

**NSSA Executive Committee Meeting
03/20/17**

Katharine Page (Secretary), 03/22/17

Present: Mike Crawford (MC)
Doug Godfrin (DG)
Despina Louca (DL)
Mark Lumsden (ML)
Brad Olsen (BO)
Katharine Page (KP)
Megan Robertson (MR)
Stephan Rosenkranz (SR)
Kate Ross (KR)
Nancy Ross (NR)
Chris Wiebe (CW)
Patrick Woodward (PW)

Absent: Matthew Helgeson (MH)
Ron Jones (RJ)
Harlyn Silverstein (HS)

Agenda:

- 1) Adoption of minutes
- 2) 2017 Executive Committee election results and hand-over to new committee
- 3) Date for next call
- 4) ACNS 2018 planning / ACNS 2016 report for DOE
- 5) Sponsorship/Representation for ICNS & GRC/GRS
- 6) ICNS 2021 location
- 7) Officer roles (finance, communication, membership)
- 8) AOB

Discussion Minutes (by agenda item number):

1. Approval of minutes (KP/SR/All)

The minutes from 12/08/17 were adopted with no corrections.

2. 2017 Executive Committee election results and hand-over to new committee (SR)

2017 Executive Committee elections were completed in early February. Despina Louca was elected as President, Brad Olsen was elected as Treasurer, Kate Ross was elected as Communications Secretary, and Nancy Ross was elected as Membership Secretary. Stephan Rosenkranz (past President) and Mike Crawford (past Treasurer) will remain on the Executive Committee for one year. Mark Lumsden (past Communications Secretary) and Ron Jones (past Membership Secretary) were thanked for their service to the Society.

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

The date for the next conference call was set for Monday, May 1, at 12:00 PM Eastern Time.

4. ACNS 2018 planning / ACNS 2016 report for DOE (PW)

PW shared progress to date in the planning of the 9th American Conference on Neutron Scattering (ACNS). Rob Brieber and Peter Gehring will form the local organizing committee. The proposed programming co-chairs are Efrain Rodriguez (confirmed) for Condensed Matter Physics and Matt Helgeson (considering) for Soft Matter. The Materials Research Society (MRS) is aware of the University of Maryland location and is looking into meeting options. In terms of dates, it was discussed that overlap should be avoided with Superconductivity (early June), Highly Frustrated Magnetism (HFM 2018, July 9-14), Magnetism (July 15-20), and the Gordon Solid State Chemistry (August) conferences/meeting. The latter half of June may be suitable. PW mentioned concerted efforts should be made to select programming sub-committees and send invitations early (January is too late). Monthly phone calls for ACNS 2018 planning will start in April or May, led by PW. DL and KP will participate with programming co-chairs and MRS personnel.

The process of NSSA award selection was discussed. Committees are formed with an odd number of participants from diverse fields and regions. Previous award winners are approached as chairs for prize selection committees. A central email, prizes@neutronsattering.org, is used to collect prize nomination materials. A google drive account or shared folder is set up to share the prize submissions and review documents with each selection committee.

PW has turned in reports to the Department of Energy and sponsoring facilities regarding ACNS 2016. DL requested details on the appropriate timeline for finance requests for ACNS 2018. Program managers should be approached to ascertain preferred deadlines. In the past, Norm Wagner has submitted NIST proposals while SR has sent a letter to the Associate Lab Director at ORNL (where funding requests were handled internally by ML). Plans for the NIST request should be discussed with the local organizing committee. KP can assist with the ORNL request this fall.

5. Sponsorship/Representation for ICNS & GRC/GRS (SR/MC)

NSSA has provided sponsorship to support student and early career postdoc travel to the 2017 Gordon Research Conference and Seminar (GRC/GRS), organized by Bruce Gaulin. Sponsorship was also provided for the 2017 International Conference on Neutron Scattering (ICNS). It was suggested that symposium sponsorships be considered for the next Materials Research Society meeting, though no requests have been received to date.

