



SCOSTEP Bureau Meeting Minutes
11 September 2019; 09:00–12:00, 13:00-15:00 EST
Boston College, USA

Attendees (on-site): Kazuo Shiokawa (President), Daniel Marsh (Vice President), Patricia Doherty (Scientific Secretary), Nat Gopalswamy (Past President), Yoshizumi Miyoshi (COSPAR), and Kyung-suk Cho (IAU)

Attendees (via WexEx): Renata Lukianova (IAGA), Annika Seppälä (SCAR), Prasad Subramanian (IUPAP), Peter Pilewskie (IAMAS)

Apologies: Jorge Chau (URSI), Aude Chambodut (WDS)

Note 1: With 9 of the 11 members of the bureau participating in the meeting, a majority quorum was achieved. The agenda and minutes from the last bureau meeting were provided to the bureau in advance of the meeting.

Note 2: Action Items defined during the meeting are **highlighted in yellow** and are shown with the responsible member for the action item with the following codes: P: President, VP: Vice President, PP: Past President, SS: Scientific Secretary, B: Bureau Members; others will be identified by name.

1. Opening remarks by President Kazuo Shiokawa

The meeting opened with a welcome from the new SCOSTEP President, Dr. Kazuo Shiokawa. He then introduced the new bureau and asked all member to introduce themselves with a short background on their activities.

1. Introduction of new President, Vice President, Secretary, and Bureau members



SCOSTEP BUREAU - EFFECTIVE July 2019					
Kazuo	Shiokawa	President	Japan	shiokawa@nagoya-u.jp	replacing Nat Gopalswamy
Daniel	Marsh	Vice President	USA and UK	marsh@ucar.edu	replacing Franz-Josef Lubken
Nat	Gopalswamy	Past President	USA	Nat.Gopalswamy@nasa.gov	
Patricia	Doherty	Scientific Secretary	USA	patricia.doherty@bc.edu	replacing Marianna Shepherd
Aude	Chambodut	WDS	France	aude.chambodut@unistra.fr	
Jorge	Chau	URSI	Germany	chau@iap-kborn.de	
Kyung-Suk	Cho	IAU	South Korea	kscho@kasi.re.kr	
Yoshizumi	Miyoshi	COSPAR	Japan	miyoshi@isee.nagoya-u.ac.jp	replacing Takuji Nakamura
Renata	Lukianova	IAGA	Russia	renata@aari.ru	replacing Vladimir Kuznetsov
Annika	Seppala	SCAR	New Zealand	annika.seppala@otago.ac.nz	
Prasad	Subramanian	IUPAP	India	p.subramanian@iiserpune.ac.in	
Peter	Pilewskie	IAMAS	USA	peter.pilewskie@lasp.colorado.edu	replacing Daniel Marsh

Dr. Shiokawa also discussed the agenda and added that he may change the order of some items to accommodate bureau members who may not be able to stay for the whole meeting.

- Approval of the Minutes from the last Bureau Meeting** (held via telecon May 7, 2019): Kyung-suk Cho motioned to approve the minutes. Dan March seconded the motion. The minutes were unanimously approved by the bureau members.
- Action Items** from the last bureau meeting were reviewed and discussed by the members. The list of items follows, actions taken are printed in **red**.

Action 1: Nat Gopalswamy to prepare a letter to the presidents of all SCOSTEP's participating bodies requesting support for their respective representatives in the SCOSTEP Bureau. **(Done)**

Action 2: The full text of the 2018 Annual report to be sent to the Bureau members, General Council and granting agencies. **(TBD – M. Shepherd will provide to P. Doherty soon)**

Action 3: The financial report (audit by Yale and Partners LLP), the General Ledger and other relevant information to be sent to the SCOSTEP Financial Committee (Franz-Josef Lübken and Takuji Nakamura). **(Done)**

Action 4: The Financial Committee to prepare a report to be sent to the Bureau meeting.

