

NSSA Executive Committee
Minutes of the conference phone call at 3:00pm ET, 6/8/2010

Present on the conference call:

Bruce Gaulin (BG)
Suzanne te Velthuis (StV)
John Tranquada (JT)
Thomas Proffen (TP)
Shenda Baker (SB)
Norm Wagner (NW)
Jaime Fernandez-Baca (JFB)
Angus Wilkinson (AW)

Missing:

Simon Billinge (SJB)
Flora Meilleur (FM)

Agenda

- 1) **Approval of minutes of 5/18/2010 teleconference call**
- 2) **Set date for next call: suggested date July 12, 2010 at 3pm ET.**
- 3) **Website update**
- 4) **ACNS 2010**
 - 4a) **Action items**
 - 4b) **Other**
- 5) **Student Travel Grants for SXNS**
- 6) **Review of action items from last minutes**
- 7) **Any other business**

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Discussions

Agenda

1) Approval of minutes of 5/18/2010 teleconference call

TP moves to accept the minutes of the 5/18/2010 teleconference call, JT seconds, The minutes are approved.

2) Set date for next call.

It is deemed desirable to have another conference call before the ACNS, to discuss matters regarding the ACNS. Several ExecCom members will be traveling, so it is hard to find a date. Since SJB's presence on that call is very desirable, it is decided that BG will try to coordinate with SJB and find a date and then notify all.

After the ACNS the next call will be: Monday July 12th at 3pm ET.

3) Website update

TP reports that the new website is not live. He receive a comment from SJB regarding the description of the purpose of NSSA in the "about" section, and the fact that it states that the purpose of the Society shall be the advancement of neutron scattering research in the United

States, rather than North America. Since our official bylaws also explicitly state "United States" is it decided that this should not be changed.

StV mentions she has some changes & typos that she will forward to TP.

4) ACNS 2010

4a) Action items

The action items specifically related to the ACNS and listed in Agenda item 8 of the previous minutes are discussed.

Items 1,3, 22, 27, and 30 have been completed.

Items 4,18,19,20,21,23-27 are in progress or still require action.

Item 21: BG reports he does not have high resolution picture of the prize winners to send to TP. Especially the picture of Herb Mook is of low quality. JFB will ask their secretary if she can help get a better picture and have it sent to TP.

Item 23: open item, AW informs JT that he will need to get a W-9 for those prize winners receiving over \$600, and will need to file a tax form 1099 for them. JT asks if paperwork is required for those receiving grants. AW reports that no documents are needed for directly reimbursable expenses (i.e. those with receipts).

Item 30: TP has asked the ExecCom members for their photographs for the website and flyer. He requests that they get sent to him by the end of the week (**June 11, 2010**).

4b) Other

- BG has just had an ACNS organizers conference call. So far 209 have registered. They are expecting 50-100 more to register, which should put the total close to the 310 of the ACNS08. There is still a significant shortfall in the number of reservation in the conference hotel, which is a problem because it determines the rates we get for reserving the conference rooms etc. They are discussing having MRS using the funds within the budget to guarantee \$40000 worth of rooms, which would cover this shortfall. This would then be used for invited speakers and grant recipients. Hotel costs would then be the first thing reimbursed, rather than registration.

- Harriet Kung cancelled. Linda Horton will be replacing her in the plenary session.

-So far there is not yet an after dinner speaker. StV suggest a prominent Canadian neutron scatter. BG will ask John Root.

5) Student Travel Grants for SXNS

SB had sent around an email earlier reporting that they have received 2 applications so far, of which one did not meet the criteria. They suggest accepting the second one. All are in favor. The deadline is June 11, 2010.

BG will send the student(s) the email regarding the decision and inform JT of those who will be receiving grants.

6) Review of action items from last minutes

Action items were reviewed.

StV mentions two action items she found in previous minutes that were dropped but need following up on. They are added at the end of the list.

