Minutes of the MINOS Institutional Board Meeting at Fermilab
September 20, 2003

Representatives
Argonne: Maury Goodman
Athens: absent
Brookhaven: Milind Diwan
Caltech: Doug Michael
Cambridge: Mark Thomson
College de France: Rodolphe Piteira
Fermilab: Peter Lucas, Rob Plunkett
Harvard: Gary Feldman
IIT: absent
Indiana: Jim Musser
Livermore: Peter Barnes
UC London: absent
Macalester: absent
Minnesota: Ken Heller
Minnesota-Duluth: Alec Habig
Moscow ITEP: Igor Trostin
Moscow Lebedev: absent
Oxford: Alfons Weber
Pittsburgh: Donna Naples
Protvino: absent
Rutherford: Geoff Pearce
South Carolina: Sanjib Mishra
Stanford: Stan Wojcicki
Sussex: Phil Harris
Texas-Austin: Karol Lang
Texas A&M: absent
Tufts: Jack Schneps
UNICAMP-Brazil: absent
USP-Brazil: absent
Western Washington:* Louie Barrett
Wisconsin: Albert Erwin

Chair Peter Litchfield

* Representative of the primarily undergraduate institutions.

Dave Ayres was also present as deputy spokesperson.

1. Minutes of the last meeting. The minutes of the June IB meeting were approved without change.

2. IB Chair and ExCom elections. The IB decided to hold the elections for the IB Chair and three ExCom members at its January 2004 meeting. These elections are nominally scheduled for the December IB meeting.

3. Co-Spokesperson election. The IB confirmed the three nominees for co-Spokesperson by secret ballot. The nominees are Dave Ayres, Maury Goodman and Stan Wojcicki. Each MINOS institution must submit a list
of its qualified voters, to Peter Litchfield by Email, by Saturday, October 4. Qualified voters are to send their Email votes to Peter by Saturday, October 18.

4. Young people in MINOS. Maury Goodman voiced his concern about the decision at the June Executive Committee meeting to eliminate the position of Graduate Student Coordinator. Maury expressed the fear that some students feel that they are not part of the collaboration and that young people have volunteered for very few talks at conferences. He proposed that the collaboration maintain a structure to help MINOS young people (both graduate students and postdocs) such as a coordinator or ombudsman. During the ensuing discussion there was general agreement that students and postdocs should be encouraged to become active members of the collaboration. However, many people felt that such encouragement did not need to be institutionalized. A number of ad hoc functions involving young people and senior members of the collaboration have been quite successful, for example at the 2001 Ely meeting and the dinner given by Maury at the June meeting. Some proposed action items included asking MISC to find out why so few students sign up to give conference talks, encouraging MINOS students to appoint a GSA representative, lowering the cost of collaboration meeting meals for graduate students and further investigation of how the young people really felt. It was also agreed to continue the discussion with the full collaboration during the closing plenary session on Sunday.

5. Authorship and Publications Committee proposal. The MAC2 committee had submitted its draft proposal for approval of results, publications and conference talks to the IB several weeks before the meeting. The IB Chair had distributed the draft to the full collaboration just before the meeting as well. The IB discussed the draft point by point. Issues of concern included the speed of consideration of new results and papers (which may be too slow if tied to collaboration meetings), explicit collaboration approval of blind analysis readiness to "open the box" and the composition and function of the MAP committee that will oversee approval processes. The MAC2 committee will respond to the concerns raised at this meeting in a new draft proposal to be discussed at the January IB meeting.