Note: No report was submitted by the time of the General Council meeting, July 13, 2019. The Committee was reminded twice about the report. **(TBD)**

Action 5: Marianna Shepherd to send the 2018 Financial statement and proposed budget to the Bureau. **(Done)**

Action 6: To send the proposed budget to the Bureau for their information and consideration. **(Done)**

Action 7: To send the 2018 Financial Report by Yale and Partners LLP to the Bureau, **(Done)**

Action 8: Bureau members need to approve the name of the program and the PRESTO document. **(Done)**

Action 9: The Bureau to respond within a week, by May 15, 2019 on the name and the content of the document, as presented by Ioannis Daglis. The vote to be sent to Marianna Shepherd (as yes or no) **(Done)**

Action 10: Marianna Shepherd to contact the nominees for the Awards Selection Committee and inform them about their appointments. **(Done)**

Marina Battaglia (to be reappointed), Craig Rodger, Sami Solanki, Ryoichi Fujii, Robert Sych, Lesley Gray, Nandita Srivastava, Clara Yatini, Jan Lastovička

Note: All have agreed to serve except for Craig Rodger, Lesley Gray and Clara Yatini. Clara Yatini to be contacted by Nat for further discussion.

Action 11: Nat Gopalswamy to contact the nominees for the SVS Selection committee John Raymond, Thierry Dudok de Wit, Alejandro Lara, Mike Taylor, Ivan Orsolini, Noora Partemies, Emilia Kilpua, Irina Mironova, Ivan Dorotovič, Ayman Mahrous. **(TBD)**

Action 12: To contact the committee members and inform them about their responsibilities and objectives. **(TBD)** Note: **As I am not aware whether these nominees have been contacted, thus have not followed with any further instructions.**

Action 13: Ask S. Gurubaran whether the date of the conference can be changed. **(Done)**
à 21-25 February 2022 in Alibag, India

Action 14: Nat Gopalswamy to write to or call S. Gurubaran and inquire whether the Bureau's concerns could be addressed. **(Done).**

Action 15: Nat Gopalswamy to contact Greece and discuss what need be done for the renewal of its membership **(Done)**

Action 16: Marianna Shepherd to contact COSPAR, IAGA and IAMAS Secretariats and request the appointment of replacements for Takuji Nakamura, Vladimir Kuznetsov and Daniel Marsh **(Done).**

Action 17: To send out a memo to the SCOSTEP/VarSITI community encouraging participation in the survey (<https://www.surveymonkey.com/r/SCAR>) **(TBD?) Pat will check on this.**

Action 18: The National reports will be posted on SCOSTEP's website and upcoming events will be announced through the Website. **(TBD):** Update: Pat will contact Marianna Shepherd regarding these reports. Kazuo suggested to develop a template for them to complete - facilitating compliance on the reports.

4. Transition of the Scientific Secretary (SS) Office

Pat Doherty (SS) described the status of the transition of the Scientific Secretary Office. Pat was named Scientific Secretary in June of this year. Marianna Shepherd (past SS) and Pat have worked closely together to facilitate this transition with meetings in Bern and Toronto; and many phone calls and messages. Pat thanks Marianna for her support and is grateful to have her still available for questions and advice.

Status of SCOSTEP Secretariat transition:

- SCOSTEP was incorporated as a non-profit/small business in Massachusetts on 6/24/19
- We are in the process of filing as a 501c3 (non-profit/tax-exempt) organization with the US Internal Revenue Service
- A SCOSTEP bank account has been opened with Bank of America
- Most of the SCOSTEP funds have been transferred from York University
 - Small amount left at York to cover final expenses
- Pat will hire an accountant soon to act as our auditor for tax purposes

5. Financial Report

The proposed and actual budgets for SCOSTEP in the years 2016 through 2019 with a proposed budget for 2020 was presented as shown in Figure 2. Pat pointed out that SCOSTEP's income is limited to the adherent country subscriptions with a total of \$110,000 anticipated each year. Figure 2 illustrates that we have not received full payment of these subscriptions each year. In fact, the adherent income in 2016 and 2018 was short by \$35K and more than \$40K respectively. In the current year (2019), we have also received \$35K less than the anticipated income at this time. The bureau discussed the seriousness of this issue.

Action 1: Contact the adherents with unpaid subscriptions for 2019 (SS).

Additional discussion included that we should try to increase the number of adherent countries for SCOSTEP. Nat reported that he has been actively working on this in discussions with representatives from Croatia, Italy, Greece and Turkey to join as new members. It was also suggested that we work to bring Denmark, Sweden and Belgium back to SCOSTEP. Nat will also contact Peter Gallagher in Ireland. Amal Chandran, Singapore, has also expressed interest.

Action 2: Follow up with the contacts in Croatia, Italy, Greece, Turkey and Singapore to join SCOSTEP as new adherents (P, SS).

