

Long Range Planning Committee Meeting
Thursday, August 1, 2024, 2P-3P EST

Attendees:

Bjorn Herrman	Haruna Suzuki-Kerr	
Keiko Hirose	Tal Teitz	
Nicole Jiam	Catherine Weisz	
Bonnie Lau	Ross Williamson	
Hideko Nakajima		
Nathaniel Nowak		
Edwin Rubel		
Jonathon Siegel		

Apologies:

Janet Cyr		
Avril Genee Holt		
Emma Holmes		

Unexcused:

Seba Ausili	Larry Hoffman	
Elika Fallah	Elie Huez	
Ksenia Gnedeva	Kirupa Suthakar	

Minutes:

Meeting Introduction and Responsibilities Outline

Dr. Bonnie Lau, committee Chair, opened the meeting by greeting members and then each member provided a brief introduction. Dr. Lau then outlined the responsibilities of the committee, emphasizing the importance of the committee's activities in ARO decision-making processes.

Discussion on Committee Tasks and Survey Utilization

The committee engaged in a discussion about the tasks and potential areas to focus on for the upcoming year. Dr. Björn Herrmann inquired about the topics typically discussed in meetings. Dr. Lau explained how the survey data collected post-meeting is used to generate recommendations for the Council and described the committee's historical practices emphasizing that the committee does have the freedom to create and work on new initiatives. The committee also considered more direct communication methods with other committees to enhance information flow beyond that of the post-meeting evaluation and the resulting Executive Summary.

Bylaws, Policy Review, and Evaluation Process

Dr. Ed Rubel suggested that the committee should regularly review the bylaws and/or policy manual and recommend updates annually. Dr. Heidi Nakajima proposed shortening the evaluation process to focus on more impactful information. The discussion also confirmed that other committees receive the Executive Summary, but the raw data is distributed only to the LRPC for further analysis. The committee discussed the need for a detailed analysis of the differences between responses from meeting attendees and non-attendees on the location specific questions on the survey. Suggestions were made for analyzing survey data to provide feedback to the Council on meeting locations, especially given the tight timeline for selecting locations for 2027.

Subgroup Formation and Meeting Conclusion

Dr. Lau encouraged participants to sign up for subgroups based on their interests [here](#), with the location survey subgroup scheduling to meet soon due to the upcoming deadline to present findings to the Council. Dr. Lau also asked that everyone visit this [shared document](#) to provide comments and insights for the Location Survey report

Action Items

1. The Location Survey Task Group will meet and prepare the draft report for Council. The report will be finalized at the next LRPC meeting
2. Committee members will visit the sign-up sheet to sign up for their preferred task groups for the year
3. The Executive Office will send out a time survey for the next meeting in September