

**NSSA Executive Committee
Conference Call Minutes, 11/7/2011**

Chris Leighton (Secretary), 11/7/2011

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

Absent: Norm Wagner (NW)
John Tranquada (JT)

Agenda:

1. Approval of minutes from 10/17/2011 (All).
2. Set date for next conf. call (BG/CL).
3. Website content / hiring a grad student (TP/BG).
4. Membership list updates / forward to Neutron News (JFB/TP/CL).
5. Advocacy efforts/material development (TK).
6. Confirmation of prize selection committees (BG/All).
7. Call for prize nominations and website updates (JFB/TP/BG/CL).
8. ACNS 2012 update (JB).
9. AOB.

Discussion Minutes (by agenda item number):

1. Approval of minutes

After the committee examined the minutes CL moved to accept them, seconded by JB. All in favor; minutes from 10/17/2011 approved.

2. Date for next conference call

The committee agreed to Friday December 2nd at 12:30 pm (central). CL will send an email reminder on 11/30/11.

3. Website content/hiring a graduate student

BG and TP reported that they had discussed this issue in person at Oak Ridge. BG has identified another student who may be a potential candidate, from McMaster. BG and TP pledged to discuss this further at a neutron user's meeting at ORNL.

4. Membership list updates / forward to Neutron News

JFB reported to the committee that the current issue is the inability to download the membership list in the form of a spreadsheet. JFB and TP have contacted the company involved but have not yet received a response. JB reminded the committee that timing is important here as the list is required to solicit nominations for invited talks at ACNS 2012. JFB has an older version without the many updates and TP pointed out that MRS may well also have one from the prior meeting. These will be used if the spreadsheet issue is not resolved presently. CL will hold off on contacting Neutron News until a new version of the list is available.

5. Advocacy efforts / material development

TK summarized her efforts with material development and stated that she would bundle the materials so far and send out via email for comments. At the current time the focus is on a visit with OSTP staff, focusing on support for the President's budget. BG raised the issue of timing for the actual visit and JB suggested that TK, BG, and Despina Louca send their available dates to her. She will work with this information to come up with some potential dates.

6. Confirmation of prize selection committees

7. Call for prize nominations and website updates

Items 6 and 7 were discussed together. BG summarized the current lists, based on recent developments, some people declining etc. The names are as follows:

Shull:

Henry Glyde (U Delaware)
Meigan Aronson (SUNY Stony Brook and BNL)
Robert Cava - declined
Alan Hurd (formerly of LANL)
Dieter Richter (Julich, Germany)

Sustained Research and Science:

Despina Louca (U Virginia)
Collin Broholm (Johns Hopkins U)
Jeff Penfold (ISIS, UK)
Thomas Russell (U Mass)
Xun Lii Wang (ORNL)

Outstanding Student Research:

David Belanger (UC Santa Cruz)
Mark Daymond (Queen's U)
Susan Krueger (NIST)

Sunny Sinha (UC San Diego)

Fellowship committee:

Michael Rowe (NIST emeritus) chair

Stephen Nagler (ORNL)

Thomas Holden (Northern Stress Ltd., Canada)

Jack Carpenter (ANL)

Tonya Kuhl (UC Davis and NSSA exec)

The committee discussed the above in full. John Greedan was agreed upon as a good substitute for Bob Cava, who was not able to accept. The need to add another name to the student prize committee to result in an odd number of members (i.e. 5) was raised and BG agreed to contact Rob McQueeney for this role. In order to provide better balance between Universities and Facilities XXX was removed from the fellowship committee in favor of XXX.

TP raised the issue of a timeline for the fellowship nomination process. BG suggested the same deadline as the prize nominations after some discussion. TP reported that the website has been updated with the relevant prize nomination and JFB agreed to email the members in the next week. JFB and TP discussed some issues relating to synchronization of the website updates and outgoing emails.

8. ACNS 2012 update

JB reported that the program chairs are in the process of finalizing the subcommittee. A plan for reimbursement of student travel support has also been developed, based on using NIST funding to cover student dorm lodging. JT has approved of the plan. The website is also live and the link for nominations of invited speakers is working. JB urged the committee to begin thinking about suggestions for speakers. JB also enquired as to progress with contacting SNS regarding financial support for the meeting and BG commented that he had not yet received replies to his emails. BG also pledged to contact Indiana regarding a possible contribution.

9. AOB

JFB mentioned that the APS March Meeting begins in February 2012 and that we must plan early to execute our idea of a combined effort booth with the US neutron facilities, i.e. NIST, LANSCE and ORNL. JFB agreed to contact the facilities and asked JB to get back to him with some information on the appropriate contact for NIST.

Nothing else was raised.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	BG/TP	Pursue the hiring of a grad student as a consultant for outreach content development for website	07/11	3
2	JFB/TP/CL	Updates to membership lists, forwarding to Neutron News	09/20	4
3	TK/BG (input from all)	Advocacy efforts – DC visit and material development (TK will email current material for comments)	09/20	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	BG	Confirmation of final prize selection committees	9/20	6
7	JFB/BG	Call for nominations email and website update (inc. fellowship nominations)	9/20	7
8	BG	Conference booths for APS	3/11	8
9	JB/CL	ACNS 2012 progress	9/20	9