Action 3: Follow up with contacts in Denmark, Sweden and Belgium to try to bring them back to SCOSTEP (P, SS)

Action 4: Contact Peter Gallagher of Ireland to join SCOSTEP (PP).

Action 5: Clarify the process of application for adherents and make it available on the website (SS).

Figure 2. SCOSTEP Budgets 2016 – 2020

SCOSTEP BUDGETS 2016 - 2020

	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual-01	2020 Budget
Anticipated Income:									
Adherents	\$ 110,000	\$ 75,000	\$ 110,000	\$ 114,000	\$ 110,000	\$ 67,061	\$ 110,000	\$ 75,000	\$ 110,000
Interest									
STP14 Symposium Fees						\$ 78,536			
Special Contributions						\$ 500		\$ 10,234	
Total Income	\$ 115,000	\$ 78,225	\$ 110,000	\$ 117,268	\$ 110,000	\$ 146,097	\$ 110,000	\$ 85,234	\$ 110,000
Anticipated Expenditures									
Secretariat Office Expenses	\$ 2,000	\$ 3,031	\$ 2,000	\$ 3,119	\$ 2,000	\$ 2,949	\$ 2,000	\$ 910	\$ 2,000
Secretariat Office Grant in Aid	\$ 18,000	\$ 17,141	\$ 17,448	\$ 17,448	\$ 17,971	\$ 18,177	\$ 15,000	\$ 4,719	\$ 12,000
Subscription Bank Fees	\$ 1,500	\$ 1,234	\$ 1,500	\$ 1,590	\$ 1,500	\$ 536	\$ 500	\$ 399	\$ 500
Bank wire and cash management fees				\$ 678		\$ 1,414	\$ 500	\$ 495	\$ 500
Accounting Fees	\$ 2,500	\$ 2,260	\$ 2,500	\$ 2,260	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,440	\$ 2,500
Printing Materials (Comic Books, Brochures, Flyer)	\$ 2,000	\$ 1,052		\$ 1,029		\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Sub-total Expenses	\$ 26,000	\$ 23,666	\$ 24,500	\$ 25,095	\$ 25,000	\$ 25,576	\$ 21,500	\$ 8,962	\$ 18,500
General Activities:									
Bureau and General meetings	\$ 10,000	\$ 3,369	\$ 10,000	\$ 3,532	\$ 5,000	\$ 969	\$ 5,000	\$ 3,902	\$ 5,000
Representation at ICSU, UN and Sci. meetings	\$ 6,000		\$ 5,000	\$ 1,657	\$ 1,500	\$ 4,561	\$ 2,000	\$ 4,000	\$ 4,000
Contingencies	\$ 10,000	\$ 5,340	\$ 6,000	\$ 6,653	\$ 6,000	\$ 9,152	\$ 6,000	\$ 1,135	\$ 10,000
Addition to a Reserve for support of STP14/NSP					\$ 20,000	\$ 20,765	\$ 10,000	\$ 7,477	
STP14 Symposium Expenses						\$ 60,005			
Sub-total Expenses	\$ 26,000	\$ 8,709	\$ 21,000	\$ 11,842	\$ 32,500	\$ 95,452	\$ 23,000	\$ 12,514	\$ 19,000
Scientific programs									
Capacity Building and Education	\$ 25,000	\$ 17,106	\$ 20,000	\$ 8,000	\$ 10,000	\$ 5,000	\$ 15,000	\$ 12,062	\$ 20,000
Programs Support - SVS	\$ 5,000	\$ 7,053	\$ 5,000	\$ 6,378	\$ 5,000	\$ 6,764	\$ 5,000	\$ 4,135	\$ 6,000
Award expenses	\$ 10,000	\$ 8,072	\$ 3,000	\$ 2,538	\$ 8,000	\$ 6,965	\$ 3,000	\$ 1,139	\$ 5,000
VarSITI Support/NSP	\$ 60,000	\$ 61,253	\$ 50,000	\$ 52,024	\$ 50,000	\$ 41,043	\$ 50,000	\$ 16,800	\$ 60,000
Sub-total Expenses	\$ 100,000	\$ 93,484	\$ 78,000	\$ 68,940	\$ 73,000	\$ 59,772	\$ 73,000	\$ 34,136	\$ 91,000
TOTAL Expenses	\$134,000	\$ 125,859	\$ 123,500	\$ 105,877	\$ 130,500	\$ 180,800	\$ 96,000	\$ 55,613	\$ 110,000
Excess spending/unspent	\$ (11,800)	\$ (47,634)	\$ (13,500)	\$ 13,393	\$ (20,500)	\$ (33,678)	\$ 14,000	\$ -	\$ -
Operating Balance	\$ 197,388	\$ 159,053	\$ 183,888	\$ 170,723	\$ 154,223	\$ 135,972	\$ 149,972	\$ 153,649	\$ 149,972
Reserve (EI/Guaranteed Investment Certificate)	\$ 144,543	\$ 147,435	\$ 144,513	\$ 148,155	\$ 144,155	\$ 149,230	\$ 149,230	\$ 150,045	\$ 149,230
TOTAL		\$ 285,202		\$ 285,202		\$ 285,202	\$ 285,202	\$ 303,695	\$ 285,202

