

**NSSA Executive Committee
Conference Call Minutes, 12/2/2011**

Chris Leighton (Secretary), 12/7/2011

Present: Julie Borchers (JB)
Chris Leighton (CL)
Bruce Gaulin (BG)
Tonya Kuhl (TK)
Jaime Fernandez-Baca (JFB)
Thomas Proffen (TP)
Norm Wagner (NW)

Absent: Flora Meilleur (FM)
John Tranquada (JT)

Agenda:

1. Approval of minutes from 11/7/2011 (All).
2. Set date for next conf. call (BG/CL).
3. Website content / hiring a grad student (TP/BG).
4. Membership list updates / forward to Neutron News (JFB/TP/CL).
5. Advocacy efforts/material development (TK).
6. Confirmation of prize selection committees (BG/All).
7. Call for prize nominations and website updates (JFB/TP/BG/CL).
8. Conference booth for APS (JFB).
9. ACNS 2012 update (JB).
10. AOB.

Discussion Minutes (by agenda item number):

1. Approval of minutes

After the committee examined the minutes CL moved to accept them, seconded by JFB. All in favor; minutes from 11/7/2011 approved.

2. Date for next conference call

The committee agreed to Monday December 19th at 12:30 pm (central). CL will send an email reminder on 12/16/11.

9. ACNS 2012 update (discussed out of order)

JB reported that the program committees are now final and that the website is live and running well. The issue of eligibility of the NSSA exec. comm. for invited talks was raised

by JB on behalf of the program chairs. This was discussed at some length by JB, BG, JFB, TP, CL, and NW. Opinions ranged from viewing it as a good idea to eliminate any possible sense of impropriety to the opinion that it was unnecessary, particularly given that the NSSA terms now cover two consecutive conferences. CL raised the issue of consistency with NSSA prize policy and the need for a guideline. JB suggested that the president and vice-president be ineligible. NW suggested application of the standard approach where individuals simply recuse themselves from any form of decision making on their own talk. BG resolved to draft and circulate a conflict of interest policy.

JB raised the issue of funding. BG reported that he had contacted ORNL, received informal approval, but no formal decision yet. TP mentioned that formal approval will likely follow. BG has not yet contacted Indiana to discuss a contribution. JB conformed that the NIST contribution will be \$40k, and that she is in the process of contacting Jim Rhyne re the proposed LANL contribution. The issue of handling finances for invited speaker reimbursement and lodging was discussed by JB. As an example the NIST funding will need to come to NSSA not the MRS. JFB volunteered to take the lead on writing of the NIST proposal. NW volunteered that he can use the Delaware system for submission through grants.gov. JB plans to forward relevant information to JFB and NW for this proposal. CL volunteered to lead the DOE proposal writing effort.

JB also raised the issue of NSSA having to front a deposit for dorm rooms (see previous meeting minutes) and to sign the associated contract. JT will be pursued for financial approval and signature. The issue of insurance for the students staying in the dorms was also raised by JB. Possibilities include doing this via the Georgetown/NIST contacts or through an insurance agency for an estimated cost of \$400. Finally, JB urged the committee to nominate invited speakers for ACNS 2012.

3. Website content/hiring a graduate student

TP informed the committee that he met with XXXX, and was very much in favor of hiring her to perform this work. BG discussed the costs (approx. \$5k increments) involved to “buy” such a student out of TA duties. The committee were in general agreement that this is a cost effective and promising idea. TP suggested a start date of January if possible. JFB pointed out that this same work should also pay-off in terms of development of conference booth material, which BG and TP agreed with.

4. Membership list updates / forward to Neutron News

JFB revealed that TP had been successful in procuring a current list of members through 11/30/11. This consists of 1100+ individuals with contact info. Manual updates by JFB are included in this list. JFB agreed to forward the list to CL to pass to Neutron News, and to JB for MRS mailings regarding ACNS 2012.

5. Advocacy efforts / material development

TK informed the committee that the draft document previously circulated by email is now complete and that this task is essentially done. An additional slide on education may be added. BG mentioned that he met with DiMeo of NIST at the AONSA meeting and that they discussed the OSTP visit. BG was urged to have the NSSA move forward as soon as possible. BG and TK agreed on a mid December date. JB reminded the committee that this will likely be a one time opportunity and that we must therefore follow through once a date is set. BG vowed to begin the process immediately.

6. Confirmation of prize selection committees

BG confirmed that the make-up of the committees is now finalized.

7. Call for prize nominations and website updates

The need for a reminder email for prize nominations was raised and JFB agreed to send an email on Dec 9th. The current deadline for nominations is Dec 16th. CL was charged with forwarding relevant (i.e. still eligible) nominations from the last round. It was suggested that the nominators are contacted to prompt updates of the nomination materials. TP reported that the website information and email addresses for nominators are fully functional.

8. Conference booth for APS

JFB confirmed that he had spoken with the relevant outreach staff at ORNL and will shortly talk with Rhyne of LANSCE. JFB’s idea is for a double booth shared between NSSA and the facilities. The cost for a single booth is approximately \$3k. JFB pledged to discuss a joint payment scheme with the relevant facility staff.

10. AOB

BG reported on his experience at the AONSA meeting in Tsukuba, where he represented the NSSA. The conference was apparently dominated by Japanese and Australian participants, with over 500 attendees. Plans for neutron sources in China were discussed.

JFB also raised the issue of better use of social networking sites by the NSSA. This resonated with several members of the committee. TP mentioned that this formed part of his discussion with XXX and that it could be included in part of the planned website development.

Nothing else was raised.

Action items

Item	Person	Action item	Agenda	Agenda
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Number	Responsible		date (mo/yr)	Item # for next meeting
1	BG/TP	Website/Poster material development (K. Fritsche)	12/11	3
2	JFB/TP/CL	Forwarding new membership list to JB, CL. Pass to Neutron News.	12/11	4
3	TK/BG/NIST	Mid-Dec OSTP advocacy visit	12/11	5
4	BG	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	-
5	JT	Addressing the issue of signing authority for the NSSA checking and savings accounts.	1/11	-
6	TP/JFB/CL	Prize nominations: Collect and pass to chairs (TP). Email reminder (JFB). Updates from previous round (CL).	12/11	6
7	BG	Conference booths for APS	12/11	7
8	BG	Draft and circulate conflict of interest policy	12/11	8
9	JB/JFB/NW/CL	ACNS proposal writing. NIST (JFB/NW); DOE (CL).	12/11	9
10	All	Submit suggestions for ACNS invited speakers	12/11	-
11	JB	ACNS 2012 progress	12/11	10
12	NW	NSSA insurance	12/11	11