

**NSSA Executive Committee**  
**Minutes of the conference phone call at 1:00pm ET, 5/18/2010**

**Present on the conference call:**

Bruce Gaulin (BG)  
Simon Billinge (SJB)  
Suzanne te Velthuis (StV)  
John Tranquada (JT)  
Thomas Proffen (TP)  
Shenda Baker (SB)  
Flora Meilleur (FM)  
Norm Wagner (NW)  
Jaime Fernandez-Baca (JFB)

**Missing:**

Angus Wilkinson (AW)  
Roger Pynn (RP)

**Agenda**

- 1) **Approval of minutes of 2/9/2010 and 4/5/2010 teleconference calls**
- 2) **Set date for next call: suggested date June 8, 2010 at 3pm ET.**
- 3) **Past-president**
- 4) **Website update**
- 5) **Grant request SXNS conference**
- 6) **ACNS 2010**
  - 6a) **Plenary/keynote session & advocacy session**
  - 6b) **To Do list items**
  - 6c) **Childcare grants**
  - 6d) **other**
- 7) **ExecCom election planning**
- 8) **Review of action items from last minutes**
- 9) **Any other business**

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**Discussions**

**Agenda**

- 1) **Approval of minutes of 2/9/2010 and 4/5/2010 teleconference calls**

TP moves to accept the minutes of the 2/9/2010 and 4/5/2010 teleconference calls, JFB seconds, both minutes are approved.

TP will add the minutes to the new website.

- 2) **Set date for next call.**

Tuesday June 8<sup>th</sup> at 3pm ET.

- 3) **Past-president**

The position of past-president is a one year term. As the present ExecCom started in April 2009, RP's term is now over. BG has informed him of this and thanked him for his efforts as well. BG

also wanted to thank him in person during this call, but RP could not make it. SJB has suggested we add RP to the list of people receiving NSSA service awards at the ACNS. BG suggests to vote on the matter, TP seconds. All present on the call are in favor.

#### **4) Website update**

TP reports that they want to go live with the new website tomorrow. By the end of the week TP will have accounts and passwords for all. Once the site is live he will test the membership database part of the site. Once it seems that everything is working he will tell JT, so that MayeCreate Design can be paid. Then all the ExecCom members will be given editing privileges. Finally an email will be sent out to the membership about the new website.

The ExecCom votes to go live with the new site tomorrow.

TP will also announce on the neutron mailing list that there is a new site, and that if someone did not receive an earlier message from us, yet think they are a member, they should contact us.

After ACNS we should try to clean up the membership list. JFB will decide on how to proceed with respect to email addresses that no longer work. JFB has some updates to the list since he sent the total list to TP. TP asks him to forward them to him and TP will update them, while testing the site.

#### **5) Grant request SXNS conference**

StV received an email from Paul Fenter, one of the organizers of the SXNS conference that will be held in Evanston in July 2010, asking if NSSA could provide financial support (\$5000) as was provided in the past. StV had sent the email around earlier.

As the previous ExecCom already decided to no longer directly sponsor other conferences, and instead developed the student travel grant program, it is decided that NSSA will not support SXNS. StV will inform Paul Fenter of this decision and of our travel grant program and suggest he advertise it. As the 2 month application deadline, as outlined in our rules, has already expired it is decided that a deadline of June 11<sup>th</sup> will be set for this specific conference. This deadline will also be passed on to Paul Fenter.

SB and TP will evaluate the Student Travel Grant applications that are submitted. The final list of accepted applicants should be sent to JT. TP will make a note of this special deadline on the website.

#### **6) ACNS 2010**

##### **6a) Plenary/keynote session & advocacy session**

BG has worked with the conference co-chairs on the plenary/keynote session. While they tried to get Bill Brinkman, they were unsuccessful. Harriet Kung (DOE) will speak.

There will be a political and plenary session related to neutron scattering in Canada. IT will be a panel discussion in a parallel session. The organizers are NRC, Chalk River.

There will be a meeting of the ExecCom with the facility directors on the morning of Wednesday June 30<sup>th</sup>, at 9:30am-11:30am. It is coincident with a plenary session but before the tour. NW, TP, and StV will not be available.

BG will organize a separate ExecCom meeting (dinner or breakfast). He will check the schedule and propose a date.

At this point there will not be an advocacy session organized by NSSA. A public session with the facility directors on a panel is not feasible.

The program committee is still discussing a potential after-dinner speaker.

#### **6b) To Do list items**

StV sent around a To Do list, summarizing action items for the ExecCom directly related to the ACNS. All items have been assigned to someone.

BG will get out citations for the service awards by the end of the week.

BG will send picture of the prize winners to TP for the posters.

TP should send the posters, once completed, to John Katsaras, who should be able to print them locally.

#### **6c) Childcare grants**

In total 6 applications for childcare grants were received. The subcommittee (StV, TP, FM) would like to accept 5 of them. StV will send the list of names to JT and notify the applicants.

