

**Third Meeting of the Organizing Committee of the
IAU Commission on Massive Stars
21 June 2016**

All members (A. Herrero, J.Vink, N. St-Louis, Y.-H. Chu, A. ud-Doula, J. Groh and G. Rauw) were initially present by Skype but due to problems we unfortunately lost the communication with Jorick.

Current web page

Gregor established a list of updates needed for our old Web page. Artemio contacted Raphael and Gloria to ask them to make the changes and Gloria replied that she would modify the Web page in the next few weeks. For the moment, the page remains with the old format but once the changes are made at least the links will be updated and our main comments included. More comments are welcome to temporarily improve the site.

Future new Web page

Our committee had decided that the first step towards the design of our new Web site is to prepare a document indicating the content we wish to have. We plan to all think about what this should be for the next meeting. Jose informs us that the main technical issue we need to address to make our new site run smoothly is adding a tool with the capability of reading forms, such as abstracts, job announcements and the conference advertisements. This tool should also be able to compose and send an automatic email and from that, prepare the newsletter, as we have now. He suggests using *WordPress*, although other possibilities could be explored. We are unsure if this is available on the UNAM Web site but Jose says that at least the simple modules are public. We had also agreed to include on the Web page the possibility for members to insert their personal information, such as their field of expertise and skills so other members can suggest collaborations. Jose informs us that a tool that reads forms should also be able to handle this. The committee asks Jose to prepare a short report on how to proceed with these technical issues that should also include an estimate of the amount of manpower we need to maintain the Web page. With this, we can decide how many people will be required to prepare and maintain the webpage without overloading one given person.

You-Hua informs us that as the director of her institute, she has access to an excellent Webmaster whom she can ask to help with some of the work. Jose is to send her a list of technical tools that are needed. This person would prepare a form to be filled with the required information and this would then directly go into the Webpage and populate the relevant fields.

Possibility of a student to help with the Web page

Asif forwarded the information and a sample of our Webpage to the students in his department requesting help but has not received any replies. He can perhaps retry in the fall.

Possible changes to the Newsletter

Artemio contacted Bo Reipurth, the manager of the star-formation newsletter, and found out that in practice, Bo Reipurth does all the work. We all agree that there is no point in trying to do the same as the core of the information is already in our newsletter and that it is too much of a burden for a single person.

We decide to prepare a questionnaire to ask all members registered to receive the newsletter for suggestions as to what they would like to see in the Web page and in the newsletter. Asif proposes that in order to increase our chances of obtaining a high response rate, we should send a personal email rather than as a link to fill out the survey. Artemio will prepare a draft.

Discussion of the IAU Executive Committee Report

Artemio informs us that the IAU executive proposes to establish a new category of junior members. The goal is to include young members on a temporary basis for a given period of time, perhaps 3 years, with a possible renewal for another 3 years, after which they are promoted to full membership. We agree that this is a very good initiative that would generate a larger overlap between our newsletter membership and our commission membership. This is proposed to take effect in 2018. We decide that in order to prepare for this, we should have two separate lists on our web page so we can later easily move people from one list to another as they become IAU members.

Gregor raises the excellent point of people interested in our activities, that are presently non-commission members but who are no longer in this junior category? However, we think that it is not a good idea to create too many different categories. We decide to revisit this issue when our webpage is in place. Nicole suggests that we should also encourage our young colleagues who are professors to become IAU members if they have not already done so. Others mention that this could be difficult in some countries as the number of national members is limited to keep registration costs low. However, this is not the case in all countries. Artemio suggests that we should also encourage students to register to receive the newsletter.

Minutes of our meetings on the Web page?

Artemio proposes that we should only put a summary of the minutes on the Web page. Nicole agrees with this and proposes that it should be the responsibility of the secretary to keep the full minutes and pass them on to the next secretary for archival purposes. The secretary will prepare these summaries.

Next meeting

We decide to hold our next meeting near mid-September.