

**NSSA Executive Committee
Conference Call Minutes, 9/20/2011**

Chris Leighton (Secretary), 9/20/2011

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

Absent: None

Agenda:

1. Approval of minutes from 8/30/2011 (BG/CL).
2. Set date for next conf. call (BG/CL).
3. Updates to NSSA website (TP).
4. Grad student hiring for website development (TP/BG).
5. Neutron News for NSSA members (CL/JFB).
6. Advocacy efforts (TK).
7. Prize selection committees (BG/JB).
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 8/30/2011 approved.

2. Date for next conference call

The committee agreed to Monday October 17th at 1:15 pm (central). CL will send an email reminder on 10/14/11.

3. Plan for NSSA website

TP has not yet started but has plans in place. He commented that improvements and updates in the membership list is more important at this stage (see below).

4. Grad student hiring for website content development

TP, FM and BG agreed to discuss this in due course.

5. Neutron news for NSSA members

CL reported that he made contact with Maureen W. of Taylor and Francis and that she has been very helpful. The result is that they can offer a free copy of Neutron News to our membership provided we provide them with a full list of members and mailing addresses. She also offered free batches of copies (with shipping) for conference booths such as at ACNS, APS, etc. JFB pledged to send a preliminary list in around 1 week, with a more comprehensive list to follow once updates have been made. JFB will solicit some input from the exec comm on this.

6. Advocacy efforts

BG reported the result of a conference call on 9/19/11 involving BG, JB, representatives of NIST (Dimeo, Borchers), LANSCE (Hurd), and ORNL (Anderson, McGreevy, Kszos). Three action items emerged:

- (a) Dimeo will speak with OSTP contacts during a visit to NIST in the near future. The Assistant Director for Physical Sciences will be present at this meeting apparently. He will attempt to set up a meeting with NSSA representatives in DC as planned.
- (b) Hurd offered to put NSSA in contact with Ron Kelly, a consultant working with MRS who can help with shaping of the message and setting up appointments with relevant staffers.
- (c) NSSA will independently develop content and materials for these visits. Materials aimed at OSTP will be more technical while those aimed at congressional staff must be less so.

The possibility of partnership with synchrotron facilities was discussed but it was felt that the time is right for a neutron-based effort. The need to use annual reports prepared by the facilities as a resource was stressed by TK and BG. BG also reported that McGreevy will draft a communications plan to be shared with NSSA. BG mentioned that the OSTP visits could be scheduled first, likely in the month of October. BG, TK, Despina Louca and Roger Pynn are the "finalized" list of candidates for these visits on behalf of the NSSA. NW pointed out that he is relatively close to DC and could also help out, a point that was welcomed by BG. BG asked TK to lead the effort on preparation of materials for the visit and TK agreed. TP and JT provided some guidance in terms of level for the content.

7. Prize selection committees

BG reviewed his preliminary list, which is copied below.

XXXX

The list was discussed extensively by the committee. Eventually XXX was added as a replacement for XXXX being held in reserve. For the other prizes XX (suggested by NW) was eventually selected as a replacement for XX, while XX and XX were removed in favor of XX and XX (ORNL). A deadline for nominations was set at Dec 5th, meaning that solicitations should go out within two weeks or so. BG will contact the above individuals.

8. ACNS 2012 update

JB reported on the result of a conference call on 9/20/11 with JB, BG, CL, Rosenkranz, Balsara and three representatives from MRS. The detailed minutes from this meeting are appended at the end of this document. JB reviewed that the main action items for the NSSA exec comm are to (a) email the membership with the dates of the conference, (b) examine the proposed list of program committee members, and (c) pursue funding from facilities and government sources. JB agreed to write a draft email to the members which JFB can send out. JB and CL agreed to discuss contacting DOE. JT pointed out that he may have located the proposal written by Billinge for ACNS 2010 and that he will forward to JB.

9. AOB

None raised.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	TP	Updates to the "Information" aspects to the website content	07/11	3
2	BG/TP/FM	Pursue the hiring of a grad student as a consultant for outreach content development for website	07/11	4
3	JFB/TP/CL	Updates to membership lists, forwarding to Neutron News	09/20	5
4	BG	Advocacy efforts – October DC visit	09/20	6
5	TK	Advocacy efforts – material development	09/20	7
6	BG	Follow up with facilities with respect to them adding a NSSA	9/09	-

		checkbox to their proposal submission forms. The checkbox would trigger information about NSSA being sent to the proposer.		
7	JT	Addressing the issue of signing authority for the NSSA checking and savings accounts.	1/11	-
8	BG	Confirmation of prize selection committees	9/20	8
9	JFB/BG	Call for nominations email	9/20	9
10	BG	Additional discussion of conference booths, proposed scope	3/11	-
11	JB/CL	ACNS 2012 progress (inc. proposal writing)	9/20	10

ACNS Planning Conference Call – Brief Minutes and Action Items
Tuesday, Sept 20th, 11 AM EST

