

**NSSA Executive Committee Meeting
11/30/17**

Katharine Page (Secretary), 12/01/17

Present: Michael Crawford (MC)
Despina Louca (DL)
Brad Olsen (BO)
Katharine Page (KP)
Megan Robertson (MR)

Absent: Alannah Hallas (AH)
Matthew Helgeson (MH)
Brian Josey (BJ)
Stephan Rosenkranz (SR)
Kate Ross (KR)
Nancy Ross (NR)
Chris Wiebe (CW)
Patrick Woodward (PW)

Agenda: 1) Adoption of minutes (KP/DL/All)
2) Date for next call (DL/KP/All)
3) ACNS 2018 planning (PW)
4) Prize committees (DL)
5) Treasury/Communications/Membership officer updates (BO/KR/NR)
6) Website and logo design (KR)
7) Conflict of interest for the prizes/fellowship nominations (DL)
8) AOB

Discussion Minutes (by agenda item number):

1. Adoption of minutes (KP/DL/All)

The minutes from 10/31/17 were adopted with no corrections.

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

The date for the next conference call will be set by a doodle poll due to the number of absences. We will target the week of January 8.

3. ACNS 2018 planning (PW)

PW shared progress to date in the planning of the 9th American Conference on Neutron Scattering (ACNS). The program co-chairs, MH and Efrain Rodriguez (ER), sent a list of responses received from invited speakers, including plenary speakers. The responses are mostly positive. The one invited speaker decline has come from the Advances in Neutron Methods area. The conference chairs are seeking a replacement on a similar topic. Suggestions given included NNNN, NNNN, or NNNN. Reminders have been sent to the individuals that haven't yet responded.

There are two confirmed plenary speakers so far, Tom Russell (Soft Matter) and Jeff Long (Materials Chemistry). A final decision has not been received from NNNN. It was suggested that the conference chairs call her. NNNN requested more information. MH will follow up.

4. Prize Committees (DL)

The Shull, Sustained Research and Science, and Student Research Prize Committees, as well as a Society Fellowship Committee, are all confirmed, and have been announced on the NSSA webpages. Very few nominations have been received to date (1 Science, 2 Sustained Research, 2 Shull, 13 Fellow, and 3 Student nominations). The list includes two women. The deadline had already been extended to December 4, and it was discussed that we should considering extending the deadline another 3 to 4 weeks. KR and DL have drafted an email that will be sent out today, as a reminder to reach out, including a driver for promoting diversity. SR noted that the number of received nominations has never been high.

For 2016, the number of nominations received was:

Shull: 4

Sustained Research: 3

Science: 5

Outstanding Student: 3

Fellows: 18

For 2016, the number of nominations received was:

Shull: 4

Sustained Research: 4

Science: 3

Student: 3

Fellow: 18

5. Treasury/Communications/Membership officer updates (BO/KR/NR)

BO has completed the NSSA tax returns for the year. MC is transferring all funds before the close of 2018. He has received a bill for the rest of the American Physical Society booth, and that is the last charge he will take care of. BO is working on an NSSA budget and asked who keeps the financial records for ACNS meetings. DL has some spreadsheets from MRS that she will send. It was noted that PW and DL have been discussing the MRS profit margins and the need to renegotiate the contract we have to keep costs low and return on sponsorship responsible.

6. Website design (KR)

The website redesign is under way. It was decided we will pay a \$500 fee to our website design firm to create a professional design contest for updating/replacing the NSSA logo. We will have control over the selection of the new logo.

7. Conflict of interest for the prizes/fellowship nominations (DL)

It was noted that some prize committee members have been nominated for prizes. The conflict of interest policy that was used the last few years and that was sent along to the committees is posted online http://neutronscattering.org/wp-content/uploads/2015/09/Conflict_of_interest_NSSA_2015.pdf. It was discussed that these guidelines should be followed. DL asked about a potential conflict of interest regarding a nomination for her spouse. It was decided that further discussion would be had at the next NSSA conference call.

8. AOB

This was Mike Crawford's final conference call with NSSA. His contributions were noted with gratitude. He will be missed.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	MH/ER	Confirm invited and plenary speakers.	10/2017	3
2	KR	Launch logo design contest and complete website redesign	10/2017	6
5	DL/PW	Discuss the past ACNS profit margins with MRS. Send spreadsheets to BO.	10/2017	3
6	DL	Explore possibility of new Executive Committee member-at-large from Argentina.	08/2017	8