Outstanding actions items are listed below, along with new action items. ACNS related items are in blue.

#	Person	Action item	Agenda date (yr/mo/dy)	Agenda Item
1	TP	Survey existing websites & make plan for NSSA website.	10/04/05	4
2	BG	Invite newly elected fellows to Banquet.	10/04/05	6b
3	BG	Approve letter composed by StV for nominators of Prizes & Fellowship candidates thanking them for their efforts.	10/04/05	6b
4	StV	Send the thank you letters for nominators to the Prize and Fellowship selection committee chairs to forward, and ask the chairs to send nomination packages to StV.	10/04/05	6b
5	BG	Get NSSA boxes from RP.	09/04/09	3
6	BG	Talk to Neutron News about a deal with them to have Neutron News for free for our membership or at a reduced rate.	09/07/13	7e
7	BG	Follow up with the advocacy contacts at APS that Judy Franz gave him.	09/07/13	8
8	JFB & TP	After ACNS decide on how to proceed with respect to email addresses in the membership database that no longer work.	10/05/18	4
9	SB, TP	Evaluate Student Travel Grant applications.	10/05/18	5
10	BG	Inform Student Travel Grant applicants of decision and send final list to JT.	10/06/08	5
11	BG	Organize ExecCom only (breakfast) meeting during ACNS.	10/05/18	6a
12	BG	Forward location for meeting of ExecCom and Facility directions during ACNS scheduled for Wed. June 30 th , 9:30am-11:30am.	10/05/18	6a
13	TP	Update NSSA flyers, to be displayed at NSSA booth at ACNS.	10/05/18	6b
14	TP	Create: - Poster announcing Prize winners (based on press-release) - Poster announcing new Fellows (based on press-release) Send posters to John Katsaras for printing after checking with him.	10/05/18	6b
15	JFB	Check with secretary regarding about obtaining a	10/05/08	4a

		higher resolution picture of Herb Mook and have it sent to TP for inclusion in posters.		
16	JT	Prepare checks for all prizes (1x\$5000, 2x\$2500, 2x\$500)	10/05/18	6b
17	JT	Get W-9 from and file tax form 1099 for prize recipients receiving over \$600.	10/06/08	4a
18	JFB	Prepare certificates for new Fellows	10/05/18	6b
19	SJB	Select Outstanding Student Research Prize selection committee	10/05/18	6b
20	TP	Look into ways of doing the voting for the upcoming ExecCom member elections.	10/05/18	7
21	BG, JFB, NW	Solicit nominations and put together a slate of candidates for the upcoming ExecCom member elections. Open positions are: Vice President (4 yrs), Secretary (4 yrs), Treasurer (2 yrs).	10/05/18	7
22	ExecCom	Send photo for the web-site and ACNS poster/flyer to TP by June 11 th , 2010	10/06/08	4a
23	BG	Coordinate with SJB about finding date for conference call to discuss remaining issues regarding ACNS	10/06/08	2
24	StV	Send edits for website to TP	10/06/08	3
25	BG	Contact John Root as possible after dinner speaker for ACNS	10/06/08	4b
26	BG	Finalize wording regarding the new NSSA Student thesis prize.	09/10/06	2c
27	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.	09/09/08	5h

7) Any other business

TP asks about the student travel support for ACNS stating that he requires input from SJB regarding the assignment of this selection committee. He has received some information, but it seems they are now also being asked to decide about invited speakers, while initially it seemed the committee would only evaluate the student applications. BG, TP, FM and SJB need to get together by the end of the week to discuss this.

The NSSA booth at the ACNS is discussed. For new members a name and email address will be asked, rather than all their information. Afterwards, they will receive an email with an account, allowing them to add all the other relevant contact information on the website.

JFB asks who will be attending the ACNS as he will be coordinating the manning of the booth. BG, JT, SJB, NW and SJB will be attending.

Submitted, Suzanne te Velhuis, 6/11/10.