

NSSA Executive Committee
Minutes of the conference phone call at 2:00pm ET, 12/06/2010

Present on the conference call:

Bruce Gaulin (BG)
Suzanne te Velthuis (StV)
John Tranquada (JT)
Jaime Fernandez-Baca (JFB)
Flora Meilleur (FM)

Missing:

Thomas Proffen (TP)
Norm Wagner (NW)
Shenda Baker (SB)
Simon Billinge (SJB)
Angus Wilkinson (AW)

Agenda

- 1) Approval of minutes of 11/09/2010 teleconference call**
- 2) Set date for next call**
- 3) Election**
- 4) Review of action items**
- 5) Any other business**

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Discussions

Agenda

- 1) Approval of minutes of 11/09/2010 teleconference call**

JT moves to approve the minutes, JFB seconds. The minutes are approved.

- 2) Set date for next call.**

Once the results of the ExecCom officers elections is known, StV will initiate a www.doodle.com survey to determine a good time to have the next call, which will include the new officers.

- 3) Election**

The election subcommittee (BG,NW, JFB) has a confirmed slate of the candidates for officers of the ExecCom.

Vice President: Julie Borchers(NIST), Brent Fultz(Caltech.)

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

Treasurer: John Tranquada (BNL)

T. Kuhl has been asked for the VP position, but not yet agreed to run. She was recently informed another candidate was asked for that position in order to have at least two on the slate, as she had not yet responded.

Most CV's, election statements, and photographs have been received from the candidates.

Once TP has them all, the voting website will be put together by him. It is expected that TP will have the information within a few days and that the website will be ready by the end of the week.

It is decided that the voting will be open from at least December 13th - 31st. If the website is ready sooner, voting can be opened sooner, in order to give members as much time as possible to vote before the holidays.

The action plan and time line is as follows:

- Once the voting website is finished and voting can start, TP will send out the email to the membership asking them to vote by December 31st.
- JFB will send a reminder to the membership around December 20th, 2010.
- After the vote has been closed, TP will collect the voting results and forward the information to the ExecCom.
- BG will then inform the candidates of the outcome of the election.
- Once the candidates are aware of the result, JFB will send out an email to the membership informing them of the results.
- StV will set up the next Conference call as soon as possible.

BG will inform TP by email of these action items.

4) Review of action items

Action items were reviewed.

Item #16: BG met with Dan Neuman and NCNR is aware a short proposal regarding the hosting of ACNS2012 is being requested from them by the NSSA. He expects the proposal will be ready in January 2011.

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

Items in Red are related to the upcoming NSSA ExecCom officer elections.

#	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
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	10/07/26	3

		Fellows that did not attend ACNS		
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 facility management if would be willing to provide material.	10/07/26 10/10/05	4 4
18	JFB & TP	JFB will manually start making changes to the membership database to either delete or correct information there. TP will provide the necessary instructions on how to do this.	10/11/09	5
19	BG	Inform TP about the action items relating to the elections	10/12/06	3
20	TP	Set up website for voting using www.SurveyMonkey.com. and open voting by sending email to membership once site is ready and no later than December 13 th .	10/12/06	3
21	JFB	Send out reminder to membership about voting for NSSA ExecCom officers around December 20 th .	10/12/06	3
22	TP	Forward outcome of NSSA ExecCom officer elections to ExecCom members in early January.	10/12/06	3
23	BG	Inform candidates of the outcome of the NSSA ExecCom officer elections.	10/12/06	3
24	JFB	Inform NSSA membership of the outcome of the NSSA ExecCom officer elections after BG has informed the candidates.	10/12/06	3
25	StV	Set up next NSSA conference call with current ExecCom and newly elected officers after BG has informed the candidates.	10/12/06	3

6) Any other business

None

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