

Minutes of the NSSA Conference Call of March 28, 2003

The conference call convened at 11:00am. In attendance were Rob Briber, Dave Belanger, Susan Krueger, Shenda Baker, Frans Trouw, Jeff Lynn (for ACNS discussion) and Julie Borchers (for ACNS discussion). Absent were Jim Jorgensen, Greg Smith and Simon Billinge.

1) ACNS 2004

General Chair: Jim Jorgensen
Programming Committee: Jeff Lynn (NIST); Shenda Baker (Harvey Mudd)
Local Contact: Julie Borchers

Rob Briber and Dave Belanger will also be involved.

ACNS to be held in early June 2004, hosted by NIST. Jeff Lynn said that they were thinking about the first full week in June from Monday-Wednesday, and perhaps 1/2 day on Thursday for a tour of the NCNR. They are checking on what facilities are available and whether there are conflicts with other major meetings. The comment was made that there would inevitably be a conflict with some Gordon Conferences.

Site locations:

- 1) NIST: cheap, but security issues and not many services
- 2) UMUC Conference Center: 758 seat auditorium and break out rooms, computers, 238 hotel rooms and the possibility of dorm rooms for students.

Jeff and Julie have obtained some prices from Conferon (for hotels in the Tyson's Corner area) and Courtesy Associates to help plan the conference. A date and place will be decided in the next few weeks.

The UMUC Conf Center was discussed further. The drawbacks are that there is no food within walking distance except in the hotel. It is more expensive than Knoxville. But, UMD agreed to provide dinner each night for those who want to purchase it as a separate item + an open bar. More negotiations are still needed. The cost is ~\$XX per participant per day for continental breakfast, fruit, coffee, etc. all day instead of at designated break times + a sit down lunch.

Jeff said that the banquet would be at a separate place one of the nights. Participants could purchase dinners for the other 2 nights (+ open bar) at the hotel. There would probably be a Sunday evening reception. There was a question as to whether Sunday tutorials should be offered.

There was then a discussion about how to bring the Canadian contingent into the meeting. They want to be partners and should be contacted soon.

It was decided that the ACNS organizing committee + Rob and Dave would start once-a-month planning meetings to keep things moving along.

Jeff Lynn and Julie Borchers exited the call.

2) APS Booth

34 new members were signed up. Greg Smith is putting them in the database, which hasn't been used yet. Thus, we have no status of dead emails, etc. There were many visitors and walk-by traffic since the posters and exhibits were in the same hall.

Do we want to participate in Montreal next year? There may be problems for foreign students and postdocs traveling to Canada.

3) Facilities Access Questionnaire

We should have full results from Roger Pynn as an Excel file, but we decided that we only got a summary Excel file. Should we make a summary file (different than the one Roger sent us) and send it out to the membership? Simon suggested we formulate a more concise summary to go out to the membership. R. Pynn wants the NSSA membership to have info from a presentation he made March 13 (don't know where).

Rob will send out the detailed spreadsheet and will ask Simon to prepare a summary (which Simon agreed by email to do after the call). Our role is to keep the membership updated but Roger (and perhaps others?) need to interact with the facilities.

4) Greeting Letter to Members

Rob will draft a letter to send to NSSA members introducing them to the Executive Committee. We all can comment on the letter and then it will be sent out as a mailing. This will be a good way to sort out the status of the membership database. Once we have a list of "missing" members, give this list to the Committee to see if we know the whereabouts of any of the missing persons. It was suggested that we hold off on this letter until we know the date of the ACNS 2004 meeting, so that can be put in the letter as well.

5) Neutron Blue Books

We have agreed to buy 1000 books. Dave will be billed. What should we do with the books, which contain a review of neutron scattering theory, applications and a list of facilities? It was suggested that we give the books out at the ACNS meeting to those who want them. We could also put in the greeting letter that we have the books and ask those who want one to email a request (or fill out a web form and perhaps update their database information at the same time). Books could be shipped out as groups of requests arrive.

6) Membership Database

Greg has the database up and running. A few updates are needed and dead emails, etc. have to be identified.

7) Status of Financial Package Transfer

Dave got many financial notebooks from Anne Mayes. Everything is well-documented. He needs to contact a tax consultant for non-profit organizations to get the NSSA tax return filed by April 15.

A local account will be set up for NSSA with Rob and Dave as signatories and Anne will send the funds to it.

Dave needs to look into liability insurance.

Ames now handles the bills from DOE (Brookhaven). Something has to be set up to allow UCSC to mail them through Brookhaven. Dave commented that we need a better way to make the transfer when the next Executive Committee takes over.

Dave also commented that meeting minutes are important now that NSSA is a non-profit corporation and we need to make them publicly available (perhaps as a PDF file on the website).

We discussed the \$5K Shull Prize, the first of which will be made at ACNS 2004. We will need a committee to solicit nominations. We are also attempting to start an endowment and will need to look into liability insurance and investments. We need to solicit more donations to the Shull Prize in the next 6 months.

Dave will put together a financial status report as he goes through the documents from Anne.

8) New Business

It was discussed whether we should try to arrange for all members to receive Neutron News, now published by the same people who published the Neutron Blue Book. A subscription is not now tied to NSSA membership. It was suggested we get a working mailing list to the publisher to try to get it integrated with their mailing list.

Jim Rhyne had started initial contacts with the European neutron scattering society. What is the value of having ENSA contacts? It was decided that, nominally, we should let them know about meeting plans, etc., but no one saw any other obvious connection.

We should inquire from APS or AIP publishers about getting conferences or prized noted in their publications. Shenda agreed to check with C&E News to see if we could get a background article published on the NSSA, since it is newly incorporated. (They do not

publish meeting announcements.) Susan agreed to see if she could find out who she talked to about publicizing the APS Biological/Biomimetic Materials focused session a few years ago. She recalled long lead times for AIP publications and MRS Bulletin, but the info could be submitted to their websites rather easily.

It was decided that the next call would be on April 28 at 11:00am. The call adjourned at approximately 12:00pm.