Note:

In 2017 unspent funds were returned from a conference (ISEST2017) and other funds were returned from Brazil for IAU328. Later these funds were sent again to cover the original conference expenses.

NOTE: For the 2018 Operating balance there are \$125,748 cash (in the US bank account) + \$10,224 (account receivables) from STP14.

Finally, Pat discussed the matter of how to finance the expenses of the Secretariat's office. After discussion of several possibilities, it was decided that Pat will send a proposal to Kazuo for direct funding from the SCOSTEP budget.

6. The SCOSTEP Visiting Scholar Program (SVS)

The SVS program is thriving. This year there were 10 SVS recipients. At this time, all have been processed for air tickets purchased by SCOSTEP. One of the recipients, Dr. Mungufeni, withdrew from the program because he got a post-doc position in South Korea.

Discussion of this topic was related to the eligibility to apply for the SVS opportunity. In the past, it was limited to students and young scientists from developing countries.

After bureau member discussion, Dan Marsh motioned that the criteria be changed to the following:

- The SVS program be open to all countries but with an emphasis on developing countries.
- The program will be limited to Masters and PhD students with the requirement that the recipient has not received a PhD at the time of application to the program.

Nat Gopalswamy seconded this motion and all bureau members approved the motion.

Action 6: Clarify the SVS eligibility changes on the website (SS).

Action 7: Announce the SVS program widely (SS, B)

Action 8: Allocate \$10K for the program in 2020 (SS)

The list of hosts for the SVS program was also displayed. There are currently 13 institutions listed in support of the SVS program. In viewing documents transferred from Marianna Shepherd, Pat noticed that there were just 2-3 hosts that have provided letters or signed MoUs describing their commitment to the program. Pat wonders if we can ask all of the hosts to provide some letter of MoU of commitment to make the responsibilities of the host and SCOSTEP clear.

Action 9: Contact the SVS hosts with a request to provide a letter of commitment – provide a template (SS)

7. PRESTO

SCOSTEP President Kazuo Shiokawa presented PRESTO (PREdictability of the variable Solar-Terrestrial cOupling) – the next SCOSTEP scientific program. The detailed PRESTO presentation is available at:

http://www.issibj.ac.cn/Publications/Forum_Reports/201404/W020190620592906717714.pdf

PRESTO is comprised of 3 Pillars. Kazuo gave a presentation on how PRESTO will work and the questions to be addressed by each Pillar. The 3 Pillars include:

Pillar 1. Sun, interplanetary space and geospace

Pillar 2. Space weather and the Earth's atmosphere

Pillar 3. Solar activity and its influence on the climate of the Earth System

Kazuo proposed that the interval for PRESTO be changed from 2019–2023 to 2020-2024. All bureau members were in agreement.

The group also discussed that PRESTO represents Solar-terrestrial science for the benefit of humanity. **The mission of PRESTO: To identify predictability of the variable solar-terrestrial coupling performance metrics through modeling, measurements, and data analysis and to strengthen the communication between scientists and users.**

At this meeting, significant discussion was dedicated to the selection of the PRESTO chairs and the co-leaders of the 3 Pillars. The selection of the chairs is most important as the chairs drive the program. It was proposed to invite 1 chair and 2 co-chairs for the PRESTO program. Ray Lopez, Manuela Temmer and Katja Matthes were suggested for these positions.

The bureau also discussed possible candidates for the Pillar co-leaders. A list of candidates was assembled for discussion with the PRESTO chairs.

