HEAD on Social Media [Table until dinner Monday night]

- *Twitter – we have already a Twitter account, never used.*
 - o *What do we want from a twitter account?*
 - o *How to build viewers?*
 - o *Should account be responsive or just one-way?*
 - o *How to select twitterers?*
- *Facebook – yea or nay?*
- *Others? Gender, age distribution varies hugely by site. Pinterest, for example, is much more popular with women than, say, twitter.*

1:45pm – 2:30pm – New HEAD Awards

- Early career? (mid-way between dissertation & Rossi)
- Perhaps an explicitly team award so the Rossi prize can go back to being for individuals.
- Add to retreat schedule (1-1.5 hour)
- Need to figure out how to get more nominations for prizes.
- Do we need a nomination committee for prizes?

- For Rossi, emphasize recent discovery
- Get more explicit about nomination criteria
 - No more than 3 page nomination letter
 - Up to 2 supporting letters
 - Will hold over nominations for a maximum of one year
 - Allow teams as well, as has happened
- EC to solicit nominations more actively

- Mid-career:
 - Only 1-2 winners apiece
 - 10 “Field-active-years” since PhD
 - Model on Warner prize
 - Work done within the past 5 years.
 - Original piece of work that ‘advances the field’
 -