Agenda

- 1) Introductions
- 2) Meeting logistics (Jackie/Julie)
 - Dates
 - Location (Status of hotel contract)
 - Meeting Space (# parallel oral sessions, poster sessions, exhibits)
 - Lodging (Conference hotel)
 - Food and Beverage (Welcome reception, breaks, local eateries, etc)
 - Advertising
- 3) Scientific Program (Nitash/Stephan)
 - Status of Sorting Categories and Programming Committee
 - Selection of plenary and invited speakers
 - Structure of Program (# oral sessions, #poster sessions, plenary session, prize winners)
 - Tutorials?
- 4) Budget (Jackie/Julie)
 - Status of MOU
 - Income from facilities (NIST, ORNL, LANSCE, Indiana, DOE, Canada, ANL, Companies)
 - Student support
 - Registration rate
 - Extras: Conference bags?
- 5) Local arrangements (Susan)
 - NCNR Summer school
 - NCNR tour
 - Local info (i.e., maps, restaurants, etc)
- 6) Timeline (Jackie/Nitash/Stephan)
 - Website
 - Pro Comm Selection
 - Invited speakers
 - Student support
 - Registration and Hotel
- 7) Issues
 - Banquet vs. enhanced poster sessions
 - Student housing in dorms

Present: Julie Borchers (JB), Bruce Gaulin (BG), Chris Leighton (CL), Stephan Rosenkranz (SR), Nitash Balsara (NB), Jackie Manchas (JM), Susan Krueger (SK), Pat Hastings (PH), Debbie Kriss (MRS)

Action items **highlighted**.

1. Intros were performed by whole group.

2. The logistics discussion was led by JM who reviewed that a contract was now in place and that the space is tight but viable. Parallel oral sessions, space for 64 posters, and 12 exhibit booths was discussed. The latter numbers are somewhat flexible. A discussion of banquet vs. poster sessions was held off for later. JM mentioned 146 sleeping rooms being available, with our block at the peak night being 140, falling off quickly on Thursday. JM reported that all negotiations and discussions with the hotel had gone very smoothly. The F&B minimum has been reduced to \$50k which is considered no problem with our projected attendance. JB enquired as to when the website could be up and running. JM reported that MRS are ready to move forward on this. An estimate of 2 weeks was given for the time to the website going live. BG emphasized that the NSSA membership should be emailed the dates asap. JB raised the issues of interfacing with the NCNR summer school, 5 vs. 4 parallel sessions, and a discussion of rooms and sizes by SR and JM ensued.

3. JB and JM reviewed the anticipated structure of the meeting. JM agreed to forward programs from ACNS 2010 and 2008 to use as a starting point for SR and NB, who will discuss off line and come up with an outline. JM offered to generate a template for this activity. BG and JB pointed out that there may be an additional plenary talk due to the addition of a fourth prize. Previous time allotments of 15, 30 and 40 mins for contributed, invited, and plenary talks were discussed. JB urged that time is set aside for user meetings and SR suggested Sunday or Thursday. The \$50k F&B and its use for welcome receptions and coffee breaks was discussed by JB and JM. The banquet discussion was deferred until later. JB urged NB and SR to check on the sorting categories early. NB pointed out that he felt they could be improved and that he and SR will discuss offline and come up with a proposed list. JB and BG reviewed the rules for invited talks re program committee members and the fact that the NSSA exec comm. would like to examine a proposed list of individuals to check issues such as geographical diversity. NB pointed out that he and SR have a list of prior program committee make ups. JB also provided a timeline from Dan Neumann. JM offered to share another timeline with the program chairs. The means by which we will solicit suggestions for invited speakers was discussed. BG suggested emailing the NSSA membership and MRS offered to put a means to collect suggestions (via email) on the website. CL pointed out the need for some careful wording of the solicitation to encourage suggestions of speakers with no immediate connection to the proposer. DK offered to have MRS add the invited speakers to the website as they accept the offers.

4. PH reported that the MOU is almost complete and that BG plans to sign it shortly on behalf of NSSA. Contributions to ACNS (for invited speaker and student travel) from scattering facilities were discussed in detail. Proposed levels of \$30k from NIST (verbal agreement in place), \$25k from LANSCE, \$10k from Chalk River and up to \$60k from ORNL were discussed by JB. Additional contributions from Indiana, Missouri and ANL were considered. Prior contributions from DOE BES were in the \$25k range. Writing of proposals will be pursued by NSSA. The MRS staff conformed that they will solicit contributions from companies that were prior exhibitors but

that they would also welcome other suggestions. PH pointed out that MRS will be responsible for distributing the funds when provided with the relevant lists of invited speakers and students, with amounts to be reimbursed. The need for an ad hoc sub-committee to select students for support was emphasized by BG and JB. PH and JB commented that the expected registration rate is not yet decided upon but that this can wait. Conference items such as bags and notebooks were discussed and JM volunteered to provide some ideas based on likely available funds.

5. JB will forward summer school info to MRS for reference. SK discussed setting up the transportation to NIST for the Thursday tour and it was concluded that the facilities usually take care of this aspect of the organization. It was agreed that the online registration system would have a button to sign up for the tour, and that the required security info could be obtained from participants at that stage (JM). Regarding local info for the program book SK agreed to send to JM. JM will obtain the required maps, etc.

6. Discussed in 2 and 3 above.

7. The issue of cash flow for reimbursement for student housing was discussed by JB, CL, PH and JM. It was agreed that MRS will check on the ability to take in funding and reimburse NSSA for up-front expenses for dorm rooms for students. SK plans to try to make contact with the University regarding the dorm rooms. The issue with a conference banquet vs. poster sessions with food provided was discussed by all. SR pointed out that it would be essential to know whether a poster session could run during the time when the space is being repurposed and also what the time would be when the oral session using the largest space would need to end.