Action 10: Contact Ray Lopez, Manuela Temmer and Katja Matthes to gauge their interest and acceptance of the PRESTO chair and co-chair roles (P).

Action 11: Work with the PRESTO chairs to select Pillar co-leaders (P)

Action 12: Reserve a meeting space on the Sunday afternoon (3-6PM) at AGU for a first meeting of the PRESTO chairs and Pillar co-leaders (SS)

It was discussed that the we all should promote PRESTO sessions at upcoming meetings such as ESWW, NOAA-SWW, AOSWA, ISWI, and others. This will also be a prime task of the co-chairs and Pillar co-leaders.

8. SCOSTEP Committees

As all of the committee memberships expired with the new leadership of SCOSTEP, the committees were discussed with suggestions for new appointments and new committees.

Finance Committee: The SCOSTEP President invited Daniel March and Yoshizumi Miyoshi to serve as the Finance Committee. They accepted this role during the bureau meeting on 9/11/2019

Award Committee: At the last bureau meeting, the following names were nominated: Marina Battaglia (chair), Craig Rodger, Sami Solanki, Ryoichi Fujii, Robert Sych, Lesley Gray, Nandita Srivastava, Clara Yatini Jan Lastovicka.

Marianna contacted them - all agreed to serve except for Craig Rodger. Clara Yatini was unreachable via her email address.

Action 13: Contact the new award committee members and send appointment letters (P).

SVS Committee: Proposed at the last bureau meeting: John Raymond (suggested as the chair), Thierry Dudok de Wit, Alejandro Lara, Mike Taylor, Ivan Orsolini, Noora Partemies, Emilia Kilpua, Irina Mironova, Ivan Dorotovic, Ayman Mahrous
Not yet contacted

Action 14: Contact the proposed SVS committee members to ask if they are willing to serve on this committee (P).

Action 15: Send appointment letters to the new SVS committee members (P).

Nominating Committee: This is a new committee proposed by Nat Gopalswamy at the last bureau and it was accepted by the bureau at the last meeting. The purpose of the committee is to provide nominees for the Distinguished Service Awards and to revive Honorary Member appointments. The nomination committee should be comprised of 6-8 people with 3-4 SDRs and 3-4 prior recipients of these awards. The nominating committee should strive to present 5 nominations for these awards to the Awards Committee.

Action 16: Invite members to serve on the Nominating Committee (P)

Membership Committee for Adherents: This is a new committee proposed to enhance the adherent country membership for SCOSTEP. The need for new adherents was discussed earlier in this bureau meeting. Members of this committee may include all bureau members including the scientific secretary.

Action 17: Invite members to serve on the Membership Committee (P, VP)

9. SCOSTEP Mailing List

Kazuo communicated that we will blend the VarSITI mailing list into the SCOSTEP mailing. The addressees should be informed of this transition and informed of the option to be taken off the list. If no response within a week, take it as acceptance to continue.

Kazuo further described that we will have 4 mailing lists:

1. scostep_bureau@: for Bureau members and Executives
2. scostep_national_adherents@: for SCOSTEP National Adherents
3. scostep_scientific_discipline@: for SCOSTEP Scientific Discipline Representatives
4. scostep_all@: for all SCOSTEP-related scientists β transferred from VarSITI_all@

