

**NSSA Executive Committee
Conference Call Minutes, 3/13/12**

Chris Leighton (Secretary), 3/15/2012

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

Absent: Tonya Kuhl (TK)
Flora Meilleur (FM)
Thomas Proffen (TP)

Agenda:

1. Approval of minutes from 2/17/2012 (All).
2. Set date for next conf. call (BG/CL).
3. ACNS 2012 progress (JB).
4. NSF instrumentation input (BG/JFB/NW/CL).
5. Prizes: Thanks to nominators and committees (BG)
6. NSSA insurance update (NW).
7. ICNS 2013 exhibit (TP).
8. AOB.

Discussion Minutes (by agenda item number):

1. Approval of minutes

After the committee examined the minutes CL moved to accept them, seconded by JT. All in favor; minutes from 2/17/2012 approved.

2. Date for next conference call

The committee agreed to Tuesday April 10th at 11:00 am (central). CL will send an email reminder on Monday April 9th.

3. ACNS 2012 progress

JB reported that ACNS 2012 plans continue to progress well. She reminded the committee that the abstract deadline is rapidly approaching (April 2nd). Invited speakers who have accepted are now displayed on the website. OSTP invites have confirmed participation. One issue that was raised is that prize recipient Gian Felcher is unable to

attend. Two possible alternatives have been suggested; Suzanne te Velthuis gives an acceptance talk on his behalf, or some involvement via Skype. JB asked the committee for comments and it seemed that the first idea was favored in general, i.e. a talk from StV focusing on Gian's work and accomplishments, perhaps with some discussion of recent work enabled by his contributions. JB resolved to pass this preference on to the program chairs.

JFB, JB and BG discussed several issues regarding preparation of the certificates, plaques, and trophy for the various prizes. JFB agreed to take the lead on this, with support from JT for purchases. JB mentioned that the after dinner slot is still not decided upon at this stage. The issue of invitation letters for attendees wishing to obtain a visa to visit the US was also raised by JB. It was suggested that the ideal individual to sign such a letter would be involved either with the conference or the NSSA and would be at a US university. CL added that having this be a US citizen may also help. JB resolved to contact Rosenkranz, with JT as a back up as he is not a government employee. JFB added that information on the accommodation will soon be posted to the website, along with a final registration fee which is expected to be in the \$500 range (approx \$200 for students).

4. NSF instrumentation input

BG reported to the committee that this was essentially complete. A 3 page brief was prepared by BG, edited by CL, JFB, and NW, and submitted by the deadline. JFB suggested posting on our website and notifying the various neutron facilities, which was viewed as a good idea. CL will request that TP posts this on the NSSA site. JB added that this type of thing should be done again when other such solicitations occur. The idea of inviting someone from DMR, perhaps specifically involved in instrumentation, perhaps the DMR director (Robertson), to ACNS was floated and viewed positively.

5. Prizes: Thanks to nominators and committees

BG informed the committee that emails of thanks had been sent to all who served on the committees. BG needs a list of nominators, likely from TP, to proceed further.

6. NSSA insurance update

NW reported that the insurance companies used by the Rheology society had been contacted and that quotes were coming in. His expectation is that this will be relatively inexpensive. NW enquired as to where the NSSA was incorporated and JT conformed that this was DC. NW will circulate quotes when a final set are received.

7. ICNS 2013 exhibit

TP informed CL (by email) that he had been contacted by the organizers of ICNS 2013 (Edinburgh) regarding potential sponsorship and an NSSA booth in the exhibit area. The committee confirmed that NSSA did offer a booth at both the Knoxville and Sydney ICNS meetings. It was resolved that this item should remain on the agenda for the next conference call, hopefully with TP present. TP will be asked to assess the costs for an exhibit through the contact made with ICNS. NW suggested, and BG agreed, that we should also pursue being a co-sponsor of the meeting.

8. AOB

JFB reported that the booth at APS had been a significant success, backed up by other exec comm. members who attended APS. The joint booth with the various facilities was viewed as a success. JFB mentioned that new members numbering around 50 had signed up at the meeting.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	JB	ACNS 2012 progress	3/13	3
2	JFB	Preparation of certificates / plaques / trophy for ACNS	3/13	4
3	BG/TP/CL	Prizes: Emails of thanks to nominators	2/12	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	NW	NSSA insurance	12/11	6
7	TP	ICNS 2013 Booth/Co-sponsorship	3/13	7