

NSSA Executive Committee
Minutes of the conference phone call 12:00pm ET, 3/28/06

Present on the conference call:

Roger Pynn (RP)
Simon Billinge (SJB)
Angus Wilkinson (AW)
Suzanne te Velthuis (StV)
Greg Smith (GS)
Shenda Baker (SB)
John Root (JR)
Brent Fultz (BF)

Agenda

- 1) Approve minutes from 2/15/2006 teleconf call**
- 2) travel support for young scientists (Shenda to lead)**
- 3) press secretary**
- 4) purchasing awards for the various prizes**
- 5) Fellow's subcommittee**
- 6) advocacy**
- 7) AOB**
- 8) Next call**

Discussions

1) Approve minutes from 2/15/2006 teleconf call

Actions items of past minutes are reviewed.

- RP reviews items relating to advocacy and the trip to Washington organized by SNUG. He will not be going on this trip.

Joy Cooke Andrews agreed to speak at the Advocacy session at the ACNS that the NSSA is hosting.

- StV reports on the NSSA booth at the APS March meeting, which went well. Since the organization was somewhat hampered by lack of information, it is suggested that "How To" documents should be created that can act as a reference in the future. This information might be stored in part of the NSSA web-site available only to the ExecCom. Action: StV will put together "How To" document regarding the APS booth.

- AW reports on the status of the finances regarding the ACNS

SNS & LANSCE: Payments have been received

HFIR: Payments should be in the mail

IPNS: has filed the necessary paperwork at DOE, and expects approval soon, after which it will send the money

NIST: working on it full speed

BES: proposal from NSSA has been submitted to them

NSF: proposal in preparation.

Minutes are approved without dissent

2) Travel support for young scientists (Shenda to lead)

SB leads the discussion regarding the student travel award program description and guidelines that she has prepared.

The following modifications are decided on

1. "North American conferences" instead of "American conferences"
2. "e.g." instead of "i.e."
3. Accept full time students (both graduate and undergraduate), not post-docs
4. Abstract must be submitted before application. Final funding depending on acceptance of abstract.
5. \$500/student. We intend to limit ourselves to \$5000/year.
6. Requests must be submitted at least 2 months before the meeting. NSSA will respond within 1 month of the application
7. Specify that only a limited number of awards per year are available. The number will not be made public in order to allow some discretion on our part.
8. Applicant should be NSSA member. This will help GS in tracking who has received the award already and prevent someone receiving it twice.

There should be room on the application form for the applicant to give a motivation why the NSSA should fund their request.

Applications should be sent to GS.

Action: SB will create PDF form that applicants can fill out and send to GS. She will coordinate with Jim Rhyne about having it posted on our web-site.

Action: GS will decide protocol to decide who receives the travel grant.

Action: RP will contact QENS conference organization and let them know the students will be exempted from the 2 month rule for this specific conference.

Discussion as how to pay for this in the long term is post-poned.

3) press secretary

As suggested in a previous email correspondence, RP suggests we have a separate Press Secretary. It should be someone other than the President or Treasurer.

SJB supports this idea.

StV agrees to be acting press secretary until this issue is resolved, so that the announcement of the Shull Prize winner can be made. StV has prepared the press release document.

There is discussion about improving the NSSA web-site. This is left to be resolved in the future.

Action: StV will prepare to send out press release based on the list previously sent around by email correspondence. When ready to send it out, will inform GS, who will send out the release to the membership.

Action: StV will create documentation outlining the procedure followed (HowTo lists) for future reference.

4) purchasing awards for the various prizes

Awards to be given to the NSSA sustained research, science and student & Shull prizewinners need to be purchased. Rob Briber sent around details of the Shull & Student award that were purchased last time. The Shull prize can be the same, with the inscription modified.

Action: SB & GS will work on ordering the awards for this year.

AW suggests they order the awards using personal credit cards, and they will get reimbursed by NSSA through him.

RP: Jim Rhyne expected the decision with respect to the recipient of the Sustained Research & Science Prize to be made by the end of March.

JR: Bill Buyers who recently joined the selection committee had brought up some issues regarding conflict of interest between committee members and those nominated for the prized.

Action: RP will contacting both Jim Rhyne (chair) and Bill Buyers to try to resolve these concerns for this year.

To prevent this becoming an issue again in the future, it is decided that guidelines should be formulated on how to proceed in such cases.

Action: JR will draft conflict of interest guidelines

5) Fellow's subcommittee

RP: Rob Briber has accepted to be chair of the Fellows selection committee. Jack Carpenter has agreed to be a member. Mike Rowe still needs to be reached. As SJB agreed to serve during the last conference call, that leave one seat.

It is decided the committee will be given the charge to put together mechanism for the nominating procedure, beyond what is outlined in the NSSA constitution

We will follow timeline as outlined in the NSSA constitution.

We will announce the fellow's program at the ACNS.

Action: RP will contact Rob Briber (chair) describing the charge to the committee and forward names suggested during last teleconf call.

Action: SB will work with Jim Rhyne to add the information on the web-site.

6) advocacy

RP states that it seems that as NSSA President he appears to be the most obvious person to lead the advocacy issue. There is consensus.

Action: RP and SJB will discuss in more detail together what could be done.

7) AOB

There was trouble with the availability of the NSSA web-site.

AW: Our domain name contract had expired. This bill has now been paid and our right to the domain name is extended for 5 years. Also the company that hosts the web-site has been paid, so the web-site should be back up.

StV: Jim Rhyne mentioned that we're running short on disk space so we might need to buy more space in the future.

As more ideas about improving the web-site have been suggested, this will be dealt with when the desired changes to our web-site have been decided on. The web-site redesign will be discussed at a later date.

8) Next call

The next teleconf call is set for: April 25th 2006, 12noon ET

Call ended 1pm ET

Respectfully submitted, Suzanne te Velthuis, 3/30/06