

**NSSA Executive Committee Meeting
08/27/18**

Katharine Page (Secretary), 09/25/18

Present: Alannah Hallas (AH)
Despina Louca (DL)
Brian Josey (BJ)
Katharine Page (KP)
Patrick Woodward (PW)
Chris Wiebe (CW)
Megan Robertson (MR)

Absent: Matthew Helgeson (MH)
Kate Ross (KR)
Nancy Ross (NR)
Brad Olsen (BO)

Agenda: 1) Adoption of minutes (KP/DL/All)
2) Date for next call (DL/KP/All)
3) 2019 – 2022 NSSA Officer Elections: Vice President and Secretary (DL)
4) NSSA letter of support for STS (DL)
5) Treasury/Communications/Membership officer updates (BO/KR/NR)
6) AOB

Discussion Minutes (by agenda item number):

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

The minutes from 07/30/18 were presented and were adopted.

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

The next NSSA Executive Committee Meeting will be selected via a Doodle Poll. KP will send a poll out that includes a series of possible times in the last week of September.

3. 2019 – 2022 NSSA Officer Elections: Vice President and Secretary (DL)

KP will work with KR to figure out how to host the Vice President and Secretary elections online. Candidates will need to be approached and confirmed by DL. Biographical sketches and statements of interest will need to be collected and included in the online ballot. It is intended that nominees will be confirmed by end of the week and elections will be running in several weeks. The elections will be open for at least two weeks. New officers will be elected before October.

The nominations received for Vice President and Secretary positions from the community were discussed. [details of nominations redacted]

In addition to the new officers, DL plans to select three additional executive committee members at large. Some of the alternate nominees above may be considered for these roles.

4. NSSA letter of support for STS (DL)

DL drafted a letter on behalf of the NSSA Executive Committee intended for Senate and Congressional leadership in support of the Second Target Station. The letter was sent to the Committee via email and feedback was requested. This will be discussed further at the next conference call.

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

There were no Treasury/Communications/Membership officer updates.

6. AOB

It was noted that the NSSA membership list needs quite a few updates. Currently there are several hundred inactive emails included as well as some deceased members on the roster. It was discussed that the current list could be shared among the executive committee, or perhaps a few central members of the community, to “crowd source” the curating. The list could also possibly be cross-checked against emails on record at the US user facilities or the ACNS conference attendance list held by MRS.

It was also discussed that a campaign of emails and posters through the US user facilities could stimulate new membership. User newsletters would be a good place to start. KP will work with KR to ask if this can be accommodated through ORNL and NIST user offices/programs. Periodic announcements could also be made to Neutronsources.org.

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	Approach and confirm nominees for Vice President and Secretary NSSA Executive Committee positions. Collect biographical sketches and statements.	08/2018	3
3	KR/KP	Set up elections for Vice President and Secretary NSSA Executive Committee positions.	08/2018	3
4	KR/KP/NR	Contact NIST and ORNL user programs and request advertisement of NSSA membership in user newsletters.	08/2018	7
5	KR/KP	Neutron News article on NSSA prizes and 2018 ACNS.	7/2018	NA
6	DL	Confirm new Executive Committee member-at-large from Argentina.	8/2017	NA