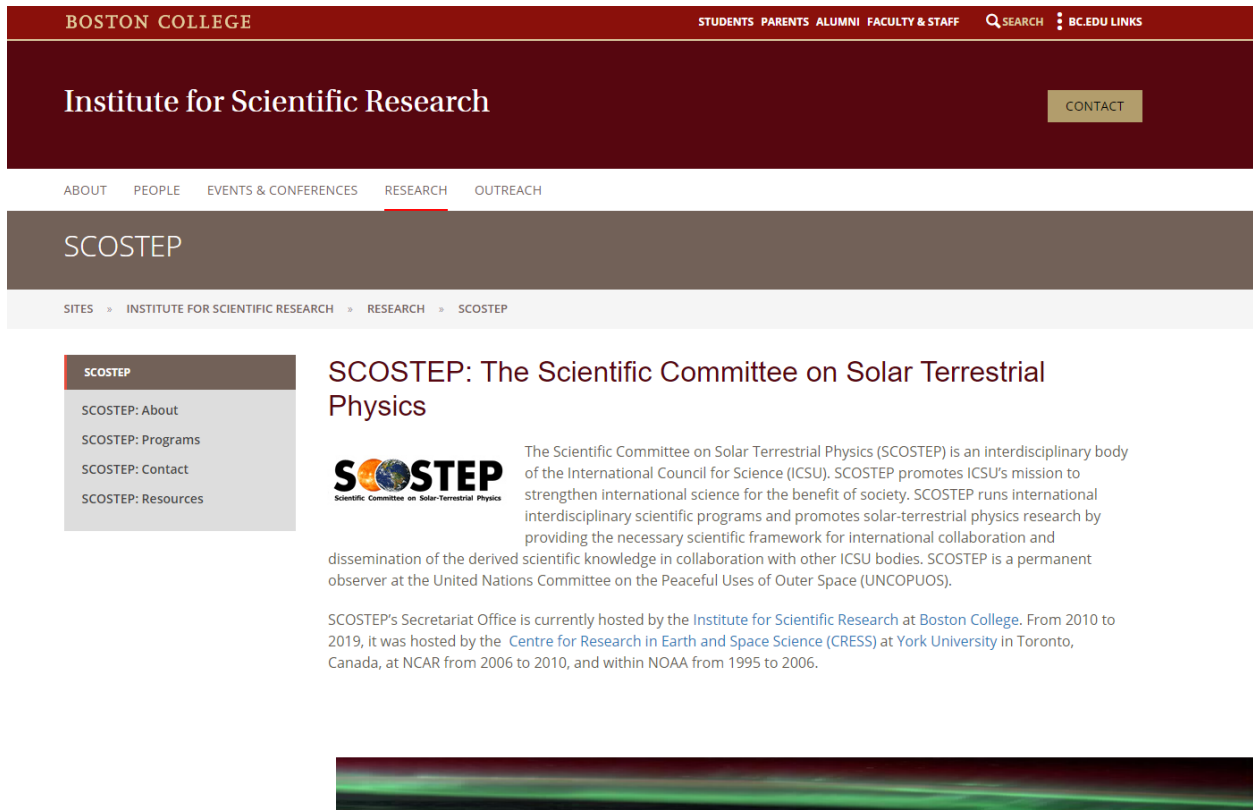
The scostep_all mailing list should have a moderator system – this can be performed by Pat and Kazuo.

Action 18: Mailing lists will be constructed and maintained (SS).

10. SCOSTEP Webpage

A new Website has been developed: www.bc.edu/SCOSTEP

- Needs updates for the new bureau and new activities
- A twitter account is also in process



Action 19: Update the website with the new bureau members and PRESTO activities (B, SS).

Action 20: Advertise the mailing list at conferences and on the website (B, SS).

Action 21: Place the SCOSTEP logo on the new twitter page (SS).

11. SCOSTEP Newsletter and PRESTO Newsletter

Kazuo discussed an interest to combine the SCOSTEP and PRESTO Newsletter. This will need to be discussed with the PRESTO co-chairs. Mai Asakura has offered to design a new format for the combined newsletter.

The combined newsletter will include SCOSTEP news (from Pat) and the ISEE/CICR and new PRESTO chairs will provide PRESTO news.

Dr. Chi Wang of NSSC has offered to provide printing and distributing of the newsletter and other documents. Although we primarily issue the newsletter electronically, we could send hardcopies by request through NSSC.

Action 22: Contact Dr. Wang to discuss printing options for the newsletter and other materials (P, SS)

Action 23: Create the first combined newsletter (P, SS and M. Asakura)

12. Capacity Building Activities

Dr. Shiokawa suggested that we make a guideline for school activities. Currently we support a number of schools with about \$2000 each. However, the procedure for application is not well defined. After much discussion, it was decided to develop a formal procedure for school support applications and to consider a SCOSTEP/PRESTO school in 2022.

Action 24: Develop a guideline for school proposals (P, SS)

Action 25: Prepare for a SCOSTEP/PRESTO Summer school in 2022 (VP, SS)

Action 26: Send acceptance letter to provide \$2000 to Dr. Kathiravan for a capacity building school in India in 2020 (P).

It was also suggested that we collaborate with ISWI schools. ISWI will host a school in India in 2020.

It was also suggested that we create post cards that advertise the comic books and provide a link to download them.

Action 27: Create a post card that advertises the comic books with a link to download them (P)

Finally, it was suggested that a SCOSTEP/PRESTO introductory video be created. This will have to wait for the appointment of PRESTO chairs and Pillar co-leaders.