#### **6d) other**

All oral presentations have been identified. The organizers are now dealing with student support and support for invited speakers.

MRS is worried about the number of hotel rooms that have been booked so far, as the numbers are not yet enough. Booking less rooms than planned will cost money. Several reasons for delays in booking are discussed.

### **7) ExecCom election planning**

StV had pointed out that we should have had an election by the end of the year to replace 3 positions (Secretary, Vice-president, and Treasurer) and suggests a the ExecCom starts planning for this. TP volunteers to start looking into options for the actual (web-based) voting procedure. BG, JFB, and NW will form the nomination sub-committee. Their task is to solicit nominations & put together a slate of candidates.

#### Timetable:

Early September 2010	Call for nominations.
End of September 2010	Have complete slate of candidates.
Early November 2010	Open vote for 2-3 weeks.
December 2010	Announce outcome of elections.
January 2011	New members join ExecCom.

TP will ask ExecCom members for a picture of themselves to include on the website and possibly make a poster or flyer for the ACNS, highlighting positions up for election.

### 8) Review of action items from last minutes

Action items were reviewed.

*(Outstanding actions items are listed below, along with new action items and those from the ACNS To Do list (discussed in agenda item 6b). ACNS related items are in blue.)*

#	Person	Action item	Agenda date (yr/mo/dy)	Agenda Item
1	TP	Inform John Katsaras & MRS of new NSSA website so they can update links in ACNS sites.	10/04/05	4
2	TP	Survey existing websites & make plan for NSSA website.	10/04/05	4
3	BG, SJB, StV	Formulate citations for service award recipients. Add RP to list.	10/04/05 & To Do list	5
4	BG	Invite newly elected fellows to Banquet.	10/04/05 & To Do list	6b
5	BG	Approve letter composed by StV for nominators of Prizes & Fellowship candidates thanking them for their efforts.	10/04/05	6b
6	StV	Send the thank you letters for nominators to the Prize and Fellowship selection committee chairs to forward, and ask the chairs to send nomination packages to StV.	10/04/05	6b
7	BG	Get NSSA boxes from RP.	09/04/09	3
8	BG	Talk to Neutron News about a deal with them to have Neutron News for free for our membership or at a reduced rate.	09/07/13	7e
9	BG	Follow up with the advocacy contacts at APS that Judy Franz gave him.	09/07/13	8
10	TP	Let JT know when website is working to his satisfaction and MayeCreate Design can be paid.	10/05/18	4
11	TP	Send out email to membership about new website.	10/05/18	4
12	TP	Announce website on neutron mailing list.	10/05/18	4
13	JFB	Send TP updates of membership information for editing of the website database.	10/05/18	4
14	JFB	After ACNS decide on how to proceed with respect to email addresses in the membership database that no longer work.	10/05/18	4
15	StV	Respond to SXNS organizers about grant request and inform them about Student Travel Grants with June 11 <sup>th</sup> deadline.	10/05/18	5
16	SB, TP	Evaluate Student Travel Grant applications & send	10/05/18	5

		final list to JT.		
17	TP	Add June 11 <sup>th</sup> deadline to Student Travel Grants page on website	10/05/18	5
18	BG	Organize ExecCom meeting during ACNS	10/05/18	6a
19	TP	Update NSSA flyers, to be displayed at NSSA booth at ACNS.	10/05/18 (To do list)	6b
20	TP	Create: - Poster announcing Prize winners (based on press-release) - Poster announcing new Fellows (based on press-release) Send posters to John Katsaras for printing.	10/05/18 (To do list)	6b
21	BG	Send picture files of prize winners to TP for inclusion in posters	10/05/18	6b
22	JFB	Order: - Shull Prize Award (glass statue) - Sustained Research Award (plaque) - Science Prize Award (plaque) - Service Awards (4 plaques or certificates)	10/05/18 (To do list)	6b
23	JT	Prepare checks for all prizes (1x\$5000, 2x\$2500, 2x\$500)	10/05/18 (To do list)	6b
24	JFB	Prepare certificates for new Fellows	10/05/18 (To do list)	6b
25	SJB	Select Outstanding Student Research Prize selection committee	10/05/18 (To do list)	6b
26	StV	Notify Child Care Grant applicants of decision.	10/05/18	6c
27	StV	Send list of Child Care Grant recipients to JT	10/05/18	6c
28	TP	Look into ways of doing the voting for the upcoming ExecCom member elections.	10/05/18	7
29	BG, JFB, NW	Solicit nominations and put together a slate of candidates for the upcoming ExecCom member elections.	10/05/18	7
30	TP	Ask ExecCom members for their photos for the website and possibly for an ACNS poster/flyer about the ExecCom	10/05/18	7

**9) Any other business**

None

**Submitted, Suzanne te Velthuis, 6/3/10.**