

NSSA Executive Committee

Minutes of the conference phone call 4:00pm EST, 08/12/08

(action items in red)

Present on the conference call:

Roger Pynn (RP)
Suzanne te Velthuis (StV)
Greg Smith (GS)
John Root (JR)
Angus Wilkinson (AW)

Missing:

Simon Billinge (SJB)
Shenda Baker (SB)
Brent Fultz (BF)

Agenda

- 1) Approval of minutes of 07/16/2008 teleconference call.**
- 2) Review of action items from last minutes**
- 3) Letter to user group chairs**
- 4) Elections**
- 5) ICNS09**
- 6) AOB**
- 7) Set date for next call**

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Discussions

1) Approval of minutes of 07/16/2008 teleconference call

The minutes of the 07/16/2008 teleconference call are approved.

2) Review of action items from last minutes

2a) Previous item 2a (Nomination package resubmission): StV still needs to contact Bruce Gaulin again, **RP will do it instead in person right after the conference call.**

2b) Previous item 2e) (Child care grant for ACNS meetings) Outstanding item. **StV will contact Jim Rhyne about having the program outlined in a permanent part of our website, just like the travel awards.**

2c) Previous item 3) (ICNS09) GS sent budget and MOU to AW, who thinks they look fine.

2d) Previous item 4) (Interactions with NIST User Group (NUG))

RP drafted email and sent it around. **After making some changes to the end of email, he will send it to the chairs of the user groups (LUG, NUG, and SHUG).**

2e) Previous item 5a) (Constitutional changes)

RP put together a proposal in layman terms describing the desired changes. AW has asked our lawyer (Mischa Bufford-Epps) to incorporate them into our Bylaws.

3) Letter to user group chairs

Discussed item 2d

4) Elections

AW reports that our lawyer (Mischa Bufford-Epps) has said the text of the bylaws can be adapted to reflect the 2005 changes that were voted on without a re-vote, as long as 5% of the membership voted, and the meaning of the changes made to the bylaws accurately reflect what was voted on. She did need to check whether or not we could remove the requirement of a yearly meeting, as was voted on in 2005, as the DC statute that NSSA is incorporated under may require an annual meeting. She will also make the new changes based on RP's proposal. She expects to complete the requested work in less than 2 weeks. The ExecCom now needs to set up the ballot so the membership can vote.

To help clean up our membership email database, **GS will send out an email announcing the upcoming ballot.**

GS and AW will find out how to set up the ballot. It is thought Al Ekkebus (ONRL) might be able to help, otherwise we will look for a commercial provider (i.e. surveymonkey.com)

5) ICNS09

GS reports on the progress.

- The Roles and Responsibilities have gone through a few more iterations. Just before the conference call GS sent the ExecCom the last version.

- GS will send the MOU to the ExecCom before RP signs.

The MOU contains several scenarios for how an MRS membership can be introduced to the registrants of the ICNS. The ExecCom agrees to have MRS membership offered to attendees when they register for the conference online, by posting some text about MRS and a link they can select if interested. This scenario will be put in the MOU instead listing all possible scenarios, thereby simplifying the document.

- The ExecCom would also like to see a link to the NSSA membership site.

- AW suggests that at the next conference call the possibility of having a paid NSSA membership be discussed.

- Need to form the program committee as soon as possible. Meigan Aronson (hard CM), Paul Butler (soft CM), and Lee Robertson (instrumentation) are the initial list of proposed co-chairs, with Paul Bulter leading the three. Alternatively Susan Kreuger (soft CM), Steve Shapiro (hard CM) and Lee Robertson (instrumentation) will be asked, with Steve Shapiro leading. They will soon be invited to serve.

- Expect to have the list of nominated invited speakers by the end of October 2008.

- Will send Dan Neuman's guidance letter from ACNS08 to the ICNS program committee chairs to serve as a guidance document for them too in selecting the invited speakers. Among others, this document stresses the importance of focusing on university based invited speakers.

- The upcoming actions are:

Get MOU signed.

Get website.

Get program committee chair.

Get Nominations for invited speakers.

6) AOB

None

7) Set date for next call

Monday September 8th, 2pm EST.

Respectfully submitted, Suzanne te Velthuis, 08/13/08.