

**NSSA Executive Committee Meeting  
08/31/17**

**Katharine Page (Secretary), 09/20/17**

**Present:** Michael Crawford (MC)  
Alannah Hallas (AH)  
Matthew Helgeson (MH)  
Brian Josey (BJ)  
Despina Louca (DL)  
Brad Olsen (BO)  
Katharine Page (KP)  
Stephan Rosenkranz (SR)  
Kate Ross (KR)  
Patrick Woodward (PW) (joined late)

**Absent:** Megan Robertson (MR)  
Nancy Ross (NR)  
Chris Wiebe (CW)

**Agenda:**

- 1) Adoption of minutes (KP/DL/All)
- 2) Welcome new student members (DL)
- 3) Date for next call (DL/KP/All)
- 4) ACNS 2018 planning (MH for PW)
- 5) Prize committees (DL)
- 6) Treasury/Communications/Membership officer updates (BO/KR/NR)
- 7) WINS Website Content (KP/KR)
- 8) AOB

**Discussion Minutes (by agenda item number):**

**1. Approval of minutes (KP/DL/All)**

The minutes from 07/17/17 were adopted with no corrections.

**2. Welcome new student members (DL)**

The newly appointed student members, Alannah Hallas from McMaster University, and Brian Josey from Carnegie Mellon University, were welcomed to the NSSA executive committee.

**3. Date for next conference call (DL/KP/All)**

The date for the next conference call was set for Tuesday, September 26, at 2:00 PM Eastern Time.

**4. ACNS 2018 planning (MH for PW)**

MH shared progress to date in the planning of the 9th American Conference on Neutron Scattering (ACNS). The meeting dates have been set as June 24-29, 2018. The venue has been selected as The Hotel at the University of Maryland. The projected fees for Registration are \$595 (pre-registration) and \$695 otherwise; Student Registration Fees are \$240 (pre-registration) and \$280 otherwise; the Room Rate is \$189 per night (single or double occupancy), including free Wi-Fi.

Two tutorials need to be decided upon, one of interest to the soft matter community, and one of interest to the hard matter community. The ACNS programming committee decided Matt Helgeson would get in touch with Norm Wagner on the topic of a sample environment / advancement in methods for soft matter and Efrain Rodriguez would reach out to Kate Ross to explore expanding her SPIN-W tutorial idea to something more broadly encompassing magnetic scattering (perhaps “Neutron Scattering and Magnetic Materials”). Efrain also plans to talk to some of the NIST scientists who have run magnetic structure tutorials or schools in the past.

A procedure and timeline for finalizing the ACNS scientific program was established. It appears below.

<b>ACNS 2018 Planning Task</b>	<b>Deadline</b>
Send out call to community asking for nominations of invited speakers	Aug 11
Deadline for invited speaker nominations from the community	Sept 15
Programming subcommittees make recommendations of invited speakers	Oct 13
Programming co-chairs make recommendations of invited speakers to NSSA EC	Oct 27
Invited speaker slate approved by NSSA	Nov 1
Invitations go out	Nov 8
Invited speaker list finalized	Dec 13

MRS offered that the meetings@MRS.org email address could be used to solicit invited speaker nominations, and collated results could be forwarded to us as an excel sheet. KR will follow up. It was noted that we should encourage subcommittee chairs to come up with a list of alternate invited speaker suggestions for each theme.

Suggestions for after dinner speakers included a cultural heritage science talk by researchers at the Smithsonian Institute (MH), and Tom McLeish (KR) on the topic of “The Medieval Big Bang Theory.” These choices and others will be discussed at the next ACNS planning meeting call, scheduled for September 11. It was noted that this call should also include discussion on how funds are brought in for the meeting through ORNL, NIST, and DOE, and how students are funded through Canadian support.

