

**NSSA Executive Committee**

**Minutes of the conference phone call 2:00pm EST, 4/2/07**

**(action items in red)**

**Present on the conference call:**

Roger Pynn (RP)  
Angus Wilkinson (AW)  
Suzanne te Velthuis (StV)  
Greg Smith (GS)  
Shenda Baker (SB)

**Missing:**

Simon Billinge (SJB)  
John Root (JR)  
Brent Fultz (BF)

**Agenda**

- 1) **Approval of minutes of 3/13/07 teleconference call**
- 2) **Review of action items from last minutes**
- 3) **ICNS09**
  - **Int. adv. Committee**
- 4) **ACNS08**
  - **Select ExecCom member to set up Contract with Conferon (now experinet-inc) to handle registration**
- 5) **Website**
- 6) **Any other business**
- 7) **Set date for next call**

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**Discussions**

**1) Approval of minutes of 2/13/07 teleconference call**

Minutes are approved.

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

- Fellows announcement: done
- ACNS08: Dan Neumann has indeed accepted position as program chair. He sent RP an email suggesting the program committee should be made up of scientists associated with facilities and not those from academia, as those at user facilities have a good overview of the most exciting work/experiments being done. **The ExecCom agrees with the view RP expressed in his response, which is that the program committee should include members of both facilities and academia.**
- MRS: BF sent the email to facility representatives who responded favorably at the suggestion of having a booth at the next MRS meeting and all expected to be able to supply personnel to attend to the booth. **The ExecCom agrees to have a booth at the Fall MRS meeting. SB will find out what the single booth size is and will order a single**

or double depending on the size, which ever is closer to the 10'x20' that we had at the APS meeting in 2006.

- Website: RP sent SJB an email, but has not yet received a response. RP will try contacting SJB by phone.
- Letter to members: Done
- ICNS09 date: Done
- Abstract: Done

### 3) ICNS09

#### - Int. adv. Committee

RP sent around a spreadsheet with suggestions for the Int. Adv. Committee to be discussed and improved upon in order to achieve a geographical, gender, and topical balance. JR sent a few suggestions for representative from Canada in a response to this. Further suggestions made are.

It is thought best to limit the number of ExecCom members on this list. StV or SB should be replace by someone who is not an ExecCom member. For this reason it is also thought best not to include JR.

Actions:

- All ExecCom members should work on improving the list and provide RP with their suggestions by the end of this week.
- RP will then forward the list to Thom Mason(SNS/ORNL) stating that this is our suggested list and that we should clarify what the exact role of the ExecCom is for this conference in general and ask who should invite these people to serve.
- RP will contact former NSSA president Rob Briber to see what the agreement was concerning NSSA's role.

### 4) ACNS08

#### - Select ExecCom member to set up Contract with Conferon (now experinet-inc) to handle registration

AW: From a correspondence with Thomas Proffen (LANL) it has become clear that LANL can not handle the financial side of the registration for ACNS08 and we should set up a contract with Conferon, who provided this service for the past 2 conferences. AW hopes another ExecCom member can do some of the leg work on this. RP suggests Jim Rhyne (LANL) consult with Conferon. AW prefers an ExecCom member to do this since it is the NSSA who has the contract with Conferon.

AW will contact Conferon himself.

AW thinks the organization around external grants (NIST, DOE) should be handled differently for ACNS08 than for ACNS06, where he was burdened with writing the proposals, being the PI on the proposals, and managing the grants on his own.

RP will ask SJB, as Chairman of the conference, to organize the writing and managing of the grants.

AW recommends the NIST grant should have an PI from an university where the administration and managing of the grant can be done through that university. The DOE grant could possibly be made as a supplement to an existing university PI's grant.

## **5) Website**

Not discussed due to absence of SJB

## **6) Any other business**

GS received a request to send a conference announcement to our membership. He will respond, as did RP to a similar request, that we do not send out these announcements by email to our membership. We have a link on our website to a site maintained by IPNS which lists conference and workshop announcements and allows posting on the neutron mailing list. Conference announcements are best sent there.

StV points out that from an email correspondence with Jim Rhyne about our website, it appears that we have an NSSA email account. According to AW our service provider allows us to set up 10 email accounts. This might be of use in the future.

## **7) Set date for next call**

The next teleconf call is set for: **Monday, April 30<sup>th</sup> 2007, 2:00pm EST.**

GS will be taking the minutes at the next call as StV will be absent.

**Call ended 2:56pm EST.**

**Respectfully submitted, Suzanne te Velthuis, 4/02/07.**