13. New Scientific Discipline Representatives (SDRs) and Their Tasks

SCOSTEP currently has over 60 SDRs. Nearly half of them have completed 8 years of service and will rotate off. The bureau needs to consider replacements for the retiring persons. They will be appointed by the President after the bureau selects and approves their appointment.

According to SCOSTEP's constitution:

Scientific Discipline Representatives, selected in such a way that their collective scientific expertise will cover the range of sub-disciplines in solar-terrestrial physics, with as much provision for adequate geographic distribution as is possible. The Scientific Discipline Representatives will collectively serve as a source of scientific advice and proposals for new programmes, projects and the like, and as potential leaders and members of component bodies (see Sections 3.3 to 3.5).

It is not obvious that we are using the SDRs to their fullest potential and benefit to SCOSTEP. Perhaps we can find a way to get them more involved.

The new SDRs will be selected with backgrounds as follows:

1/3: solar

1/3: interplanetary and geospace

1/3: atmosphere

Action 28: SDRs will be recruited for appointment (VP will lead)

14. SCOSTEP and UN/COPUOS

UN/COPUOS is the UN Committee on the Peaceful Uses of Outer Space. It was discussed that the President, or another representative of SCOSTEP, should join the UN scientific and technical subcommittee (STSC) in February 2020 to give a statement on the activities of SCOSTEP.

This is a great opportunity to inform member countries (and others) on our activities.

In addition to an oral statement at the STSC, it is an opportunity to leave printed materials on

PRESTO and the newsletter.

Action 29: President or another representative will attend the UN COPOUS STSC meeting in February to make a statement on SCOSTEP/PRESTO (P, VP, PP)

15. STP-15 Preparations

The next STP meeting will be held on February 21-25, 2022 in Alibag, India. The Local organizing chair is Dr. S. Gurubaran of the Indian Institute of Geomagnetism.

Bureau members were asked to include the STP-15 into the meeting calendars of their organizations.

\$20K will be transferred to Dr. Gurubaran for seed funding.

Action 30: Contact Dr. Gurubaran to approve the meeting and seed funding (P)

Action 31: Transfer the funds to IIG (SS)

Action 32: Send out the preliminary announcements (P, SS, Dr. Gurubaran)

16. List-up of Routine Tasks of SCOSTEP

With the new leadership for SCOSTEP, it was informative to provide a chart of those responsible for the routine tasks of SCOSTEP operations.

task	name	additional name
SCOSTEP mailing list	Pat Doherty	
SCOSTEP website	Pat Doherty	
SCOSTEP financial management	Pat Doherty	Dan Marsh and financial committee
SCOSTEP annual report	Pat Doherty	Create a <u>templete</u>
SCOSTEP Newsletter	Kazuo Shiokawa, Pat Doherty	Mai <u>Asakura</u>
SCOSTEP capacity building activities	Kazuo Shiokawa and Dan Marsh	Pat Doherty
STP-15 preparation	S. Gurubaran	Kazuo Shiokawa and Dan Marsh
PRESTO management	PRESTO co-chairs	Kazuo Shiokawa
PRESTO grants (meeting, campaign, database)	PRESTO co-chairs	Pat Doherty
PRESTO website	PRESTO co-chairs	
PRESTO mailing list	can be unified with the SCOSTEP mailing list	
PRESTO Newsletter	can be unified with the SCOSTEP newsletter	
PRESTO database construction	PRESTO co-chairs	

In addition:

- Kazuo should participate in the ISC assembly (quadrennial)
- Bureau members should send a 1-page report about the SCOSTEP activity (1x/yr.)

Action 33: Announcements of the SCOSTEP awards and SVS should be made in October with a deadline of February (SS).

17. Donation System Development

The President described the need to establish a system to receive donations to support SCOSTEP activities. This can include donations to support young scientists at conferences.

We could make it simple on the website to receive a donation. We can also establish a scholarship with a donor's name.

Action 34: Advertise (via email lists and on the SCOSTEP website) that SCOSTEP can accept donations to support young scientist participation at conferences on the website (PD) --- Note this must wait until 501c3 is approved by the US.

