

**NSSA Executive Committee**  
**Minutes of the conference phone call 3:00pm ET, 12/05/06**

**Present on the conference call:**

Simon Billinge (SJB)  
Suzanne te Velthuis (StV)  
Greg Smith (GS)  
Roger Pynn (RP)  
Angus Wilkinson (AW)

**Missing:**

Brent Fultz (BF)  
Shenda Baker (SB)  
John Root (JR)

**Agenda**

- 1. Approval of minutes from 11/07/06**
  - 2. Review of action items from last minutes**
  - 3. ACNS08**
  - 4. Fellows program**
  - 5. Web-site**
  - 6. Any other business**
  - 7. Set date for next call**
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**Discussions**

**1) Approval of minutes from 11/07/06**

Minutes are approved.

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

MRS: RP has had a brief discussion with Alun Hurd about having neutron talks at topical sessions. SB and Mike Fitzsimmons (LANL) are organizing sessions at MRS conferences in the future. RP will talk also to them to see if it is appropriate to have neutron talks in the sessions they are organizing.

ACNS: will discuss as next agenda item

Fellows program on agenda for facility directors meeting. RP has thought about this item, but was not sure how to proceed. It didn't seem the right action. **The ExecCom decides to hold off on this item.**

**3) ACNS08**

The contract for the Hilton Hotel has been sent to the ExecCom to approve and sign. Discussion about the details follows.

StV will talk to Leilani Conradson(LC) about these details.

- Get LC to resend contract and make sure NSSA is not committing to these high catering costs.
- Ensure that 130% of guestroom commitment is what is used to calculate our penalty in case of cancellation.
- Total amount for catering at ACNS06 ~ xxxK. Current budget quotes \$xxxK. This is too much. Expected income from registration only about \$xxxK. This should cover all catering costs (including tax and gratuity), as we can't use government money for catering.
- Sunday Reception should be for 250pp. Should not have unlimited open bar, but have finger food and 2 drink tickets, after which a cash bar.
- Breaks: Just coffee/beverages (no food)
- Do we need the 3 extra receptions (presumably during the poster session) Cash bar should be sufficient.
- Number of people expected for Breakfast at Hilton should match room number profile.
- Across both hotels expect at most 350pp for Breakfast
- Across both hotels expect 350pp for Lunch
- See if Lunch can be cheaper than \$xx
- NSSA does not want to pay a fee for using our own AV equipment. We do expect to need some, but refuse to pay for equipment we don't use.
- Since function room rate and AV rental can be billed to received government funds, prefer catering expenses to go down at the possible expense of increases in there other costs.
- Ask what happens if we need to reduce the number of guestrooms at some later stage?
- Who is going to collect registration fees?

At ACNS06 Conferon dealt with the venue and collected the registration, for which they received a considerable fee. SJB: Most of the cost of Conferon was for the web-site, which could be reused.

#### **4) Fellows program**

Rob Briber has emailed the ExecCom list of 6 candidates that the Fellows Selection Committee has recommended to be named as fellows.

In an email discussion in the past weeks the question has arisen whether or not the Shull & Sustained Research prizes winners, that automatically become fellows according to the NSSA constitution, are counted within the 0.5% of the membership that can appointed as a fellow every year. **The ExecCom decides they will not count to this sum and decides to approve as NSSA Fellows all 6 candidates selected by the committee.**

As the fellows are to be announced in December, the following actions will be taken:

-Fellows will be sent a letter to notify them of their naming as a NSSA Fellow (SJB will prepare draft)

-Nominator will be sent a letter to notify of the success of their nomination (SJB will prepare draft)

-Fellows will receive a certificate (GS & SB will prepare draft).

-A press release will be sent to NSSA membership and other organizations as was done when announcing the prize winners. (RP will prepare draft)

RP will ask Rob Briber for a citation or nominating letter so one can be drafted for each Fellow which can then be included in the press release.

The certificates will be mailed to the new Fellows this year, but in a year of the ACNS they will receive them at the Conference.

**5) Web-site**

Move to next conference call

**6) Any other business**

The ExecCom received an email from Jim Kaduk (U.S. National Committee for Crystallography) asking if the NSSA ExecCom would like to have a representative from NSSA on their Interdisciplinary Subcommittee.

RP will reply and say that the ExecCom would like to do so, but will name someone at a later time (after our next conference call).

**7) Set date for next call**

The next teleconf call is set for: Tuesday January 9<sup>th</sup> 2007, **3:00pm ET**.

**Respectfully submitted, Suzanne te Velthuis, 12/7/06.**