NSSA Executive Committee

Minutes of the conference phone call at 1pm EST, 11/10/2009

(action items in red)

Present on the conference call:

Bruce Gaulin (BG)

Suzanne te Velthuis (StV)

John Tranquada (JT)

Angus Wilkinson (AW)

Jaime Fernandez-Baca (JFB)

Flora Meilleur (FM)

Roger Pynn (RP)

Norm Wagner (NW) (Item 4 and onward)

Missing:

Simon Billinge (SJB)

Shenda Baker (SB)

Thomas Proffen (TP)

Agenda

- 1) Approval of minutes of 9/9/2009 and 10/06/2009 teleconference call
- 2) Update on Fellowship and Prizes
- **3) ACNS 2010 update**
- 4) Website
- 5) Review of action items from last minutes
- 6) Any other business
- 7) Set data for next call: Proposed data Tuesday December 15, 1PM EST

Discussions

1) Approval of minutes of 9/9/2009 and 10/06/2009 teleconference calls

As during the 10/06/2009 conference call it was determined that discussion items were missing from the already approved 9/9/2009 minutes, the minutes were amended after the call, taking into account all noted changes.

- The amended 9/9/2009 minutes are approved.
- Correction to 10/06/2009 minutes: Item 3, line 3 "one" should be "on". With this correction the minutes are approved.

2) Update on prize and fellowship committees

- 2a) Shull, Sustained Research, and Science prizes.
- Ed Kramer agreed to serve on the Shull Prize committee and his name has been added on the website.
- The call for nominations for the prizes is out. The deadline is December 7th.
- StV still has to forward roll-over nominations to the prize chairs.

- -BG asks if NSSA executive committee members can make nominations for prizes. Both StV and SJB have done so in the past and JFB has written a support letter. It is considered not a conflict as the selection committees are independent.
- A reminder of the call for nominations should be sent out, as well as 1 week before the deadline. At that time BG will check with the chairs regarding the number of nominations and possibly extend the deadline by 1 week.

2b) Fellowships

The Fellowship committee chair (Sunil Sinha) asked JFB how many fellows can be appointed. The current membership list has 1402 members with current e-mail addresses. In total more than 1700 people have registered at some time or other.

Based on 1402 members, with up-to-date contact information, there can be at most 7 new fellows appointed. BG will pass this number on to Sunil Sinha.

FM reports a total of 17 nominations have been received (which includes the roll-over nominations).

2c) Student Prize

- BG still needs to finalize wording on the prizes taking into account the comments and discussion in Agenda item 1 of the 10/06/2009 minutes regarding the eligibility.
- BG proposed committee members in a previous email and will contact them asking them to serve.

3) ACNS 2010 update

The local organizers are still working on finding a location for the banquet, but have dropped the location that would require a long bus ride. They are now looking at the Conference hotel and Museum of Natural History, which is at walking distance from the conference hotel and probably cheaper than the National Art Museum. Progress is being made in other areas too.

4) Website

A contract has been signed with MayeCreate Design who will design the new NSSA website. Two versions with a different "look" were forwarded to the ExecCom for comment

StV points out that the new pages look good, but still is missing a discussion about what content we want on the site. Some examples of what could be added are:

- Tutorials about Neutron Scattering
- Links to available resources
- Protected part for ExecCom access & sharing of documents,

JFB forwards contract with MayeCreateDesign which spells out what services are being paid for. Anything additional will cost extra.

5) Review of Action Items from Last Teleconference (not already discussed above):

Actions under previous agenda items 3,4, and 5c are completed.

- 5a) Previous item 5a (transferring information to new ExecCom members). RP has looked through NSSA boxes none appears to be so important. He has still to give them to BG
- 5b) Previous item 5d (membership list). JFB has been working on plans for keeping the membership list current. It will be tied into the new webpage which will have a database capability where we can store the information. There are 3 scenarios for transferring current information.
- 1) Move the database to the new system and ask members to look up and update it.
- 2) Ask all members to fill in the information from scrap via the website.
- 3) Send all members an email requiring them to validate their membership and information.

Option 2&3 will likely lead to large losses of members.

JFB suggests having a membership drive which should be tied to the launch of the new website.

StV brings up the APS march meeting and that soon we should make a decision whether or not we want a booth there, as a way of getting new members.

The ExecCom is opposed to requiring all to re-enter all their contact information. It is decided that we prefer to send out an email asking all to update or decline membership if no longer interested. For the emails that "bounce back" (~300) an effort could be made to try and find the correct information for these people. If each ExecCom member is given 10-20 of these names they could try to find current information for them. This would not be too much of a burden per person. Besides sending the members an email we could advertise on the neutron mailing list or elsewhere that we are updating our membership list and ask people who have not received our emails to contact us.

- 5c) Previous item 5e (legacy, increase membership). BG will talk to Neutron News about a deal with them to have Neutron News for our membership for free or at a reduced rate.
- 5d) Previous item 5g (AOB). BG will follow up with the advocacy contacts at APS that Judy Franz gave him, to see what they suggest regarding possible advocacy actions. BG asks if we are aware of any items are coming up that would need our attention in this area. RP suggests that as the Government Stimulus Package money is gone we will have to see what the 2011 budget will look like. Discussion about this will be at the beginning of next year, so that is when we should start to pay attention.

BG brings up the ³He shortage, but several facilities people are dealing with this issue. It is not clear that NSSA has a role to play there at this point.

6) Any other business

None

7) Set data for next call

Tuesday December 15th, 1pm EST.

Submitted, Suzanne te Velthuis, 12/14/09.