PW is scheduled to attend ICNS 2017. DL has been in contact with one of the programming chairs, the president of the Asia-Oceania Neutron Scattering Association (AONSA). There are plans to organize a presidents' meeting. It was discussed and decided that NSSA should fund travel for DL to participate. Her registration fees will be waived via NSSA's Silver Sponsorship (\$3K) for the meeting.

6. ICNS 2021 location (DL/SR)

It has been the purview of NSSA to organize the International Conference on Neutron Scattering (ICNS) when it is located in the Americas. Argentina has entered a bid to host the 2021 meeting. DL contacted Orlando Rodriguez for details, but has not heard back. DL and other leaders will meet with the Argentinians and various facility directors in South Korea at ICNS 2017. The Washington area is being discussed as an alternative option for the 2021 meeting location. It was mentioned the Washington area would be an attractive location for European colleagues, and that NIST leadership may be amenable to proposing Washington DC if Argentina is not selected. It was also discussed that ICNS has

not been hosted in Canada since the popular 1997 Toronto meeting. CW will discuss options with Canadian colleagues to find out if there is any interest in hosting the meeting in Canada.

7. Officer roles (finance, communication, membership)

The hand-off and overlap of NSSA officer duties following the 2017 elections were discussed. SR, KP and DL recently had a phone conference to discuss the transition of the office of President. SR will remain on the Executive Committee for one year in an advisory role to facilitate the transition.

MC has notes that John Tranquada provided him several years ago regarding duties of the NSSA Treasurer. He has updated these for Brad Olsen (BO). The most complicated task of the Treasurer is yearly tax returns, due May 15. An extension can be filed to complete the return by August 15. The Treasurer also files yearly paperwork for maintaining 5013c non-profit status and pays charges for meeting booths, maintaining the website, symposia sponsorships, and NSSA monetary prizes. BO will need to set up a bank account. MC will remain on the Executive Committee for one year in an advisory role to facilitate the transition.

ML and Kate Ross (KR) recently had an opportunity to review the role of the Communications Secretary in person, including the administration of the NSSA webpages and mailing lists. ML plans to maintain his role as an administrator for the NSSA webpages for six months to a year.

Several of the Membership Secretary duties are now facilitated through NSSA website administration. KR has seen a few membership requests on the webpage recently and approved them. This duty will be transferred to Nancy Ross (NR). She will need to be designated as a webpage administrator. There are currently approximately 1400 NSSA members, though 200 or so email addresses are no longer valid. 300-400 members typically vote in elections. NR plans to reach out to new disciplines that have not traditionally been involved in the NSSA. It was discussed that signup sheets like the one at the APS March Meeting have historically been manually transcribed by the Membership Secretary into the database. ML will send the latest sign-up sheet to NR and KR. Some current members came by with updated email addresses. A computer-based signup at future booths may be worth considering.

8. AOB

DL mentioned the evolution of plans for the Proton Power Upgrade (PPU) at Oak Ridge National Laboratory. The Department of Energy has requested that discussion of plans for the Second Target Station be decoupled from discussion of plans for the PPU. There is a review scheduled at the end of May for the PPU project. ORNL is working on a science case document driving STS developments, based on previous workshops and other engagements with the community. ORNL Associate Lab Director Paul Langan will be sending a summary to DL and will be requesting endorsement from NSSA. This will be available before the next conference call for review. Brief discussion conveyed the sentiment that a strong science case for the PPU project will be supported by the NSSA.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	PW	Confirm ACNS 2018 Co-Chairs. Initiate monthly planning calls.	03/2017	3
2	DL	Approach DOE program manager and facility directors regarding deadlines for NSSA 2018 funding.	03/2017	3
3	BO	Set up a banking account for NSSA Treasurer activities.	03/2017	6
4	KR/NR	Designate NR as webpage administrator to facilitate membership activities.	03/2017	6
5	DL	Ascertain PPU and STS Science Case documents for NSSA review.	03/2017	7