

## NSSA Executive Committee

Minutes of the conference phone call 10:00am ET, 7/25/03

(action items in bold red)

### Present on the conference call:

Shenda Baker  
Simon Billinge  
Rob Briber  
Jim Jorgensen  
Greg Smith  
Susan Kreuger  
Franz Trouw

### Missing:

D. Belanger

### Agenda:

- 1.) ACNS 2004 update (R.M. Briber)
- 2.) **General membership letter.**
- 3.) **Shull Prize** (R.M. Briber)
- 4.) **Other business**

### Discussions (action items in bold-italics):

- 1.) **ACNS 2004:** RB gave an update on preparations for ACNS 2004. A formal announcement will go out to the membership by email in a few days including a text message and a pdf-format attachment of a color poster. RB will send this to the excom members by days end for final approval and testing. A discussion followed about where the meeting should be advertised. Reports were made on the organization committee activities and on the budget. It is too early for much activity on the program. The budget is coming together well with contributions coming in from the main facilities as hoped. Possible satellite meetings were discussed. JJ emphasized that it is important to give people time to respond before shutting the door on this. One issue that has to be worked on is the **format of the registration form.**
- 2.) **Membership letter.** Greg Smith summarized the outcome of the recent emailing of a letter to the general membership. Everyone on the committee got it ok which is good! Surprisingly ~90 letters were returned due to bad addresses, surprising because the address list had been checked prior to the mailing for bad addresses.
- 3.) **Shull prize:** RB wants names of people for a master-list of Shull prize committee members who can be contacted quickly once the nominations close and the makeup of the candidate list is known. **Each excom member should send ~3 suggested names to RB asap from their sub-discipline.** The algorithm for the committee is 5 non-EXCOM members with RB as a non-voting member.
- 4.) **Other business:**
  - a. **Privacy Policy:** SJB gave an update on what has happened regarding developing a privacy policy for the society and its web-page. Research of

other society web-pages shows some variation. In many cases there is no privacy policy posted. Notable exceptions are the APS and ACS. **SJB and GB will use these as a template to draft a policy for consideration by excom.**

- b. Membership cards:** GS mentioned that he had a couple of requests for NSSA membership cards, though these are not routinely handed out these days. Discussion indicated little enthusiasm for generally handing out such things, though perhaps something should be available for people to print out from the web-page. The suggestion that neutron Blue-Books could be used as membership cards.

Call ended at 10:40 pm.  
Respectfully submitted  
Simon Billinge, 8/19/03