

**NSSA Executive Committee
Conference Call Minutes, 1/17/2011**

Chris Leighton (Secretary), 1/18/2011

Present: Bruce Gaulin (BG)
Simon Billinge (SJB)
Angus Wilkinson (AW)
John Tranquada (JT)
Jaime Fernandez-Baca (JFB)
Julie Borchers (JB)
Chris Leighton (CL)
Suzanne te Velthuis (STV)

Absent: Thomas Proffen (TP)
Shenda Baker (SB)
Flora Meilleur (FM)
Norman Wagner (NW)

Agenda:

1. Approval of minutes from 12/06/2010
2. Set date for next conference call
3. Welcome and discussion for new Exec Comm members
4. 3rd member at large
5. APS booth
6. ACNS 2012
7. Review of action items
8. AOB

Discussion Minutes (by agenda item number):

1. Approval of last minutes

After reviewing the last minutes, JFB moved to approve the minutes, seconded by JL. All in agreement; minutes approved.

2. Time and data for next call

Feb 28th, 2pm EST was agreed upon for the next conference call.

3. New Exec Comm members

BG introduced JB and CL and enquired about transfer of responsibilities for the two positions. JB agreed to discuss with SJB offline. STV identified two carry over issues; the

issue of carrying over the prize nominations to the next cycle (it was suggested that these could be obtained from FM), and a green card application request letter from a member. STV agreed to forward the standard template for the latter to CL.

STV also pointed out the need to email the membership the election results. JFB will do, with an email written by BG. BG pointed out that the unsuccessful candidates were notified and thanked.

STV also raised the issue of an APS booth. It was agreed to discuss this out of agenda sequence. STV noted that this involves booking the booth, and assembling posters and promo materials such as flyers and pens, which JFB has. JFB agreed to take responsibility. BG, JFB, CL and JT all indicated they would be present and willing to man the booth. STV noted that the booth must be put up/ taken down on Sunday/Wednesday. The success of the booth in the past (50 new members) was discussed, and BG moved to approve an expense up to \$5k for JFB. This was seconded by AW and approved. Actual cost was noted as about \$3-4k (AW and JFB)

SJB also discussed “carry over” items for JB. These are the ACNS 2010 (books not closed), the issue of signatories on the accounts, and the ACNS 2012. SJB resolved to address the first of these. Signatories on the checking and ING accounts were discussed by JT, SJB, AW and BG. JB and JT agreed to resolve the issue.

4. 3rd member at large

See below, discussed out of order.

5. APS booth

See above, discussed out of order.

6. ACNS 2012

BG reported that he engaged Dan Neumann of NIST in discussions about the venue and planning for the conference. JB will send a summary on the venue after discussions with Mark Green. The Georgetown Conference Center is being considered given Green’s adjunct position at the University. 146 hotel rooms are available with potential student lodging in addition. Rates will be discussed with Georgetown in the near future. JFB reminded the committee of the importance in involving MRS in the contract negotiations. It was resolved to get the proposal circulated amongst the Exec Comm prior to contacting MRS. SJB pointed out the importance of using a June date to be consistent with past conferences. Proximity to public transport, trends in ACS attendance, and overall cost were discussed by JB, SJB and BG. Attendance of 350 was cited as a reasonable goal.

At the end of this discussion SJB, STV and AW left the call. BG thanked all three for their service to NSSA.

Potential candidates for the 3rd member at large position were then discussed. Four candidates were discussed, bearing in mind such factors as balance in geographical location, and facility vs. university representation. These will be discussed in more detail at the next conference call.

7. Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item
1	TP	Survey existing websites & make plan for NSSA website.	04/10	4
2	BG	Get NSSA boxes from RP.	4/09	3
3	BG	Talk to Neutron News about a deal with them to have Neutron News for free for our membership or at a reduced rate.	7/09	7e
7	ExecCom	Send photo of ourselves for the web-site to TP	6/10	4a
8	BG	Finalize wording regarding the new NSSA Student thesis prize.	10/09	2c
9	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	5h
10	JFB	Send Fellow certificates with letter from StV to Fellows that did not attend ACNS	7/10	3
11	BG	-Send email to Pat Hastings to see what MRS could do regarding preparing material we could use for education or promotion at our booths, and at what cost. -Check with facility management if would be willing to provide material.	7/10 10/10	4 4
18	JFB & TP	JFB will manually start making changes to the membership	11/10	5

		database to either delete or correct information there. TP will provide the necessary instructions on how to do this.		
19	JFB & BG	Inform NSSA membership of the outcome of the NSSA ExecCom officer elections.	12/06	3
20	STV	Forward green card application support letter (template) to CL.	1/11	3
21	JFB	Reserving a NSSA booth for the APS march meeting.	1/11	3
22	SJB	Closing the books on ACNS 2010.	1/11	3
23	JT & JB	Addressing the issue of signing authority for the NSSA checking and savings accounts.	1/11	3
24	Whole Exec Comm.	Collection of information on potential 3 rd member at large positions.	1/11	4
25	JB	Present initial ACNS 2012 proposal to Exec Comm, in collaboration with Mark Green (NIST).	1/11	6
26	BG	Correspond with AONSO regarding collaboration with NSSA.	1/11	8

8. AOB

BG reported receiving an email from an Exec Comm member of the Asian-Oceania Neutron Scattering Organization, proposing some interactions with the NSSA. This was warmly received by the committee and BG was charged with a positive response.