## **5. Prize Committees (DL)**

The formation of prize selection committees for 2018 NSSA awards was discussed. Typically, one committee handles the Science Prize and Sustained Research Prize, one handles the Student Prize, and another selects NSSA Fellows. It was suggested that some overlap should be sought with previous year committees. In the past NSSA has attempted to use the previous prize winners as members or chairs of the new selection committee. The Fellows committee typically includes previous fellows and one member of the executive committee. It was also suggested that one committee members be from outside the United States. SR and KP sent records to DL with details of the previous prize selection committee members. DL will draft a list of potential committee members and send it to the executive committee members for discussion and review.

#### **6. Treasury/Communications/Membership officer updates (BO/KR/NR)**

BO provided a Treasury update. NSSA accounts are set up, and a bill for website design has been paid. He is currently working on tax returns; they must be completed by November. MC noted that NSSA is close to losing its 5013c tax status based on public funds received. BO would like to spend some time reviewing the NSSA budget and cash flow, and propose a framework for future management of funds. It was discussed that the NSSA has never had an official operating budget, only a spreadsheet-style record of funds flowing in and out, along with what is incorporated in the yearly tax review. It was noted that the only source of "income" for NSSA is the proceeds from the ACNS conference, and that a discussion should take place with MRS regarding the agreement and timeline for reimbursement following meetings. BO mentioned that a short term CD or other insured investment could be worth investigating as an alternative to the low-yield savings account currently in use.

KR provided a Communications update. She held a phone meeting two weeks ago with the website management company. She will share a few options ahead of the next conference call regarding the new design. The design may include large "splash" images at the top of the page that change periodically, but a number of photos or images would be needed for that. It was suggested that photos from ACNS meetings could be used. Updates to the membership page were also discussed. It was generally agreed that we should not allow members to see other member names, interest areas, and email addresses. KR will talk to design company about changing that feature.

#### **7. WINs Website Content (KP/KR)**

There will be an Oak Ridge National Laboratory webpage for Women in Neutron Scattering (WINs) in the near future. The organization requests a link from the NSSA webpage to this resource. It was noted NSSA do not currently have a link section for other neutron scattering societies and facilities. It was agreed it would be a good idea. It was also noted that WINs is interested in organizing a social or panel discussion at the ACNS meeting. Themes or topics suggested were "raising children alongside your science career" or "perspectives on neutron scattering and family life."

#### **8. AOB**

DL received communication regarding the planning of ICNS 2021 in Buenos Aires, Argentina, from the President of the Argentine Neutron Techniques Association (ATENA), Dr. Roland Granada. He feels they are prepared to organize the conference, and he will serve as the Conference Chair. He would like NSSA

to be involved in the technical programming. Two main institutions have endorsed the Conference organization in Argentina: the Argentine Atomic Energy Commission (CNEA), and the Ministry of Science and Technology. The CNEA is the owner of the new research reactor and responsible for its utilization, and the Ministry of Sc&T is the federal institution devoted to the promotion and application of the expected new experimental neutron scattering facility in the country and the region.

DL suggested we solicit an NSSA Executive Committee at-large member from ARTENA to facilitate cooperation and communication regarding neutron scattering initiatives in the Americas. The ATENA executive board plans to discuss this at their next meeting. There were no objections from the NSSA's Executive Committee.

**Action items**

<b>Item Number</b>	<b>Person Responsible</b>	<b>Action item</b>	<b>Agenda date (mo/yr)</b>	<b>Agenda Item # for next meeting</b>
1	PW/KR	Request invited speaker nominations for ACNS 2018.	08/2017	3
2	DL	Draft prize selection committees and chairs. Request feedback from Executive Committee.	08/2017	4
3	BO/MC	Complete 2016 tax returns (BO/MC). Discuss ACNS proceeds with MRS conference management and draft NSSA budget (BO).	03/2017	5
4	KR	Share template/design of new webpages with the Executive Committee.	08/2017	6
5	KR	Add a links section to the NSSA webpages.	08/2017	6
6	DL	Explore possibility of new Executive Committee member-at-large from Argentina.	08/2017	7