

**NSSA Executive Committee
Conference Call Minutes, 2/17/12**

Chris Leighton (Secretary), 2/17/2012

Present: Julie Borchers (JB)
Chris Leighton (CL)
Bruce Gaulin (BG)
Tonya Kuhl (TK)
Jaime Fernandez-Baca (JFB)
John Tranquada (JT)
Flora Meilleur (FM)

Absent: Thomas Proffen (TP)
Norm Wagner (NW)

Agenda:

1. Approval of minutes from 1/20/2012 (All).
2. Set date for next conf. call (BG/CL).
3. ACNS 2012 progress (JB).
4. ACNS proposals: NIST and DOE (JFB/NW/CL/JB).
5. ANL as an ACNS local sponsor (JT).
6. NSF instrumentation input (JFB).
7. Prizes: Notifications, press releases, announcements, emails of thanks (BG/TP/JFB/CL)
8. APS booth content (JFB/TP/Fritsche)
9. NSSA insurance (NW).
10. Expenses for survey website (Cl/TP/JT).
11. AOB.

Discussion Minutes (by agenda item number):

1. Approval of minutes

After the committee examined the minutes CL moved to accept them, seconded by JFB. All in favor; minutes from 1/20/2012 approved.

2. Date for next conference call

The committee agreed to Tuesday March 13th at 1:00 pm (central). CL will send an email reminder on 3/12/12.

3. ACNS 2012 progress

4. ACNS proposals

These items were discussed together. JB reported that meeting plans are progressing well. The abstract submission capability is active on the website, and invitations to invited speakers have gone out. JB reminded BG that official invitations would need to go out to the prize recipients. JB also relayed that the proposals to NIST and DOE were submitted and received. Preparation regarding coordinating with the NIST summer school and arrangements for student housing are underway. The issue of who pays for the child care grants (i.e. NSSA vs. ACNS) was raised and was discussed by JB, BG and JT. It was concluded that although this is not particularly important, ideally it would be an ACNS expense.

Ideas regarding potential after dinner speakers were discussed at length. These included various political figures, historical perspectives from Shull or Sinha, and DC area museum curators. It was remarked by BG that the ACNS has had problems attracting politicians in the past. Several committee members pointed out that a conference in DC is an ideal opportunity for this. The opinion that the political talks should be scheduled during the day leaving a lighter topic for the after dinner slot was also voiced. JB pledged to take the idea to the organizing committee and discuss this with them.

5. ANL as an ACNS local sponsor

JT summarized an issue brought to his attention by Suzanne te Velthuis that the ACNS need no longer be incorporated as a non-profit organization in the state of Illinois if there are no future plans to hold ACNS in conjunction with ANL. The incorporation requires a nominal fee plus yearly work by te Velthuis. te Velthuis verified with other at ANL that no current plans exist to hold the ACNS in the area since the closure of IPNS. The committee agreed to cancellation of this incorporation. JT agreed to take of this issue.

6. NSF instrumentation input

JFB informed the committee about a recent solicitation from NSF MPS regarding directions for future funding of instrumentation. The call came out on Jan 17th with a deadline of March 5th for input. Input is preferred via email, with an attachment of no more than 3 pages. BG and the committee agreed that this is an important process for the NSSA and its members. The committee agreed to (a) distribute the NSF email to its members, and (b) draft a 3 page brief for submission to NSF. An ad hoc committee of BG, JFB, NW and CL was formed and charged with drafting the document. Meeting at APS was suggested and BG, JFB and CL noted that they plan to attend.

7. Prize: Notifications, press releases, announcements, emails of thanks

BG reported that these items have been dealt with except for emails of thanks which need to go out to those who served on committees and those who nominated people.

BG will thank the committee members and will request each committee chair to pass on thanks to the nominators.

8. APS booth content

JFB provided a summary of the progress in this direction. He reported that the 4 facility posters and NSSA poster are in fact already complete. JFB will circulate, electronically, a “sign-up” sheet for staffing the booth over the course of the APS meeting.

9. NSSA insurance

NW reported to the committee by email. He is in the process of determining the best options and obtaining quotes. The issue will be returned to at the next conference call.

10. Expenses for survey website

TP requested (by email) that the committee vote on the approval of an expense of \$300 for a yearly subscription to the Survey Monkey website used for NSSA business. JT moved to approve this, seconded by TK. All members in favor.

11. AOB

Two items were raised. First, BG pointed out that he had invited the presidents of the Asian and European neutron scattering societies to the 2012 ACNS, following his invitation to the AONSA meeting last year. The AONSA president already accepted. Short (e.g. 15 min) talks are envisioned for the program. Second, JFB mentioned that BESAC are holding town hall meetings at the APS, ACS and MRS meetings on Mesoscale Chemistry. JT is involved with this and summarized the purpose of the meetings and subsequent report, which is to identify new opportunities and problems in the area. Forwarding these announcements to our members was seen as a good idea.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	JB	ACNS 2012 progress	2/12	3
2	BG/JFB/NW/CL	NSF instrumentation program input	2/12	4
3	BG	Prizes: Letters of thanks to nominators and committee members	2/12	5
4	BG	Follow up with facilities with respect to them adding a NSSA checkbox to their proposal submission forms. The checkbox would trigger information about NSSA being sent to the proposer.	9/09	-
5	JT	Addressing the issue of signing authority for the NSSA checking and savings accounts.	1/11	-
6	NW	NSSA insurance	12/11	6