

1. Website Development

- Ian shared initial efforts to host a website using WordPress and exporting to GitHub Pages.
 - Concerns were raised about the maintainability and collaborative editing limitations of the WordPress-export workflow.
 - Matthew and Peter offered to assist in setting up a more maintainable, GitHub-based site (e.g., using markdown and pull requests).
 - Agreement to transition the website infrastructure to a more collaborative model; follow-up discussion to happen offline.
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2. Mission Statement Finalization

- Revised mission statement was reviewed and approved with no objections.
 - Emphasis added on supporting the operation of cutting-edge software and computing technologies and aligning with the Snowmass recommendations.
 - The mission remains editable, but the group agreed to move forward using the current version.
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3. Alignment with Snowmass Recommendations

- Recommendations #3 (technology training and support) and #4 (career development) were identified as priorities for initial activities (town halls).
 - Daniel noted Recommendations #1 and #2 (community-wide strategic planning) are also relevant; the panel should serve as a forum for those discussions even if not leading them directly.
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4. Awards Discussion

- Agreement to pursue a two-tier award model:
 - **Career-Level Achievement Award**
 - **Awards for individuals in non-permanent positions** (tentatively called "early career")
- Strong interest in using the awards to **promote and retain** talent in the field, particularly those working in software and computing who may lack traditional recognition pathways.

Key points raised:

- Consider using strong naming (e.g., "Innovation Award") and avoiding labels like "early career" that may be undervalued.

- Awards could be given to **teams** or **individuals**, but the focus should remain on **career support** and **impact**.
 - Limit of ~3 non-permanent-position awards proposed annually (flexible depending on quality of nominations).
 - Career achievement awards to be given sparingly, primarily to promote the field and build prestige.
 - Nominations will be open; award selection will be done by a **subcommittee** of CPSC members.
 - Selection criteria and nomination guidelines will be developed before opening nominations.
 - Further refinement of categories, names, and criteria to happen before next meeting.
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5. Committee Name Change

- Discussion on renaming the "Coordinating Panel for Software and Computing (CPSC)" to improve visibility and appeal.
 - Proposal to use a **Google Form** to collect naming ideas via the DPF mailing list.
 - Final name to be selected internally by the committee to avoid frivolous public votes (e.g., "Votey McVoteFace").
 - Email draft and submission form to be prepared and reviewed over email before distribution.
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6. Town Halls and Survey Planning

- Two town halls planned:
 1. **Career Development**
 2. **Technology Support and Training Needs**
 - A pre-town hall **survey** will be circulated to gather community input and ensure meaningful discussion.
 - Survey expected to go out in **late June**, shortly after the naming email.
 - Tentative **town hall dates: late August or early September** (avoid mid-summer absences).
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7. Future In-Person Meeting

- Possibility of a **face-to-face workshop** (similar to CPAD) discussed for **Spring 2026**.
- Members agreed to defer planning until after the town halls and community survey, which will gauge interest and scope.
- Virtual town halls will serve as initial engagement.

8. Next Meeting

- Originally scheduled for June 16, 2025.
- Rescheduled to **Monday, June 23, 2025**, due to scheduling conflicts.
- A reminder will be sent via email.

Action Items

1. **Website Migration:** GitHub-based site setup.
2. **Award Planning:**
 - Ian to prepare refined award proposal, including names and eligibility definitions.
 - Subcommittee to be formed for nomination review and selection.
3. **Committee Renaming:**
 - Ian to draft email and form for public name suggestions.
 - Committee to review and select name internally.
4. **Survey Preparation:**
 - Draft pre-town hall survey questions.
 - Finalize timeline for distribution (late June).
5. **Next Meeting:**
 - Ian to send meeting reminder for **June 23**.