

NSSA Executive Committee
Minutes of the conference phone call at 1:00pm ET, 10/05/2010

Present on the conference call:

Bruce Gaulin (BG)
Suzanne te Velthuis (StV)
John Tranquada (JT)
Thomas Proffen (TP)
Norm Wagner (NW)
Angus Wilkinson (AW)
Flora Meilleur (FM)

Missing:

Simon Billinge (SJB)
Shenda Baker (SB)
Jaime Fernandez-Baca (JFB)

Agenda

- 1) Approval of minutes of 9/07/2010 teleconference call**
- 2) Set date for next call**
- 3) Election**
- 4) Publicity documentation**
- 5) Review of action items**
- 6) Any other business**

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Discussions

Agenda

- 1) Approval of minutes of 9/07/2010 teleconference call**

TP moves to approve the minutes, NW seconds. The minutes are approved.

- 2) Set date for next call.**

The next call will be: Tuesday November 9th at 1pm ET.

- 3) Election**

The election subcommittee (BG,NW, JFB) has not yet discussed the list of candidates for the ExecCom committee elections but are close to setting a date for a conference call. Most likely it will be Monday October 11th or Tuesday October 12th.

The call for nominations went out to the membership. Three nominations were received by JFB. The subcommittee will check if they are all members of the NSSA and check the bylaws on guidance and if there are requirements on how to deal with these nominations.

The subcommittee will report back to the Execcom after their conference call with their recommended list of candidates.

TP has looked into using available website for the voting, but the main problem in using these would be ensuring no one votes more than once.

BG will talk to Greg Smith when visiting ORNL the next week, to see what website was used for the election last time and if it can be used again. He will then coordinate with TP.

StV points out that after the slate of candidates has been decided on but before the elections can be held it is necessary to:

- 1) Contact the people and see if they are interested in running.
- 2) Get a bio and/or candidate statement from them.
- 3) Have a website on which to post the statements.

The plan was to hold the elections early November.

4) Publicity documentation

No action has yet been taken. The consensus is that we will also need the help of the facilities to provide information. BG will check with Ian Anderson when at ORNL in the near future.

5) Review of action items

Action items were reviewed.

Item #4: There is an excel spreadsheet with the names of members who's email addresses no longer work. It could be sent out to the ExecCom for everyone to look at and see if there are names they recognize. TP mentions the issue regarding the username being equal to the email address, making the changing of an email address somewhat problematic.

Item #5: Now an action item for BG and TP.

Item #7: TP has 3-4 ExecCom member fotos.

Item #10: Has probably been completed, but not sure as JFB is not on call.

Item #16: BG has had a discussion with Dan Neumann (NIST) about NIST hosting ACNS2012, but is not sure he mentioned the request for a proposal, but he will follow up on it.

Outstanding actions items are listed below, along with new action items.

| # | Person | Action item | Agenda date (yr/mo/dy) | Agenda Item |
|---|----------|---|------------------------|-------------|
| 1 | TP | Survey existing websites & make plan for NSSA website. | 10/04/05 | 4 |
| 2 | BG | Get NSSA boxes from RP. | 09/04/09 | 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. | 09/07/13 | 7e |
| 4 | JFB & TP | After ACNS decide on how to proceed with respect to email addresses in the membership database that no longer work. | 10/05/18 | 4 |
| 5 | BG & TP | Look into ways of doing the voting for the upcoming ExecCom member elections. Find out from Greg Smith how voting for the election | 10/05/18 10/10/05 | 7 3 |

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|----|-------------------|---|----------------------------------|-------------|
| | | was done last time and if the same system can be used again. | | |
| 6 | BG, JFB, NW | Put together a slate of candidates for the upcoming ExecCom member elections. Open positions are: Vice President (4 yrs), Secretary (4 yrs), Treasurer (2 yrs). | 10/05/18 | 7 |
| 7 | ExecCom | Send photo of ourselves for the web-site to TP | 10/06/08 | 4a |
| 8 | BG | Finalize wording regarding the new NSSA Student thesis prize. | 09/10/06 | 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. | 09/09/08 | 5h |
| 10 | JFB | Send Fellow certificates with letter from StV to Fellows that did not attend ACNS | 10/07/26 | 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 Ian Anderson if ORNL would be willing to provide material. | 10/07/26 10/10/05 | 4 4 |
| 13 | BG, JFB, NW | - Check bylaws to see if current ExecCom member can run unopposed in election if position is up for election. - Check if received nominees are all members of the NSSA. - Check the bylaws on guidance on how they are to deal with received nominations. | 10/09/07 10/10/05 10/10/05 | 3 3 3 |
| 16 | BG | Follow up with Dan Neumann (NIST), ask for a proposal for NIST hosting ACNS2012 | 10/09/07 10/10/05 | 6 5 |
| 17 | BG | Check with SJB about the financial outcome of ACNS2010 | 10/10/05 | 6 |

6) Any other business

BG would like to know what the final financial situation of ACNS2010 was.

JT has not heard or been sent an invoice from MRS.

BG will email SJB to see if he knows more.

JT reports only one of the people awarded a childcare grant sent in a claim, which he has honored.

Submitted, Suzanne te Velhuis, 10/5/10.