

**NSSA Executive Committee**  
**Minutes of the conference phone call 4:00pm EST, 4/29/2009**  
**(action items in red)**

**Present on the conference call:**

Bruce Gaulin (BG)  
John Tranquada (JT)  
Suzanne te Velthuis (StV)  
Jaime Fernandez-Baca (JFB)  
Thomas Proffen (TP)  
Simon Billinge (SJB)  
Flora Meilleur (FM)  
Angus Wilkinson (AW)  
Greg Smith (GS)

**Missing:**

Shenda Baker (SB)  
Roger Pynn (RP)

**Agenda**

- 1) Approval of minutes of 4/9/2009 teleconference call.**
- 2) Review of action items from last minutes**
- 3) Relocation of bank accounts**
- 4) ICNS09**
- 5) Any other business**
- 6) Set date for next call**

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**Discussions**

**1) Approval of minutes of the 4/9/2009 teleconference call.**

The minutes of the 4/9/2009 teleconference call are approved.

**2) Review of action items from last minutes**

2a) Previous items 2a (ICNS09 funding proposals). The proposals are in the hands of the MRS organizers. They checked the status today.

2b) Previous item 3 (transferring information to new ExecCom members)

TP received information from RP about the facebook page and administrator. **StV will provide the bylaw texts.**

RP has not yet visited ORNL. **StV will remind him to bring the boxes with documents he has for BG.**

2c) Previous item 4 (ICNS09)

GS will be chairing the opening session. SJB will give a 10 minute general introduction, BG will welcome participants on behalf of NSSA. All tasks/assignments are clear.

Tuesday morning (May 5<sup>th</sup>) there will be an Execcom meeting at 7am and ACNS2010 planning meeting at 8am. The ACNS meeting participants will be invited to join at 7:30am. SJB, BG, and JT should be there for the ACNS2010 meeting.

BG has received the addresses of the Execcom members and will give them to JT and everyone else. AW requested them as well so the Illinois Secretary of State annual report can be sent in. AW will prepare the report but forward to JT and BG for them to sign and send in.

Furniture for the NSSA booth at the ICNS has been ordered. StV will set up doodle survey to help fill in exhibit schedule, possibly calling on NSSA fellows to help out and sign up.

2c) Previous item 5 (ACNS10)

BG has been in contact with Colin Broholm and will hear his decision about being program co-chair from him in a day or two. He is already involved with another conference around the same time.

BG has had trouble reaching Tonya Kuhl. StV spoke to her and she said she would reply to BG soon.

SJB has guidelines for the program co-chairs that should be sent to them.

Pat Hastings (MRS) has creating a ACNS2010 flyer on her to-do list. John Katsaras has been working on it. TP and JK will get together to have it finalized.

2e) Previous item 7 (Website) StV will send TP document that need updating on the NSSA website. In the future TP will propose a plan on how to proceed with the website.

2f) Previous item 8 (AOB), Completed. AW had a couple of dozen memory sticks from ACNS06. He has sent them to JFB and they will be available at the NSSA booth at ICNS09 for giving away.

### **3) Relocation of bank accounts**

AW sent an email to the NSSA lawyer asking if there was a legal problem with relocating the society's bank accounts to New York, closer to JT. The only issue is that JT needs approval from the ExecCom to open a bank account for the NSSA. JT asks that we also have additional signatories. Until now only the treasurer has been the only signatory. JT was thinking of opening an account with City Bank. The plan is to open a new checking account that will then be linked the current interest-bearing savings bank account with ING. After transferring funds to the new account, the checking and savings accounts with Sun Trust will be closed.

BG puts forward the motion:

The NSSA Executive committee will allow John Tranquada to open for the NSSA an FDIC-insured checking and savings account at a national bank of his choice and have as signatories to the account be the treasurer (John Tranquada) and vice-president (Simon J. Billinge).

JFB seconds the motion.

**The motion is unanimously approved by all voting members on the call** (all but AW and GS).

AW asks JT if he received the tax forms and IL Secretary of State annual report form that need filing. JT says he has received them.

#### **4) ICNS09**

SJB reports that there was a conference call among the organizers about the swine flu and the impact on the meeting. More than 600 have registered for the meeting so far. In response to the swine-flu there have been emails from mostly Japanese participants announcing cancellations. Only a few have canceled through the web-site, as would be required to obtain a refund. Paul Butler was in Europe and spoke to some of the people from ILL as well as from ISIS. They stated they were still planning on coming to the meeting.

The conference is insured. Pat Hastings has been in contact with the insurance company but a claim will not be covered if people do not come to the conference based on travel advisories, but only if people cannot get to the meeting (i.e. there are no flights).

Some expenses can be adjusted close to the date. To make adjustments for the opening reception 1 week notice is required, so there it is already too late.

It currently looks like we will break even or be in the black, even if the Japanese participants cancel.

With respect to registration, the official rules state that up to the last day one can get the paid registration fees back, less \$245, which covers fixed costs.

GS reports that there is no risk to MRS or NSSA regarding hotel room occupancy being lower than expected. The contract was between ORNL and the hotels so ORNL will have to pay any fines incurred for this reason.

Funding was received from sponsors. \$\$\$ from DOE has been received.

The program committee is receiving the names of those who are cancelling.

SJB points out there needs to be a discussion and decision on how to handle cancellations in the program. There should be an official process of which the session chairs should be made aware. Assuming only a moderate number of participants cancel possible solutions are:

- 1) If a co-author is at the meeting, the co-author can present the work.
- 2) Enable electronic presentations if possible.
- 3) Have break in the program during cancelled talk. Do not move talks around to fill the schedule.

The Execom will leave the exact rules to the discretion of the program committee.

SJB and GS will update the Execom by 2pm on April 30th and indicate if there be needs a Execom conference call at 4pm that day to discuss an alternate contingency plan if it looks like a large percentage of the registrants cancel.

**5) Any other business**

None

**6) Set date for next call**

Will determine at the meeting during ICNS

**Respectfully submitted, Suzanne te Velthuis, 05/20/09.**