

**NSSA Executive Committee**  
**Minutes of the conference phone call 3:00pm ET, 11/07/06**

**Present on the conference call:**

Simon Billinge (SJB)  
Suzanne te Velthuis (StV)  
Greg Smith (GS)  
Brent Fultz (BF)  
Roger Pynn (RP)  
John Root (JR)

**Missing:**

Shenda Baker (SB)  
Angus Wilkinson (AW)

**Agenda**

- 1. Approval of minutes from 10/10/06**
  - 2. Review of action items from last minutes**
  - 3. SNUG visit to DC**
  - 4. Web-site**
  - 5. Strategic Plan**
  - 6. Any other business**
  - 7. Set date for next call**
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**Discussions**

**1) Approval of minutes from 10/10/06**

Minutes are approved

**2) Review of action items from last minutes**

MRS: RP still needs to discuss this item with Alan Hurd.

ACNS08: Several emails were sent discussing the contract from a hotel in Santa Fe for the ACNS08. Leilani Conradson (LANL) has said to hold off on signing, since some things don't seem right.

AW emailed concern about cancellation penalties. These seemed too high. The ExecCom is comfortable with everything but the cancellation penalties. **The ExecCom decides that it will sign the contract if the penalties have a sliding scale and are similar to those with Pheasant Run for the ACNS06.**

SJB: If there is a large cost for the meeting rooms while room rates are low, this means the NSSA pays more and the participants pay less. The NSSA part could be compensated by increases in the registration cost.

RP: Will tell LANL: We see on 80 rooms, what do they intend to do about the others? If we get more rooms are the meeting rooms cheaper?

SJB: Need more detailed budget including AV costs.

StV: The plan has a conference lunch not a dinner and it appear there are only 2 breakout rooms.

SJB: Has a spreadsheet from ACA for budgeting conferences, might be useful to us so will send it around to everyone.

RP will ask LANL about plans for lunch.

### **3) SNUG visit to DC**

RP has sent out notes from the meeting in DC.

RP reports: Appears to be bipartisan support in general for funding for science, but details are different. Future of ACI will depend on election results. No action is necessary at this time. SNUG is well organized. The visit was useful and we should continue to work with them.

### **4) Web-site**

On-going

### **5) Strategic Plan**

On-going. JR suggests starting with a table of contents.

### **8) Any other business**

- Fellows program

Rob Briber reported there were only 4 nominations before the deadline. Possible methods to increase this number for next time are discussed.

- Increase advertising

- Lower the barrier for nominating people

- More “grass roots” & handsone encouraging

- Put it on the agenda for when the directors of facilities meet.

  - Action: RP will contact Al Ekkebus(SNS) to accomplish this.

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

The next teleconf call is set for: Tuesday December 5<sup>th</sup> 2006, **3:00pm** ET.

**Call ended 3:55pm ET**

**Respectfully submitted, Suzanne te Velthuis, 12/3/06.**