

NSSA Executive Committee
Minutes of the conference phone call 12:00pm ET, 4/25/06

Present on the conference call:

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

Agenda

- 1) Approval of minutes of 3/28/06 teleconference call**
- 2) NSSA business model/plan, include Dave Belanger**
- 3) Alternative funding**
 - Corporate members**
 - Corporate sponsors**
 - Solicit endorsement for prizes**
 - Membership dues**
- 4) Student travel awards**
 - Review checklist & form**
 - Decide how to proceed with QENS mtg. applicants**
- 5) Awards**
 - Achievement awards at ACNS**
 - Final wording and announcements for Sustained Research & Science Prizes**
 - Lessons learned from Prize recipient selection process (Definition of prizes)**
 - Conflict of interest guidelines (John Root)**
- 6) Any other business**
- 7) Next call**

Discussions

1) Approval of minutes of 3/28/06 teleconference call

The “r” should be removed from SJB’s last name.
Subsequently, the minutes are approved without dissent

Review of action items from last minutes:
Prizes, press release:

Shull prize recipient has been announced. The text for the press release for the sustained research and science prize are completed. Only a photo of John Tranquada is missing.

Action: RP will remind J. Tranquada to submit one.

Awards for prize winners to be handed out at ACNS:

GS has asked for quotes for the selected awards (Shull, sustained research & science prizes).

Once the quotes are in, he will order them. The citation text will be put on the award.

There are currently only 2 student awards left (to be given for the best student posters at the ACNS). It is decided a few extra of those awards should be ordered.

Action: GS will order awards

Fellow program:

Action: RP will check with Rob Briber about how the committee is progressing and stress we expect the program to be announced in some form at the ACNS.

Advocacy:

RP and SJB are putting together the advocacy session at the ACNS.

They expect to have 3 speakers covering :

- 1) How the budget process works (RP will invite Jack Rush)
- 2) View inside congressional office (Deborah Koolbeck has been asked, waiting to hear if she's available)
- 3) How scientists can help/do (Steve Pierson from APS has agreed)

2) NSSA business model/plan, include Dave Belanger

AW voices 2 concerns

- 1) Financial health of NSSA depends on surplus from ACNS meeting. Not all income for that meeting can be kept. Federal grants cannot be turned into surplus. Is it possible to obtain some other source of income? Would it be possible to not reduce student fee's for the ACNS so heavily?
- 2) Burden of treasurer is very heavy during a year that the ACNS is being organized. Would it be possible to lighten this burden. Currently the treasurer also organizes the ACNS exhibit. In future someone else might be assigned to this task, limiting the responsibility of the treasurer to issuing invoices and inking the checks.

RP suggests someone other than the treasurer should write the proposals (to DOE, NIST etc) requesting funding for the ACNS. The general chair of the ACNS should organize the writing of the proposal. The proposal should then be sent to the treasurer, who is required to submit it as he is responsible.

AW suggests a separate person be appointed to run the exhibit, who would be responsible for contacting vendors and providing them with information regarding the exhibit. This could be someone on the local committee. Whoever it is, they will still have to coordinate & interact with the treasurer.

Action: AW & DB will write down a business model that can be used in the future.

Action: All: "Lessons learned" or "howto" lists should be created with respect to organizing the conferences etc. and forwarded to the secretary (StV) who will collect and save them for future referencing.

3) Alternative funding

-Corporate members

-Corporate sponsors

Due to possible conflicts of interest, the possibility of corporate members/sponsors is decided against.

-Membership dues

If it is decided to start implementing membership dues, the membership should first be asked for their opinion. This might be done at some later time.

-Solicit endorsement for prizes

How and if to solicit donations for the prizes is discussed. It is decided that a form will be added in the program booklet of the ACNS asking for support, with the relevant information and a stroke at the bottom that can be which attached to a check.

It will not be specified for which prize or award it is, but that it can be used for any.

For future conferences organized by the NSSA, the registration form will include a line allowing a donation to be made.

Action: As SJB & RP will be editing the program book soon, they will add the form at that time.

AW: for future conferences it would be convenient if vendors can pay by credit card

4) Student travel awards

-Review checklist & form

The checklist & form created SB & GS are approved.

AW: An expense claim form needs also to be developed.

SJB: There should be one on the NSSA web-site, dating back to the workshop in Indiana.

Action GS&AW will work on creating an expense claim form.

-Decide how to proceed with QENS mtg. applicants

How to handle the student applicants for the QENS meeting is discussed. It is decided the announcement and forms should be made available on the NSSA website by the end of this week. At that time the program will be announced by email to all NSSA members, and the program will be open to applicants.

Action: SB&GS will coordinate with Jim Rhyne to get the information on the web-site.

Action: GS will send e-mail announcing program to NSSA membership.

Action: RP will inform QENS organizers and suggest they notify the students, telling them can apply through the web-site if they meet the criteria.

Action: SB&GS will judge which of the applicants will be awarded.

5) Awards

-Conflict of interest guidelines (John Root)

The guidelines JR put together are discussed. It is decided to also add the following:

A committee member should declare a conflict of interest if:

- The member was part of the nominating team for the candidate.

- The committee member wrote one of the support letters for the candidate.

Additionally it should be specified that the member who has a conflict should leave the discussion of that candidate, not merely not participate.

GS voices concern that even when a members ranking of a particular candidate be removed, it can still influence the decision. It would be better not to have the committee have any connection to the candidates.

It is mentioned that if committee members are appointed after the candidates are know, the ExecCom would also be in a position to influence the decision in their choice of a replacement. It might also be come difficult to find committee members not attached in any way to potential candidates.

It is decided JR will implement the modifications, send around the new version of the guidelines. ExecCom members will vote for or against by email. If an ExecCom member still feels the guidelines are not adequate and a prize committee member should be removed if in conflict, an alternative plan (how to replace these members) should be submitted by that ExecCom member.

Action: JR will implement the modifications, send around the new version of the guidelines, and request a vote from the ExecCom.

-Achievement awards at ACNS

It is agreed that Achievement awards be handed out at the ACNS to Rob Briber, Dave Belanger, and Jim Jorgensen, thanking them for their service to the NSSA.

The best time to do so would be after/during the banquet.

Action: GS will order awards, similar to those presented at the last ACNS.

Action: StV will check with Jim Jorgensen to see at what times during the conference he expects to be present.

Support staff should be awarded flowers by the organizing committee.

Action: SJB will remind local organizers to arrange it.

-Final wording and announcements for Sustained Research& Science Prizes

-Lessons learned from Prize recipient selection process (Definition of prizes)

Time prohibits discussion of these last two point. They will be discussed during the next conference call.

Action: RP will invited prize committee chairs Jim Rhyne and Collin Broholm to participate in the discussion.

6) Any other business

It is suggested the redesign of the web-site should be put on the agenda of the next conference call.

8) Next call

The next teleconf call is set for: May 16th 2006, 12noon ET.

Call ended 1:22pm ET

Respectfully submitted, Suzanne te Velthuis, 4/27/06.