

**NSSA Executive Committee**  
**Minutes of the conference phone call 4:00pm EST, 8/28/07**  
**(action items in red)**

**Present on the conference call:**

Roger Pynn (RP)  
Angus Wilkinson (AW)  
Shenda Baker (SB)  
Simon Billinge (SJB)  
John Root (JR)  
Brent Fultz (BF)  
Suzanne te Velthuis (StV)

**Missing:**

Greg Smith (GS)

**Agenda**

- 1) **Approval of minutes of 4/30/07 and 7/19/2007 teleconference calls**
- 2) **Review of action items from last minutes**
- 3) **MRS booth**
- 4) **ICNS 09**
  - **Meeting announcement**
- 5) **ACNS 08**
  - a) **Meeting announcement**
  - b) **Session on funding issues**
- 6) **web site**
  - **Data analysis software**
- 7) **NSSA goals**
- 8) **AOB**
- 9) **Set date for next call**

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**Discussions**

**1) Approval of minutes of 4/30/07 and 7/19/2007 teleconference calls**

Minutes of 4/30/07 and 7/19/2007 teleconference calls are approved.

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

4/30/07 minutes:

- a. ICNS09 International advisory committee list still needs improving. **RP will work on this and send to Ian Anderson of SNS.**

7/19/2007 minutes:

- b. Set up sub-committee to help with proposal writing for ACNS08 funding:
  - SJB: Still needs doing. RP will help, and AW will provide guidance.
  - AW: if we go with MRS, this would go through MRS and the burden will be less
  - NIST will entertain a proposal.

- RP will talk to NSF and DOE program managers to warn them proposals are forthcoming.
  - A subcommittee consisting of SJB, AW, RP & StV will review past documents and discuss how to modify and adjust them to create 3 non-overlapping proposals
- c. Call for Prize and Fellow nominations:
- All action items are taken care of.
  - GS will send out call to membership by end of week.
  - GS will be requested to send out reminder in half a month.
- d. Website:
- SJB still needs to contact Dr Liu and ask her to take the nominal lead on moving the committee forward.

### 3) MRS booth

a) SB: NSSA has reserved a double booth at the MRS fall meeting exhibit. It is in a good location within the exhibit hall.

b) Material for booth:

- SB will ask facilities to present posters, give them dimensions, and provide them with information regarding the shipping of materials to the exhibit.
- StV has NSSA banner and some other office materials for the booth which can be shipped to the site.
- SB will ask GS if there are any blue neutron books left that can be presented.
- We will provide NSSA brochure. StV will send around brochure from last time that GS had made, so we can see how we want to update it.
- SB will ask facilities to help man the booth with their staff.

### 4) ICNS 09

RP will contact Ian Anderson (SNS) to see the division of roles and responsibilities with respect to the organization.

### 5) ACNS08

#### a) Meeting announcement

- When to announce the ACNS08 and advertise the website is discussed. While currently the front page of the ACNS08 website looks good, it is still lacking important information about the program (in outlines), the schedule, tutorials, banquet, and local contacts. BF suggests moving the names of sub-committees to the program as they will be the names of sessions and symposia.
- The MRS has sent a 2 page conference proposal (budget), stating what they could do to help organize the conference. As we should decide whether or not to employ the MRS to help with the ACNS before the next conference call, and all ExecCom members should look at budgets and give their opinion. AW will forward past budgets to the ExecCom for comparison. SJB, RP and AW will make final decision.
- SJB, RP and AW will have conference call on Tuesday, September 4, 2007 at 11am EST and additionally decide on when to announce conference.
- SJB will draft message announcing the dates of the conferences and indicate that additional information is coming soon. He will run conference announcement by Thomas Proffen and start scheduling monthly conference calls.

**b) Session on funding issues**

Not discussed due to lack of time.

**6) web site**

SJB still needs to put vision for web-site on paper.

**7) NSSA goals**

Not discussed due to lack of time.

**8) AOB**

None

**9) Set date for next call**

Thursday 9/27/07, 4pm EST

**Respectfully submitted, Suzanne te Velthuis, 9/26/07.**