

NSSA Executive Committee

**Minutes of the conference phone call 5:00pm ET, 2/15/06
(action items in red)**

Present on the conference call:

Roger Pynn (RP)

John Root (JR)

Suzanne te Velthuis (StV)

Angus Wilkinson (AW)

Greg Smith (GS)

Shenda Baker (SB)

Simon Billinge (SJB)

Dave Belanger (DB)

Agenda

- 1.) Approve minutes from 1/18/06 teleconf call**
- 2.) Appoint new members for the sustained research prize committee**
- 3.) Nominate 5 people to form committee to develop a plan for Fellows of NSSA**
- 4.) Advocacy**
- 5.) Any issues arising with the ACNS meeting. Discussion chaired by Simon**
 - a. Angus to fill us in on proposal submission processes**
 - b. discussion of proposal preparation (who does what)**
 - c. status of travel costs**
 - d. difficulties facilities are having transferring \$\$**
- 6.) APS meeting**
- 7.) new constitution**
- 8.) The request for support of student/postdoc travel to the QENS satellite of the ACNS meeting.**
- 9.) Select a time for regular teleconf call**
- 10.) AOB**

Discussions

1.) Approve minutes from 2/18/06 teleconf call.

Accepted after striking statement “the ACNS2008 will be organized by LANSCE”

2.) Appoint new members for the sustained research prize committee

As Dan Neumann declined to become the 3rd member at large of the ExecCom, we only need one replacement for sustained research prize committee. However we also need to decide on a new candidate to ask to join the ExecCom.

Member-at-large:

Several potential members were discussed.

Action: RP will approach potential members

Prize committee:

Several potential members were discussed. It was decided to approach candidate 1 first, and keep as a backup candidate 2

Action: JR will approach candidate 1 and let RP know of his answer.

RP will approach candidate 2 if necessary and pass on name of new member to Jim Rhyne.

3.) Nominate 5 people to form committee to develop a plan for Fellows of NSSA

AW's proposal to ask people to serve on this committee for two years was accepted.

Several potential members were discussed.

SJB accepted.

Action: RP will approach the other potential members

4.) Advocacy

AW gave a short overview of how SNUG (synchrotron and neutron user group) originated last August (2005) as an initiative of Murray Gibson (APS) and Thom Mason (SNS) getting together representatives of all user groups, so see how to improve the influence of the community with respect to decisions and funding from Washington.

RP: What should NSSA be doing?

AW: Should NSSA have a representative on that group? Jim Jorgensen was so in the past.

All agree.

GS agrees to serve, if they are willing to accept.

Action: RP will contact Cathy Knotts, the SNUG coordinator. AW will forward her email address to RP.

RP: Can we have a reception one evening during the ACNS to talk to all the neutron user group representatives?

AW: We should also invite the synchrotron groups, they are a larger group, so we should keep them on board with anything we would decide.

SJB: Despite being smaller are better organized, and therefore might have more influence.

We should ask SNUG if they want to do something.

RP: NSSA needs to think about advocacy and get its members to do so.

AW: We could organize a meeting, but invite others to present.

Action: SJB and RP will talk to Art Schultz to be put on the schedule. The details will be discussed at a later time.

6.) APS meeting

StV will take the lead on this, contacting neutron facilities to present at the booth etc.

GS will provide membership information. A complete list, so members can correct their contact information as well as membership forms.

Action: StV contact facilities, coordinate people to man the booth, coordinate with APS.

5.) Any issues arising with the ACNS meeting.

d. difficulties facilities are having transferring \$\$

RP: There have been difficulties with transferring funds to NSSA from DOE facilities due to DOE rules. HFIR highlighted the problem. Thom Mason is sorting it out.

AW: This is crucial. Funding from facilities is a big part of the budget.

A possible solution is that ACNS could send a specific bill for a specific cost to the facilities.

AW: This can be done for nearly everything, but we might run into a cash flow problem.

DB: It depends on how soon we are billed.

Action: RP: will contact directors of neutron facilities to work on this issue.

a. submission processes

b. discussion of proposal preparation (who does what)

The problem with receiving money directly from DOE-BES has been solved. Only a proposal needs to be submitted. In this proposal the success and details of the last ACNS should be referred to. AW points out he has little information or knowledge about this.

RP: DB and Rob Briber were going to send boxes of papers relating to NSSA affairs, but he hasn't received anything.

DB has sent some things to AW

Rob Briber should send the rest.

Action: DB will send information that he has to AW and SJB, AW and SJB will work on the wording of the proposal for DOE. They will send the draft around to the ExecCom.

DB: Notes on taxes also has some of the relevant information.

SJB: Will the money from NSF be sent directly to NSSA?

AW: Yes

SJB: The NSF proposal should address diversity.

StV was invited by Art Schultz to sit in on ACNS conference calls and will do so.

c. status of travel costs

SJB: Where/to whom is the form requesting travel reimbursement on the ACNS web site being sent to?

AW: They are being sent to me. We need to decide how to handle these requests. Should be on the Agenda for our next conference call.

7.) new constitution

Not discussed

9.) Select a time for regular teleconference call

On a Tuesday at Noon ET, is selected as the day and time for our regular conference call.

Next conference call: Tuesday March 28, 2006, Noon ET

10.) AOB

No other business

8.) The request for support of student/postdoc travel to the QENS satellite of the ACNS meeting.

SJB leads the discussion, as RP wished to exclude himself from the discussion, as he is co-organizer of the QENS2006 workshop.

SJB: We received a request from organizers of QENS2006 to support travel for students. Before discussing this specific request, the issue is discussed in more general terms first. What are the precedents so far for NSSA doing this? Do we want a more general procedure for dealing with such requests in the future?

In the past one request has been received (workshop organized by G. Felcher & R. Pynn), which was honored. At the time it was decided that NSSA has a role in community building.

SJB cites part of the ExecCom minutes from May 2002, stating the details of the ExecCom decision at the time.

SB suggests that instead of dealing with individual requests from workshops or conferences, we could have a web-site so students could apply directly to us for travel support to neutron related workshops/conferences.

This idea is accepted. It is agreed that the ACNS should be excluded from this.

Action: SB will write up a proposal for this program and work out the logistics.

The mention of this program will be used as a response to the organizers of QENS2006.

Action: RP inform QENS2006 organizers.

The program can be advertised on the ACNS web-site.

The question is raised, how will we finance this. The NSSA does have funds, but the NSSA prizes also need to be funded.

RP: We can continue to ask people to contribute to the prizes.

SJB: The previous ExecCom felt it wasn't necessary to have the prizes endowed right away.

AW: We should work towards achieving endowment.

Call ended 6:30 pm

Respectfully submitted, Suzanne te Velthuis, 2/20/06