#### **NSSA Executive Committee**

# Minutes of the conference phone call at 1:00pm ET, 11/09/2010

#### Present on the conference call:

Bruce Gaulin (BG)

Suzanne te Velthuis (StV)

John Tranquada (JT)

Thomas Proffen (TP)

Jaime Fernandez-Baca (JFB)

Angus Wilkinson (AW)

Flora Meilleur (FM)

Simon Billinge (SJB) (Item 4 only)

### Missing:

Norm Wagner (NW)

Shenda Baker (SB)

#### Agenda

- 1) Approval of minutes of 10/05/2010 teleconference call
- 2) Set date for next call
- 3) Election
- 4) ACNS
- 5) Review of action items
- 6) Any other business

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#### **Discussions**

#### Agenda

#### 1) Approval of minutes of 10/05/2010 teleconference call

TP moves to approve the minutes, JT seconds. The minutes are approved by all.

### 2) Set date for next call.

The next call will be: Monday December 6th at 2pm ET.

#### 3) Election

The election subcommittee (BG,NW, JFB) has created a short list for the candidates.

Vice President: Julie Borchers, Tonya Kuhl

Secretary: Ronald Jones (NIST), Chris Leighton (U.Minn)

Treasurer: John Tranquada

R. Jones was suggested by a member. BG has contacted them all but not all have agreed to run.

Borchers and Jones have.

AW brings up the issue that if JT becomes the treasurer again, then there would not be a Past-Treasurer, as his (AW) term ends at the end of the year. It is decided that this is not a problem as JT has now sufficient experience so that the aid of a Past-Treasurer is not necessary. The bylaws do not stipulate what should be done in such a situation.

BG has not found a reason within the bylaws indicating that someone cannot run unopposed.

The intention is to have the election about a month from now (early December).

The candidates will be requested by BG to provide a short CV, election statement, and photograph.

JT moves to approve the SurveyMonkey membership (<a href="www.surveymonkey.com">www.surveymonkey.com</a>) and the associated cost (~\$200) with it as proposed by TP, JFB seconds. The motion is approved. This will enable the NSSA to use the SurveyMonkey website and tools for the elections.

TP will take the responsibility for the technical part of setting it up. The candidate information should be sent to him.

#### 4) ACNS

SJB reports that MRS has not closed all the account yet. It is expected that there will be about a 15K deficit. Outstanding items are the LANL contribution and the hotel bill that MRS paid, less 5K. MRS and the Hotel are discussing this issue.

SJB will ask P. Hastings (MRS) if help is needed from the NSSA ExecCom members in getting the contribution from LANL. If so TP or SJB could intervene.

At the conference there were 278 attendees, while 340 had been budgeted. As a result income from registration was down by \$24K, and lack of hotel room occupancy cost about \$34K

# 5) Review of action items

Action items were reviewed.

Item #4: JFB will manually start making changes to the membership database. TP will provide the necessary instructions on how to do this.

Item#13: Two of the self nominations will not appear on the ballot for the elections of the ExecCom. It is not clear is this is allowed as the bylaws are not clear on this issue. It might be wise to change the bylaws in the future to clarify this issue. The subcommittee considered allowing write-in candidates during the voting.

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

#	Person	Action item	Agenda	Agenda
			date (yr/mo/dy)	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
7	ExecCo m	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	10/07/26	3

		Fellows that did not attend ACNS		
11	BG	-Send email to Pat Hastings to see what MRS could do	10/07/26	4
		regarding preparing material we could use for		
		education or promotion at our booths, and at what		
		cost.	10/10/05	4
		-Check with facility management if would be willing		
		to provide material.		
16	BG	Follow up with Dan Neumann (NIST), ask for a	10/09/07	6
		proposal for NIST hosting ACNS2012	10/10/05	5
17	BG	Ask candidates for election to provide CV, election	10/11/09	3
		statement and photograph		
18	TP	Set up election website using	10/11/09	3
		www.SurveyMonkey.com.		
18	JFB &	JFB will manually start making changes to the	10/11/09	5
	TP	membership database to either delete or correct		
		information there. TP will provide the necessary		
		instructions on how to do this.		

# **6) Any other business** None

Submitted, Suzanne te Velthuis, 12/6/10.