

**NSSA Executive Committee
Conference Call Minutes, 1/20/2012**

Chris Leighton (Secretary), 1/20/2012

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

Absent: Flora Meilleur (FM)

Agenda:

1. Approval of minutes from 12/19/2011 (All).
2. Set date for next conf. call (BG/CL).
3. TA "buy-out" for K. Fritsche (BG/TP).
4. Neutron News, email to membership (CL/JFB).
5. Report on OSTP visit, follow up (BG/TK/JB).
6. Prize committees: Russell replacement, COI policy, suggested no. of fellows (TP/JFB/CL).
7. APS conference booth (JFB).
8. ACNS proposal writing update: NIST (JFB/NW), DOE (CL).
9. ACNS 2012 progress (JB).
10. NSSA insurance (NW).
11. AOB.

Discussion Minutes (by agenda item number):

1. Approval of minutes

After the committee examined the minutes JB moved to accept them, seconded by JT. All in favor; minutes from 12/19/2011 approved.

2. Date for next conference call

The committee agreed to Friday February 17th at 1:00 pm (central). CL will send an email reminder on 2/15/12.

3. TA buy out for K. Fritsche

BG informed the committee that these arrangements are complete. McMaster sent an invoice to NSSA, and it was received by JT. JT mailed the required check. TP revealed that he has already contacted Fritsche and preliminary plans are already in place. CL will remove this item from the action item table.

4. Neutron News, email to membership

CL reported that this is complete. Maureen Williams of Taylor and Francis informed us that the early February issue will be received by our members. An email to the membership informing them of this was sent by JFB.

5. Report on OSTP visit / follow up

BG provide the committee with a summary of the meeting at OSTP on Jan 13th. This apparently went very well and was approximately 70 mins in duration, during which the group (BG/TK/JB/Louca) laid out the current status and needs for science, facilities, etc., in North America. BG mentioned that he believes this venture should be repeated on a regular basis and that OSTP should be aware of NSSA as a resource for future consultation. The possibility of a talk at the ACNS conference from an OSTP staff member was raised and will be pursued by JB and the program chairs. TK mentioned that the OSTP staff did raise some concerns relating to the balance of the national science portfolio, the relative expense of neutron scattering-based research. JT enquired as to whether specific issues with respect to SNS were raised and apparently they were not. Funding and support for LANSCE were also discussed separately. BG reinforced for the committee that the overall tone was positive and encouraging. Some discussion between the Exec Comm members regarding preparation for future questions along these lines, expense, and comparison to national facilities for other purposes took place. JB resolved to formalize some plans with regard to a presentation from OSTP at ACNS2012.

6. Prize committees - report

BG first confirmed that the committee members with major conflict of interest (COI) issues were replaced, that the COI document was circulated to the chairs of the committees, and that the suggested number of fellows (10) was relayed to the committees. BG reported that the results from the meeting of the committees was in fact already with him with the following outcomes:

Shull prize: Bob Birgeneau

Sustained Research Prize: Gian Felcher

Science Prize: Guangyong Xu

Student Prize: Claire White

Fellows: Borchers, Cava, Glinka, Kayler, Pynn, Shapiro, Smith, Taub, Warner

It was further noted by BG that it would be wise in 2013/2014 to split the Science and SR prize committees to reduce workload and problems with COI. CL provided further comments on the overall process including the need to communicate to the chairs what is done with regard to solicitation of updated nomination materials for rollovers. The issue of whether rollover nominations should even be considered was discussed by CL, BG and TP and it was decided to revisit this issue at a later date, prior to the next cycle. CL reminded BG to ask the committee chairs to send email thanks for their nominations. CL will send BG information he has on templates for announcements, press releases, certificates, etc.

7. APS conference booth

JFB informed the committee that JT and he arranged for payment to APS for the double booth, with dimensions 10 x 20 feet. JFB also had a conference call with each of the facilities to arrange for division of the display and costs. NSSA will pay 50 %, the remainder split between the facilities. The content for the NSSA section is being discussed by JFB and TP (with Fritsche).

8. ACNS proposal writing update

JB summarized progress. NW is handling submission to NIST. CL has started the DOE proposal, and will co-ordinate with MRS over submission. TP is handling the finances with SNS and BG is working with CINS (the Canadian Institute for Neutron Scattering for their contribution. No proposal is required for the latter. JB reminded the exec comm that the NIST funding will eventually go direct to JT for redistribution to Georgetown for housing costs.

9. ACNS update

JB summarized progress for the committee. The suggestions for invited speakers (from the sub-committees) are now with the program co-chairs and are being considered. The call for ACNS abstracts has gone out and the website is being updated and improved by MRS. ADC has volunteered to provide bags for the conference attendees. The committee had no strong feelings about the form of the bags. JB reiterated that the biggest job at this stage is finalization of the invited speaker list.

10. NSSA insurance

NW raised this issue based on his experience with the AIP Society of Rheology, which has insurance to protect the society and its officers from litigation. It was noted by NW that this is not expensive and that MRS does not currently cover NSSA in any way. BG opened the issue for discussion and the committee were generally in support of pursuing this in the interests of safety. NW offered to obtain information from the Rheology Society on the type and extent of coverage and where it was purchased. JT

pointed out that the society has a significant bank balance and that these numbers are posted publically on tax returns as a requirement for a non-profit organization. A short discussion of how and why NSSA was incorporated took place. NW agreed to contact the Rheology Society for more information.

11. AOB

Nothing raised.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	BG/CL/JFB	Prizes: Notifications, press releases, announcements, emails of thanks	1/12	3
2	JFB/TP/Fritsche	APS booth content	1/12	4
3	JFB/NW/CI/JB	ACNS proposals: NIST and DOE	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	JB	ACNS 2012 progress	12/11	6
7	NW	NSSA insurance	12/11	7