**February 7, 2019 Accelerator Seminar Committee Meeting Minutes**

Stephen Benson

Attendees: Steve Benson, Fay Hannon, Tristan Jones, Kevin Jordan, and Fanglei Lin.

1. New member of committee:

We welcome Fanglei Lin as the newest member of the committee and thank Vasiliy for his longer than usual tenure as chair.

1. Email:

Fay has worked with Joanna Griffin to come up with an email design that is fairly eye-catching and clear. It uses Mail-Chimp, which Tristan is learning. We should ask for a representative slide to use for the main graphic and a head shot to use for the photo for each speaker.

1. Web site:

The current web site (<https://casa.jlab.org/seminars/seminars.htm>) is pretty moribund. Tristan has to get with Audrey Barron to find out how to manage it. Note that the seminar website should be accessible from the CASA web page as well as the Jlab home page A-Z list

1. Sharepoint site:

A sharepoint site has been set up called “Accelerator Seminar Committee”. Currently I can access it from my laptop but not from the conference computer. Fay said that she cannot get on it from off site either. I need to see why we cannot get to if from anywhere.

1. Ideas for seminars
	1. Gigi has obtained a commitment to give a seminar from Suba DaSilva but has not yet gotten an abstract or date. He needs to see if she is available February 21st or 28th. If not we might be able to move it into March.
	2. I posted Arxiv papers by Alexey Burov from Fermilab to the Sharepoint site. He knows a lot about the effects of space charge on ion beams. Fanglei will contact him once I have sent her his email address and see if he can give a seminar in March.
	3. We should see if anyone from outside the lab who is attending the JLEIC collaboration meeting can give a seminar. One possibility is for Sergei Nagaitsev to talk about the IOTA experiment to look at the nature of single photon emission from the storage ring.
	4. Fay has put together a calendar for the sharepoint site but has not yet populated it with local conferences?

**Action items:**

These are the current action items.

1. Get photo and representative slide from speakers (All).
2. Get Sharepoint site working from conference computers and offsite (Benson, Jones).
3. Revive Seminar web site (Benson, Jones).
4. Set up date for Suba DaSilva talk (Ciovati).
5. Develop calendar with local conferences and workshops (Hannon).