



**GEMINI BOARD MEETING
HILO, HAWAI'I –15-17 MAY 2013**

Resolutions Arising from the 15-17 May 2013 Gemini Board Meeting

2013.A.1. The Board notes the 2012 Budget close-out presented in Table 3 of the financial report and discussed it in detail with the Gemini Finance Committee (GFC).

2013.A.2 The Board adopts the following revised definition of the Instrument Development Fund:

“The Instrument Development Fund (IDF) may be directed to hardware projects enabling new science or providing a significant improvement of productivity on an existing science capability. Those projects could be applied to equipment (hardware) affecting the science output of the Observatory, not restricted to procurement of new science instruments. The Board will expect advice from the Science and Technology Advisory Committee (STAC) to determine whether or not a proposed capability represents a significant improvement. Up to 15% of the IDF can be used to pay for the costs of Gemini labor and their associated expenses (travel, computers and professional development) to support the instrumentation development.”

2013.A.3. The Board approves the revised Gemini 2013 Budget, with a total cash expenditure of \$36.739M and new forward commitments of \$1.720M, as detailed in the following Table:

	Expenses	Commitments	Total
Operations and Maintenance	\$29.091M	\$1.088M	\$ 30.179M
Facilities Development Fund	\$1.092M	\$0.060M	\$ 1.152M
Instrument Development Fund	\$6.547M	\$0.564M	\$ 7.111M
Special Projects	\$0.009M	\$0.008M	\$ 0.017M
TOTAL	\$36.739M	\$1.720M	\$ 38.459M

The Board remains concerned about the large fraction of non-labor expenses in the Observatory Operations and Maintenance (O&M) budget. Therefore, the Board urges the Director to continue investigating possible reallocation of non-labor expenditures (including shifts to labor expenditures) before changing, reducing, and/or eliminating existing activities that that may significantly impact the science return of the Observatory. See related discussion in Resolution 2013.A.10.

2013.A.4. The Board notes and approves the 2014-2016 Budget forecast presented in Table 27 of the financial report. While this Board will endeavor to seek funding for the 2016 operations budget of the Observatory at the forecast level, the Observatory was asked (Resolution 2012.A.3.2) to demonstrate how a decrease of O&M at the level of 5% in 2016 could be accommodated, and what the impact would be. The Board requests a report on the impact of such a reduction at its November 2013 meeting.

2013.A.5. Beginning with the 2014 budget, the Board will normally approve budgets only once, during its November meeting of the preceding year. The Observatory is instructed to track variances against this budget, and to report on a quarterly basis to the GFC, the Board Chair and NSF Program officer. The Board requests a variance analysis to be presented to the GFC and



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Board at their semi-annual meetings; this analysis should include discussion of the impact of any significant variances on the approved annual program plan.

2013.A.6. The Board approves the use of \$550k in the 2013 budget for commissioning and system verification of GPI. The Board does not support using IDF funds for the long-term maintenance contract.

2013.A.7. The Board recognizes that awarding observing time in exchange for instrumentation contributions can be a cost-effective way to increase the scientific productivity of the Observatory. The Board has agreed that classical observing time may be offered for in-kind contributions to instrumentation, upon approval by the Board. Such nights shall be distributed equally in lunation, apart from exceptional circumstances.

2013.A.8. The Board looks forward to the conclusion of contract negotiations for GHOS, and timely launching of preliminary design. If the contract is not signed by the vendor before June 30, 2013, the Board will meet to provide advice on the next steps.

2013.A.9. The Board notes the Operations report and approves the 2014A science time fractions as follows: Gemini South: minimum 81%, goal 86%; and Gemini North: minimum 88%, goal 93%.

2013.A.10. The Board notes that there has been progress on community consultation about the user impact of three proposed savings initiatives, related to the data archive, the balance between classical and queue observing, and data processing software. While the STAC endorsed the Observatory's prioritization of these initiatives, the report from the Users Committee for Gemini (UCG) has not yet been received. The "detailed prioritization" requested in Resolution 2012.B.9 was intended to refer to some justification for the prioritization, and an estimate of what the impact will likely be on the user base. As this has not yet been presented, the Board encourages the Observatory to continue its communication with the UCG to accomplish this. The Board endorses the Observatory's plan to embark on the next steps as described in their report.

