

**NSSA Executive Committee**  
**Minutes of the conference phone call 12:00pm ET, 8/07/06**

**Present on the conference call:**

Simon Billinge (SJB)  
Suzanne te Velthuis (StV)  
Greg Smith (GS)  
Brent Fultz (BF)  
Shenda Baker (SB)  
Roger Pynn (RP)  
Jim Rhyne (JimR), Agenda item 3

**Missing:**

Angus Wilkinson (AW)  
John Root (JR)

**Agenda**

- 1) Approval of minutes of 6/13/06 and 7/11/06 teleconference calls and 6/2//06 meeting**
- 2) Review of action items from previous minutes**
- 3) ACNS08**
- 4) Any other business**
- 5) Set date for next call**

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**Discussions**

- 1) Approval of minutes of 6/13/06 and 7/11/06 teleconference calls and 6/2//06 meeting**

7/11/06: Item 5, BS should be BF.

Subsequently all minutes from both calls and the meeting are approved.

- 2) Review of action items from previous minutes**

From 7/11/06 Minutes:

StV has collected and saved received Lessons Learned documents.

StV has sent SJB email from Wouter Montfrooij.

Strategic plan: RP still needs to work on this.

Student Travel and Fellows email announcement: SB and GS will work on this.

- 3) ACNS08**

Jim Rhyne has sent to the NSSA a proposal from the Lujan Center, Los Alamos proposing to hold the ACNS08 in Santa Fe in the week of May 11-16, 2008.

The proposal is discussed.

RP: ACNS06 was less well attended than previous ACNS meetings. Maybe it should be organized every 3 years instead. We need to know the actual cost to have it in Sante Fe.

BF: Cost might have been an issue for ACNS06. We will need to settle on the program for ACNS08 soon.

SJB: We should keep the next ACNS for 2008 but could later consider having the following one in 2011, 2013 since SNS will be organizing the ICNS09.

Jim Rhyne enters the conference call.

BF: What will the registration cost be?

JimR: The expenses are not expected to be high. If 400 hotel rooms are reserved, the meeting space is free. It will also depend on how much money besides registration fees is available. The cost of the meals that could be provided by the hotel will be at the level of the Government Per Diem rates.

RP: Did IPNS provide any other financial support beyond the fixed contribution?

SJB: Angus would know the details. The main income is from the facilities.

RP: What if less people register. How would that influence the cost?

JimR: The \$106/night is a really good rate for these hotels.

BF: It shouldn't be a problem not to have that many meals included.

SJB: The issue of food is important. At ACNS06 much was included, which increases the registration costs.

JimR: The ExecCom should decide what meals should be included.

SJB: It would be helpful to have a more detailed budget.

JimR: We could get quotes from the hotels for the various meals and the AV package.

SB: We might try this time not to include meals.

RP: We need a detailed budget with some "what if" scenarios.

**The ExecCom decides to give JimR and Los Alamos the approval to go and organize the ACNS08 for the NSSA.**

JimR: We will ask the hotel for a quote for the costs of a reception, banquet, daily lunches, and AV package for 4 rooms.

JimR: Dan Neumann (NCNR, NIST) has agreed to help organize the program. He is interested in getting more university speakers in the program.

StV: Will send Lessons Learned put together by IPNS organizers & ACNS06 survey results to JimR.

JimR: LANL is willing to do a lot that conferon did this time, like administer the registration themselves.

SJB: Conferon might be cheaper next time since they have already created a lot of software etc that can be reused next time. It would be nice to have something that is re-useable, also for ICNS.

JimR: Will talk with Art Shultz at IPNS about conferon.

BF: It might be useful to talk to Ray Osborn. He knows a lot about public software for submitting abstracts.

JimR leaves call.

BF: We should discuss with a wider base when to hold the next ACNS. 2010 (stay on 2 year schedule) or 2011 (switch to every 4 years).

SJB: The ACNS was started as a replacement of the user facility meeting.

#### **4) Any other business**

The fellows program needs to be announced.

Action: GS will draft email and send to ExecCom for comments before sending to membership

#### **5) Set date for next call**

The next teleconf call is set for: **Tuesday** September 12<sup>th</sup> 2006, 12 Noon ET.

Item for next call is how (re)organize the role of the treasurer at the ACNS08 & ICNS09 so that it is less of a burden on AW.

**Call ended 1:06pm ET**

**Respectfully submitted, Suzanne te Velthuis, 7/20/06.**