I) The meeting started at 1:35 P.M., Feb.15,1996.
In attendance: Larry Cardman, George Chang, Martin Epstein, Sirish Nanda, Makis Petratos, and Paul Ulmer.
Minutes prepared by: Martin Epstein.

Larry Cardman summarized the change of management in Hall A. He said that he has not planned any changes for Hall A. Everything will stay the same with respect to policy. The broad goals, priorities, and scientific program of Hall A will not be changed. The planned construction phase of Hall A has been essentially completed thanks to the hard work of the Hall A staff and management and, we are now in transition to the physics program.

II) Review of the Hall A organization: The CC, TC and EXPINT, Where do we go from here?
The Experiments Integration Committee (EXPINT): Larry Cardman has asked EXPINT to consider completing a technical review of all approved and conditionally approved experiments with regard to the projected status of Hall A after Day 1 has been achieved. Day 1 will be re-defined to be the time when Hall A has been commissioned and the first three experiments have been completed. The purpose of this review is to determine what additional technical capabilities are needed for the remaining approved and conditionally approved experiments to run after day 1 capabilities are achieved. Note Day 1 is being redefined here and Day 2 is not to be predefined. The work of the EXPINT committee will be completed with the submission of this report. All EXPINT meetings will be open to the public. The EXPINT report, in preliminary form, will be submitted to the spokespersons of the experiments for any brief comments. These comments, along with the report from EXPINT will go to Larry Cardman. The EXPINT committee has agreed to produce the requested review.

Technical Committee (TC): We discussed how completed equipment will be maintained and new equipment built. Larry Cardman stated that the Hall A staff has the responsibility to maintain existing equipment. However, it will be highly desirable to involve users in the general problem of keeping the hall running well and improving its capabilities. It was agreed that the work of the technical committee is largely completed.

Coordinating Committee (CC): Several possible changes to the present CC structure were discussed. One possibility is to replace the CC with a council where each institution having a certain minimum number of members in Hall A will have the right to choose one representative to this council. Groups less than the threshold size could join with a larger group to collectively vote for a representative. Another proposal was to expand the number of CC members and possibly impose term limits for the members. It was agreed that we would ask for input from the collaboration at the collaboration meeting.

III) User Interactions with Hall A and CEBAF management.
We discussed how Hall A members can interact more effectively with Hall A and CEBAF management. As one way to be better informed about the daily activities of Hall A it was noted that members can subscribe to the minutes of the Hall A weekly staff meetings by sending an e-mail message to: mailserv@cebaf.gov . The body of this one line message should be: SUBSCRIBE HALLA_MIN . The question was raised: Should the membership of the CEBAF users group board of directors include at least one representative from each hall? The CC agreed to write a letter to the users group board of directors requesting that this be done. We discussed that there has been the perception that Hall A is viewed negatively by CEBAF management. Larry Cardman responded by reminding us that the Hall A construction budget has been fully funded by CEBAF. In addition CEBAF and Hall A management have responded to the concerns of the Hall A users regarding the membership of the CEBAF program advisory committee (PAC) and the current PAC is perceived as being more balanced with regard to the issue of interest in and regard for the Hall A physics program.

IV and V) User Involvement in the Installation and Commissioning of Equipment in Hall A
The CC agreed that if a task is not completed on time or if it appears that a task will not be completed on time by the users presently responsible for this task then that task will be reassigned to someone else. With regard to student supervision at CEBAF, everyone on the staff has agreed to participate in that supervision in collaboration with the student's on campus faculty advisor.

Students will be assigned to staff members in a mutually agreed upon matter. Some appropriate recognition of the staff member's supervision, such as an appointment as an adjunct professor at the student's home institution is encouraged but by no means required. CEBAF will include students in CEBAF organized social activites as well as organize educational activities such as seminars etc. In addition we anticipate special activities being setup for on site students.

VI) The Hall A Physics Programs

We discussed whether we should form sub-groups focussed on physics topics like parity, FPP, few body physics, etc. We decided to try to move in this direction by including in the next general collaboration meeting parallel sessions dealing with specific physics topics. These topics will be decided upon by the CC after soliciting suggestions from the collaboration members.

VII) The Sextupoles Magnets

The problem of the 90 degree rotation of the Sextupole appears not to be a real problem. In fact, the spectrometers without the sextupole or higher multipole windings activated, seem to be capable of providing similar missing energy resolution for real experiments to that predicted for the CDR design. This is due to the fact that the spectrometers without the multipoles have improved angular resolution capabilities. These calculations, which are available in the form of an informal report to be distributed at the collaboration meeting, must be verified as quickly as possible with real-world data. This is the motivation for pushing hard to get a sieve slit characterization of the electron arm as quickly as possible.

VIII) The Cryotargert

Management will support the development of descoped equipment and CEBAF has asked for 3 3/4 million dollars per year to be put into new and descoped equipment. Of course, the rate at which CEBAF can "rescope" descoped equipment and/or support new equipment initiatives will depend on the level of funding the laboratory finally receives from DOE.

XI) Field Mapping

Larry Cardman stated that we would like to completely map the hadron arm and get sieve slit data for both arms. We hope to have the electron arm completely ready to take sieve slit data by the end of April. During the May shutdown mapping of the hadron arm could begin if spectrometer completion goes very smoothly, but it may be the case that mapping cannot begin before June, in which case there would be serious interference between mapping and beam delivery to the hall. A decision will be made by March 15.

X) New Membership

Charles Hyde-Wright requested that he be approved as a member of the Hall A collaboration. Charles Hyde-Wright is member of the Old Dominion group which already has an MOU with CEBAF. He is a co-spokesperson on two Hall A experiments and is an active participant in several other approved experiments. In addition he is sending two students to work at CEBAF. We recommended approval for membership for Charles Hyde-Wright and also for our new Hall A manager, Larry Cardman.

XI) Next CC meeting

We agreed to meet around the first week of April or the last week of March preferably during or after the time when beam will be first deliverered to Hall A.