

**NSSA Executive Committee
Conference Call Minutes, 4/24/13**

Chris Leighton (Secretary), 4/24/2013

Present: Julie Borchers (JB)
Chris Leighton (CL)
Stephan Rosenkranz (SR)
Mike Crawford (MC)
Mark Lumsden (ML)
Norm Wagner (NW)
Tonya Kuhl (TK)
Ron Jones (RJ)

Absent: Bruce Gaulin (BG)
John Tranquada (JT)
Chris Wiebe (CW)

Agenda:

1. Adoption of minutes from 3/27/2013 (CL/All).
2. Date for next conference call (SR/All).
3. Neutron News: Distribution list (ML/RJ).
4. Advocacy efforts: Letter to Murphy (BG/JT/JFB/SR).
5. Advocacy efforts: Website expansion/highlight repository (ML/All).
6. Advocacy efforts: LANSCE user program/sample handling (SR).
7. Advocacy efforts: Letter to May (SR).
8. ICNS: Booth, travel awards (ML/NW).
9. Email distribution lists (RJ).
10. ACNS 2014 program chairs (SR/All).
11. AOB

Discussion Minutes (by agenda item number):

1. Approval of minutes

The minutes were adopted with no corrections and no objections.

2. Date for next conference call

After some discussion **Tuesday May 28th at 11 am (central)** was agreed upon as a suitable time for the next conference call. CL will email a reminder on Monday May 27th.

3. Neutron News: Distribution list

ML reported to the committee that he now has the membership list in a more workable excel spreadsheet format. This is being worked on further and he will contact Taylor and Francis shortly with regard to the Neutron News mailing list.

4. Advocacy efforts. Letter to Murphy

SR relayed that this has not yet been sent but is being worked on. He also remarked that a reply was received from AONSA, indicating that they were happy with the related letter for them.

5. Advocacy efforts: Website expansion / highlight repository

ML reported that he had looked into this in some detail. In particular he spoke with Fritsche about her thoughts on difficulties with the current site set up, and suggestions for improvement. The latter included a table of deadlines for beamtime proposals, job postings, and a highlight repository. After some discussion between ML and SR, ML resolved to continue experimenting with the site to understand more about the capabilities.

6. Advocacy efforts. LANSCE user program/sample handling

TK and CL passed comments on their understanding of the current situation, and it was agreed by all that no action on the part of the NSSA would be warranted until more information on future plans to potentially relax the sample handling requirements are known.

7. Advocacy efforts. Letter to May

SR reported that this had been completed and mailed but that no response had yet been received. JB and RJ pledged to look into whether a follow up would be appropriate/required.

8. ICNS: Booth, travel awards

NW clarified the parameters for the travel awards and it was agreed to pursue a maximum of 5 awards at \$1000. NW suggested an ad hoc committee of himself, RJ and CI to review applications and both CL and RJ agreed to take part. NW will shortly open the website for applications. The issue of cutting NSSA checks was discussed and MC agreed to take part. TK highlighted the importance of obtaining receipts in excess of \$1000 for accounting purposes.

9. Email distribution lists

RJ spoke at some length about options to better manage the lass emails to the membership. One idea he raised was a LinkedIn group for the NSSA. The advantages of such an approach were discussed as being effective for advocacy and emailing, being free of spam, and being free, and easy to initiate. An extensive discussion by SR and RJ concluded with RJ resolving to try this and see what the response from NSSA members is like. RJ plans to report on this during the next call.

10. ACNS 2014 program chairs

JB reported that she is still working with MRS on hotel bids for the conference. The numerous suggestions for program chairs were reduced to a shortlist, including XXXX. SR added XXXX to the list. After some discussion amongst various committee members this list was reduced to a ranked number of selections as follows:

Hard Matter: XXXX.

Soft Matter: XXXX.

JB was charged with first approaching XXXX.

11. AOB

None raised.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	ML/RJ	Neutron News distribution issue	1/13	3
2	BG/JT/JFB/SR	Advocacy: Letter to Murphy	9/12	4
3	ML	Advocacy: Website expansion/highlight repository	3/13	5
4	SR/All	Advocacy: LANSCE user program	1/13	6
5	SR	Advocacy: Letter to May (NIST)	3/13	7
6	SR	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.	9/09 Renewed 4/12	-
7	ML/NW	ICNS: Booth; travel awards	3/13	8
8	RJ	Streamlining email distribution list process / Linked In network	2/13	9
9	JB	ACNS program chair invitations	4/13	10