

AD Meeting – Minutes – October 19, 2010

HBF Mauka Conference Room: Doug Simons, Polly Roth, Eric Tollestrup, Terry Lee

SBF Main Conference Room: Nancy Levenson, Gustavo Arriagada, Andy Adamson, Neil Barker

Agenda Item(s)

0. [Doug] China briefing

The EAMA8 conference occurs every 3 years and is organized by Norio Kaifu.

Explorations into the Asia market have reached a natural conclusion for now.

- S. Korea – committed to GMT so no other funding available
- China – NAOC representation at the meeting was sparse; challenge to engage them due in part to their disorganized nature
- Japan – strong showing; many from Subaru

Amongst all the possibilities, most intrigued by Japan

- Japan needs to disengage from TMT
- There needs to be a demonstrated need within the Japanese community for GS and a desire for high resolution infra-red and to work with ALMA

1. [Doug, Neil] Staff survey

- 71% people satisfied, about the same as last time
- Challenges with communication, leadership, and response to innovation
- Meeting next week with an analyst

Going in strategy to determine response

- Last year we had an excel spreadsheet that listed each question and the response by department. Would like to see this same spreadsheet for this survey.
- Doug plans to present results and the directorate's response during the December all staff meeting

Neil – set telecon with InfoServ analyst to occur during AD meeting next Tuesday

Andy – will talk to science staff after board meeting

Gustavo – will digest this and then it share with Manuel, Steve, Rolando, and Mike

Polly – will look at raw data, digest info and circulate pertinent information after next week's telecon with the InfoServ consultant

Neil – circulate raw data either today or tomorrow

2. [Nancy] Board meeting document preparation

- Overall in good shape with known documents for posting on Oct 27th.
- Need clarity in financial area

3. [Gustavo] Responsibility, operations, and safety of FTZ warehouse

- Polly – The FTZ is an AFG responsibility with clear guidelines and rules. AFG is following through on the investigation of the incident with John Randrup
- Gustavo – how should we proceed to avoid another accident in the future? Maybe engineering should not be allowed to go into the FTZ.
- Polly – access has been restricted in the past. Engineering requested greater access. Pete is investigating the incident with John Randrup.

- Discuss safety violation in next week's SLT meeting. Polly will get a full report on what follow up has been done to date.

Action Items from Previous Meetings

AD 0706-2: All

Commit to a date to have all staff complete their goals for 2010. Currently 51 staff members have not fully completed the PAR with this requirement.

Due Date: July 30

08/17: Andy – all but one are done bar the clicking; Gustavo – all except software; Polly – one remaining

08/24: Need one more week.

08/31: Will report back next week.

09/07: Polly, one; Andy, one; Eng, a few more

09/14: Polly, one; Andy, one; Eng, a few more (software)

09/21: Polly – Pete has returned today and am hoping to report this complete by next Tuesday's AD meeting

Gustavo – Manuel and Arturo has requested two weeks. No update from Andy.

09/28: Andy – working on Tom's; Gustavo – sent a reminder to Manuel; Polly – Pete will complete his final evaluation tomorrow.

10/12: Andy in progress

10/12: Gustavo in progress

10/12: Neil done

10/19: Andy – progressing with Tom Hayward. Though I will not be here next week, my stand-in will provide an update

10/19: Gustavo –

See email copy below from Devin Dawson

"I've completed my own last week and am preparing Tom, Angelic, Matt, Florian and Larry's. I've assessed my leadership priorities this week as: on-boarding Larry (basically making myself available on demand to answer questions, give guidance and get him operational/integrated), preparing the project summaries for the coordination meeting, and completing the goals.

With that ordering of priorities, the earliest I can commit to completing the goals is EOD Friday. I will make progress throughout the week.

See email copy below from Arturo Nunez

Manuel sent us Devin and mine. I will complete mine today; yesterday the system was set up so I can do GS and Devin GN. I have 7 to do (Javier, Cristian, Roberto, Matthieu, Shane, Nicolas, Pedro) so I expect to have my part done by the end of the day tomorrow.

AD 0803-2: Andy, Inger, Bernadette, Gustavo

Andy, Inger, and Bernadette meet and discuss the On Call Policy document that has been received from Gustavo and send comments to Gustavo for discussion at AD meeting.

Due date: August 24, AD Meeting

10/26: Polly – I have read the on call policy document.

We need to pull Gemini provided cell phones from the on call policy and determine a solution

- Could provide a stipend for the privilege of listing a personal number to call
- Gustavo – if cell phones are not provided then I need an on call policy

10/26: Polly, Neil will read and flag uncertainties in the on call policy document. Then they will meet with Andy and Gustavo for further discussion with the overall goal of replacing company cell phones with an on call policy by the end of the year.

AD 0928-1: Gustavo

Respond to Andy's proposal for fortnightly meetings

Due date: Oct 1

10/12: related issue: many meetings every week; all overlap time is booked

Gustavo and Andy: Hold Tactical meetings and AD meetings on the same day (3 hours max once a week)

Eric: concern about effectiveness with long meeting

Gustavo: suggest appointing a time keeper - same he does at the EMM meetings

Nancy: to find from Doug and Polly more suggestions on how to manage future meetings

Due date:

10/19: Rollover to next week

AD 0928-2: Andy

Provide an update on the process of defining the roles and communication protocols for instrument coordinators and instrument scientists.

Due date: Oct 26

AD1012-2: All

Identify critical items that can be taken off the list to free up resources. Send comments on Oct 14th, and meet conclusions at Tactical meeting on Oct 15th.

Due date: Oct 13

10/19: This action refers to spreadsheets that were sent around before the tactical meeting last week wherein must do items were flagged for engineering and science. This is currently in progress. Close action.

AD1012-3: Gustavo

Find the right time with Manuel Lazo to schedule a "work session" on software implementation

Due date: Next week

10/19: Gustavo – sent this to Manuel who has not responded and is now on vacation. Rollover to next week.

AD1012-4: Nancy

E-mail Bill Smith requesting the writing down of a formal Terms of reference for the NSF Proposal review

Due date: soon

10/19: sent to Bill who sent no requests for content change. Next step is to forward the terms of reference for the NSF proposal review on to the red team. Rollover to next week for update in the process.