

**NSSA Executive Committee
Conference Call Minutes, 10/10/13**

Chris Leighton (Secretary), 10/11/13

Present: Julie Borchers (JB)
Chris Leighton (CL)
Stephan Rosenkranz (SR)
Norm Wagner (NW)
Chris Wiebe (CW)
Mark Lumsden (ML)
Mike Crawford (MC)

Absent: John Tranquada (JT)
Bruce Gaulin (BG)
Ron Jones (RJ)
Tonya Kuhl (TK)

Agenda:

1. Adoption of minutes from 9/11/2013 (CL/All).
2. Date for next conference call (SR/All).
3. Neutron News distribution issue (ML/RJ).
4. Advocacy efforts: DOE letters (Murphy/Dehmer/Apps. Comm./May) (SR/BG/JT/JFB).
5. Advocacy efforts: Website expansion/highlight repository/grad student hiring (ML/All).
6. Finances/tax reporting issues (MC)
7. Email distribution lists / Linked In (RJ).
8. ACNS 2014: Progress (JB), support from NIST (NW), ORNL (JB/SR), DOE (JT/JB), LANSCE (SR).
9. Plans for NSSA prizes, awards and fellows. Selection of committees, solicitations (SR/All).
- 10 Travel support for other meetings (MC).
11. AOB

Discussion Minutes (by agenda item number):

1. Approval of minutes

The minutes from 9/11/13 were adopted with no corrections and no objections.

2. Date for next conference call

After some discussion **Wednesday Nov 13th at 10:30 am (central)** was agreed upon.

3. Neutron News distribution issue

This was discussed along with items **5** (website expansion) and **7** (email distribution lists). Given that we are establishing a listserv with our current web service company, item 7 will be folded with item 5 from this point on.

ML reported that the website expansion is being worked on. Model page examples are being sent to ML and he will follow up with the company about the timeline for the listserv, which is now an issue due to the need to email our membership to solicit nominations for prizes.

4. Advocacy efforts. DOE letters (Murphy/Dehmer/Appropriations Committee/May)

SR reported that the letter to Murphy will be mailed today. A note to May at NIST is under consideration.

5. Advocacy efforts: Website expansion / highlight repository / grad student hiring

See above.

6. Finances/tax reporting issues

MC explained to the committee that the tax return documents had indeed been filed (with the help of JT) and posted to the website, as required. He raised an issue that as a publically-supported charity the NSSA is expected to have at least 33 % of its revenue originate from public sources (the definition was discussed) and that this was marginal for the last tax return. MC plans to act on this if asked to do so by the IRS. The total balance of the NSSA savings and checking accounts was also discussed, the two values being \$206k and \$56k, respectively.

7. Email distribution lists / Linked In

See above

8. ACNS 2014: Progress, financial support

JB reported that the ACNS 2014 “save the date” email is being planned by MRS, that the program chairs are actively working on sorting categories and a programming committee, and that plans are in place to send out a first solicitation for invited speakers.

In terms of financial support, SR mentioned that he still needs to get in contact with LANSCE. NW is working on the NIST proposal. JT was not present but raised questions about his work on the DOE proposal, which were dealt with by CL and JB.

Finally, JB mentioned that the next ACNS planning call is scheduled for next week.

9. Plans for NSSA prizes, awards and fellows. Selection of committees, solicitations

SR circulated a draft list of committee members, which was discussed at some length by several of the Exec. Comm. NW suggested some additional soft matter/biology candidates, and a number of additional names were discussed. This resulted in the following draft committees:

Shull Prize Committee: XXXX

Science and Sustained Research Prize Committee: XXXX

Student Prize Committee: XXXX

The first name in each committee is intended as chair. XXXX was suggested as an alternate in the case that XXXX is unable to commit to this. SR agreed to interact with TK on the formation of a Fellow selection committee. SR also agreed to track down (from BG or JFB) the emails used in 2011/2012 for solicitation of nominations. The timeline for such was discussed, the conclusion being to plan for the announcement of the winners in mid to late January, 2014.

10. Travel support for other meetings

This was discussed in detail by MC, SR, CL, NW and JB. MC observed that it is essentially too late for the original suggestion of travel support for the Fall MRS, but the discussion turned to the more general question of what level/form of support NSSA should provide for other meetings. Student travel, sponsorship, and exhibit booths were all discussed. Conferences such as MRS, APS, ACS, MMM and ICM were all discussed. The suggestion was made that having exhibit booths at such conferences would be an effective means to expand the NSSA membership, and, more importantly, potentially expand the neutron user base and increase awareness of the power of neutron scattering techniques. This was met with general agreement by this group and it was resolved to add this as an item for more concrete discussion at the next conference call. CL agreed to look up costs for booths at MMM, and MC agreed to do the same for ACS and MRS. It was noted that an important issue will be to establish the scope of this effort by identifying the most important conferences to target.

11. AOB

SR requested CL to add an exhibit booth for APS to the next agenda.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	RJ	Neutron News distribution	1/13	3
2	SR/BG/JT/JFB	Advocacy: DOE letters (Murphy (done?)/Dehmer/Appropriations Committees/May).	9/12	4
3	ML	Website expansion and listserv.	10/13	5
4	SR/All	Advocacy: LANSCE user program	1/13	-
5	MC	Tax reporting issues	10/13	6
6	SR	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 Renewed 4/12	-
7	JB/SR	ACNS 2014: Progress; Support from NIST (NW), ORNL (JB/SR), LANSCE (SR), DOE (JT/JB).	4/13	7
8	SR/TK/All	Prizes: Selection committees (SR), solicitations (SR/ML/All), fellows (TK/SR).	7/13	8
9	MC/SR/All	Exhibit booths at other meetings.	10/13	9
10	RJ/ML	APS 2014 booth	10/13	10