

**NSSA Executive Committee Meeting  
04/24/18**

**Katharine Page (Secretary), 05/21/18**

**Present:** Despina Louca (DL)  
Alannah Hallas (AH)  
Brian Josey (BJ)  
Katharine Page (KP)  
Megan Robertson (MR)  
Nancy Ross (NR)  
Brad Olsen (BO)  
Patrick Woodward (PW)

**Absent:** Kate Ross (KR)  
Matthew Helgeson (MH)  
Chris Wiebe (CW)

**Agenda:** 1) Adoption of minutes (KP/DL/All)  
2) Date for next call (DL/KP/All)  
3) ACNS 2018 planning (PW)  
4) Booth at ACNS (DL)  
5) Treasury/Communications/Membership officer updates (BO/KR/NR)  
6) Tax Report (BO)  
7) Website (All)  
8) AOB

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

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

The minutes from 04/18/18 were presented and were adopted with minor corrections.

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

The date for the next conference call was set for Monday, May 21, at 11:30 AM Eastern Standard Time.

**3. ACNS 2018 planning (PW)**

PW provided updates on ACNS planning. Registration fees have been set:

Preregistration (received by June 11)

Regular—\$595

Student—\$240

On-site Registration (received after June 11)

Regular—\$695

Student—\$280

The group rate for the hotel has been set at \$189 per room per night. This rate is available until June 8.

NSSA has not received news regarding the supplemental request for funding submitted to Department of Energy for student and young scientist travel support. The request would support \$600 in costs per student/early career scientist, to cover registration fees and offset lodging expenses. It was noted we cannot commit to offering support until we receive positive notification.

Nearly everything has been finalized in terms of schedule. Peripheral meetings/events were briefly discussed. The Sunday before ACNS there will be two tutorial sessions and a satellite workshop for new instruments at High Flux Isotope Reactor and the First Target Station. The satellite workshop will hold talks in the morning and small group discussions in the afternoon. SHUG and the NCNR user groups will both hold meetings in afternoons at the conference. Additional events include the NCNR Tour, University of Maryland reactor tour, NSSA executive breakfast, and Women in Neutron Scattering networking mixer.

#### **4. Booth at ACNS (DL)**

A booth will be available free of charge for the NSSA at ACNS 2018. It was noted that the society poster was damaged when it was returned to ORNL for the American Physical Society Meeting in March. MR and KP will discuss the possibility of having the poster redesigned/replaced with communications staff at Oak Ridge National Laboratory (they had volunteered their time to complete the design of the last version). It was noted that the new poster should be shipped to the DC area. The booth will be set up throughout the whole conference. MR will review the schedule and suggest which times to have volunteers at the booth. She will work on a sign-up sheet for booth volunteers to be circulated around the facilities and to other members. It was suggested that we consider a computer survey or sign-up at the booth.

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

NR provided an update on NSSA Membership Business. She has signed up 65 new members. The society is approaching 1600 total members.

BO gave a brief update on treasury business. The deadline for filing the NSSA's taxes is May 15<sup>th</sup>. He has been working on completing them. There have not been any new expenses this month.

#### **6. Tax Report (BO)**

The deadline for filing the NSSA's taxes is May 15<sup>th</sup>. The tax report will be given at the next NSSA conference call.

#### **7. AOB**

It was noted that NSSA Awards that will be presented at ACNS should be ordered soon. KP and DL will work on ordering the awards.

It was noted that NSSA often elects to present several Service Awards at ACNS. It was decided that Executive Committee Members should send DL potential nominations this week. We can make decisions on the next conference call.

### Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	BO	Prepare and file NSSA taxes.	3/2018	6
2	DL/KP	Order Prize and Service Awards for ACNS.	4/2018	3
3	DL	Explore possibility of new Executive Committee member-at-large from Argentina. Ask president of CINS to join NSSA Executive Committee.	8/2017 3/2018	8
4	MR/KP	Work with ORNL communications staff to update the NSSA conference poster and have it shipped to the DC area.	04/2018	3
5	MR	Create a schedule for the NSSA booth at ACNS and circulate a volunteer sign-up sheet.	04/2018	3