18. Schedule of Bureau and General Council Meetings

Discussion was included to determine the best time and place for future bureau and general council meetings. We would like to host these meetings to facilitate participation by the full bureau. Some possibilities include:

- COSPAR2020: Sydney, Australia, 15-22 August 2020 à Bureau
- IAGA2021: Hyderabad, India, 22-27 August 2021 à Bureau & General Council
- STP-15: Alibag, India, 21-25 February 2022 à Bureau?
- COSPAR2022: Athens, Greece, 16 - 24 July 2022 à Bureau?
- IUGG2023: Germany à Bureau & General Council
- AGU fall meeting?
- IAU2021 (Busan), IAMAS, SCAR, IUPAP, ...
- Boston College – this is available for all bureau meetings. Work will be performed to improve the telecom capabilities.
- Nagoya

Action 34: Improve teleconference capabilities (SS)

Action 35: Set up a doodle poll to determine bureau member preferences (SS)

19. Other Business

There were no other business items to be discussed.
All topics of the Meeting's Agenda were addressed.

The President thanked all for attending the Bureau meeting; the meeting adjourned at approximately 3PM.

Summary of Action Items:

Action Items defined during the meeting are shown with the responsible member for the action: P: President, VP: Vice President, PP: Past President, SS: Scientific Secretary, B: Bureau Members; others will be identified by name.

Action 1: Contact the adherents with unpaid subscriptions for 2019 (SS).

Action 2: Follow up with the contacts in Croatia, Italy, Greece, Turkey and Singapore to join SCOSTEP as new adherents (P, SS).

Action 3: Follow up with contacts in Denmark, Sweden and Belgium to try to bring them back to SCOSTEP (P, SS)

Action 4: Contact Peter Gallagher of Ireland to join SCOSTEP (PP).

Action 5: Clarify the process of application to be adherents and make it available on the website (SS).

Action 6: Clarify the SVS eligibility changes on the website (SS).

Action 7: Announce the SVS program widely (SS, all)

Action 8: Allocate \$10K for the program in 2020 (SS)

Action 9: Contact the SVS hosts with a suggested letter of commitment (SS)

Action 10: Contact Ray Lopez, Manuela Temmer and Katja Matthes to gauge their interest and acceptance of these roles (P).

Action 11: Work with the PRESTO chairs to select Pillar co-leaders (P)

Action 12: Reserve a meeting space on the Sunday afternoon (3-6PM) at AGU for a first meeting of the PRESTO chairs and Pillar co-leaders (SS)

Action 13: Contact the new award committee members and send appointment letters (P).

Action 14: Contact the proposed SVS committee members to ask if they are willing to serve on this committee (P).

Action 15: Send appointment letters to the new SVS committee members (P).

Action 16: Invite members to serve on the Nominating Committee (PP)

Action 17: Invite members to serve on the Membership Committee (P, VP)

- Action 18: Mailing lists will be constructed and maintained (SS)
- Action 19: Update the website with the new bureau members and PRESTO activities (B, SS).
- Action 20: Advertise the mailing list at conferences and on the website (B, SS).
- Action 21: Place the SCOSTEP logo on the new twitter page (SS).
- Action 22: Contact Dr. Wang to discuss printing options for the newsletter and other materials (P, SS)
- Action 23: Create the first combined newsletter (P, SS and M. Asakura)
- Action 24: Develop a guideline for school proposals (P, SS)
- Action 25: Prepare for a SCOSTEP/PRESTO Summer school in 2022 (VP, SS)
- Action 26: Send acceptance letter to provide \$2000 to Dr. Kathiravan for a capacity building school in India in 2020 (P).
- Action 27: Create a post card that advertises the comic books with a link to download them (P)
- Action 28: SDRs will be recruited for appointment (VP will lead)
- Action 29: President or another representative will attend the UN COPOUS STSC meeting in February to make a statement on SCOSTEP/PRESTO (P, VP, PP)
- Action 30: Contact Dr. Gurubaran to approve the meeting and seed funding (P)
- Action 31: Transfer the funds to IIG (SS)
- Action 32: Send out the preliminary announcements (P, SS, Dr. Gurubaran)
- Action 33: Announcements of the SCOSTEP awards and SVS should be made in October with a deadline of February (SS).
- Action 34: Advertise (via email lists and on the SCOSTEP website) that SCOSTEP can accept donations to support young scientist participation at conferences on the website (SS) --- Note this must wait until 501c3 is approved by the US.
- Action 34: Improve teleconference capabilities (SS)
- Action 35: Set up a doodle poll to determine bureau member preferences (SS)