2013.A.11. The Board instructs the STAC to provide a report on which Key Performance Indicators (KPIs), including bibliometrics, might be the most instructive for tracking performance and scientific productivity of the Observatory. Of particular interest are those KPI that might meaningfully compare the relative impact of queue vs. classical observing, Band 1 vs. Band 2 vs. Band 3, large vs. small programs, high vs. typical image quality programs, and target of opportunity vs. non-target of opportunity observations.

2013.A.12. The Board approves the Observatory's plan to fund small development projects (up to \$100k per year) from the IDF.

2013.A.13. The Board thanks the STAC for its report, and endorses its recommendations. In addition to those recommendations that informed specific Board resolutions, listed here, we note the following:



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- The Observatory is encouraged to pursue commissioning MOS mode on Flamingos-2 in 2014A, if it does not conflict with higher priority development projects as described in the STAC report.
- The Board endorses STAC's recommendations for GMOS, NIRI, Altair and detector controller upgrades.
- The Board concurs with the STAC recommendation to place A&G upgrade activities at the lowest priority of all instrumentation projects under consideration.
- The Board awaits STAC's assurance that Phase 1 results demonstrate that GRACES will be competitive. Until that time, no further Observatory funds should be directed to this project, beyond what may be contractually obliged.
- The continued development of a long-term vision, as presented in the STAC report, is appreciated. The Board looks forward to a draft document of this vision at its next meeting.
- The Board endorses the prioritized list of projects in the STAC report. It recognizes that practical considerations mean the order of implementation may necessarily differ from this list, but instructs the Observatory to adhere to this ranking when significant conflicts for resources arise.

2013.A.14. The Board thanks the AURA Observatory Council for Gemini (AOC-G) for its thoughtful report and sound advice.

2013.A.15. The Board acknowledges the advice from the AOC-G about Gen4#3, and asks the Observatory to explore and address the concerns raised about the instrument procurement process, and report back to the Board prior to issuing a Request for Proposal (RfP). This report would be welcomed well before the November meeting.

2013.A.16. The Board recognizes the likelihood of conflicts of interest arising amongst the STAC during procurement of instruments, and that a detailed conflict of interest policy that is specific to the STAC is warranted. The Board is charged with providing this policy within one month of this meeting. Until that time, it remains the responsibility of the STAC members to disclose any perceived or real conflicts that arise to the STAC chair. The chair will communicate such conflicts to the Gemini Board chair, and they will work together to resolve the conflict following the Gemini Board Conflict of Interest (CoI) policy of November 2006. In the case that the STAC chair is conflicted, the deputy chair shall take his place in this process.

2013.A.17. The Board is supportive of the Observatory's initiative to consider a redistribution of work between themselves and the National Gemini Offices (NGOs), in the interest of maximizing scientific productivity. In particular the Board considers that individual agreements between Gemini and each NGO, that recognize individual strengths and interests, may be beneficial. The Board remains concerned that the impact of possible changes on Observatory operations is not yet understood. To this end, the Board requests the following:

2013.A.17.1 The Observatory undertake a detailed analysis of how it could incorporate sole responsibility for Phase 2 verification, including mask checking, given the proposed staffing plan and explicitly addressing the seasonal variation of the associated workload.



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2013.A.17.2 The Observatory and the NGOs provide a report that describes the current activities of the NGOs, with an estimate of the total amount of FTE effort that is currently put into each of those activities.

2013.A.17.3 The Observatory continue to work with the NGOs to determine how the activities of those offices might provide important added-value services that do not form part of the Observatory's planned activities.

2013.A.18. The Board appreciates the progress on execution of the Transition Plan, particularly in the deployment of those management tools previously recommended by the AOC-G.

2014.A.19. The Board is pleased to reaffirm Henry Roe as Chair of the STAC.

2014.A.20. The Board thanks Albert Bruch for more than ten years of valuable service on the GFC.

2014.A.21. The Board thanks Gregory Fahlman for his years of service as chair of the GFC. His strong leadership during the difficult transition period has been invaluable to the Observatory. The Board is pleased that he will continue to serve as a member of this committee.

2013.A.22. The Board appoints James Ulvestad as chair of the GFC for a term of 2 years.

2013.A.23. The Board welcomes Roberto Abraham as the new representative from Canada.

2013.A.24. The Board welcomes the new representatives from the United States, Edo Berger, Imke de Pater, David Silva, and Sylvain Veilleux.