

**NSSA Executive Committee Meeting
03/30/18**

Katharine Page (Secretary), 04/21/18

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

Absent: Matthew Helgeson (MH)
Patrick Woodward (PW)
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) Treasury/Communications/Membership officer updates (BO/KR/NR)
5) Website (KR)
6) APS Spring Meeting (MR/KR)
7) AOB

Discussion Minutes (by agenda item number):

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

The minutes from 02/20/18 and were adopted with minor corrections.

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

The date for the next conference was set for Tuesday, April 24, at 11:30 AM Eastern Standard Time.

3. ACNS 2018 planning (PW)

Updates on ACNS planning were made according to a list of updates from PW and the ACNS Planning Committee.

(1) It was noted that ORNL will not provide \$60K funding to ACNS this year. DOE understands it is needed and has invited a funding request for a supplementary budget. The supplemental funding request to DOE was submitted yesterday. If it goes through it will support registration fees and nearly \$600 in travel/lodging costs for approximately 71 students and 9 early career scientists. It will also cover

registration fees for invited speakers. It was noted that conference support processes need to be started earlier at ORNL to avoid this process in the future.

(2) It looks like we will be offering tours of the University of Maryland reactor on Tuesday afternoon before the banquet. The reactor tour will take 1.5 hours. This is in addition to tours of NCNR that are scheduled for Thursday afternoon. This schedule may conflict with the Women in Neutron Scattering Event and User Group Meetings.

(3) ORNL and the SNS/HFIR User Group (SHUG) are going to be putting on a Satellite Meeting on new instruments on the Sunday prior to the meeting. The rooms are set up. What the topics will be and who will attend and be invited has not been detailed. It was noted that an agenda is needed.

(4) A total of 330 abstracts were received for the ACNS, the breakdown by area is given below:

Abstracts by topics, numbers from 2016 in parentheses

- Plenary and Prize talks: 8 (8)
- Advances in Neutron Methods: 53 (54)
- Hard Condensed Matter: 86 (73)
- Soft Matter: 65 (54)
- Biological Structures and Dynamics: 36 (24)
- Neutrons for Energy and Sustainability: 19 (--)
- Materials Chemistry and Synthesis: 30 (48)
- Structural Materials and Engineering: 23 (14)
- Neutron Physics: 10 (15)

Total: 330 abstracts submitted (40 invited/184 oral/85 posters/21 no preference)

Session chairs are entering their programs (deadline today). The submission level is slightly higher than two years ago (~10%). A higher number was expected since the meeting is near a facility and high population density areas. The conference will have the same number of plenary and invited talks as in 2016. It was noted that historically there is nearly a one to one correspondence of attendance with abstract submissions, so it is likely that 350 to 400 people will be attending in total. It was noted that there were relatively few Canadian abstracts this year. It was discussed that the Canadian Institute for Neutron Scattering focus has been on securing funding for the Canadian Neutron Initiative. We should ensure that NSSA initiatives are advertised to CINS members. It was suggested that we have the president of CINS attend ACNS calls.

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

NR reported that we have had a small trickle of memberships coming in. It appears that efforts to advertise are making an impact.

BO gave a brief update on several budget items. While there is a substantial buffer in the account, the overall budget has been declining over the last few years. It was noted that we need to work on receiving NSSA's share of profits from ACNS 2016. However, the \$16K that will be paid to us from that meeting does not keep up with the current rate of overall 2-year spending. BO noted that sponsorship and booths at conferences are expensive, and we need to develop a budget for those activities. It was noted that we should try to negotiate more favorable contracts with MRS or explore alternative

partners for managing the ACNS. The deadline for filing the NSSA's taxes is approaching. BO will present a tax report at the April 24th meeting.

5. Website (KR)

KR reported that the updated NSSA website is now live. There are just a few more days to ask for changes. The banner images will be updated, including candidate photos from ORNL. It was mentioned that educational links and minutes from meetings need to be added. KR will speak with Mark Lumsden to understand what is typically removed from meeting minutes before posting them. It was also mentioned that the membership page is blank. It was discussed that all invoices from the company should be paid at this point, and BO confirmed he paid all invoices received.

6. American Physical Society Spring Meeting (MR/KR)

MR reported that the NSSA booth at the recent American Physical Society Spring Meeting was a success. We had two people at the booth in almost every time slot. MR needs to scan the membership sign-up list and send it to NR. MR noted that the size of the booth was larger than needed and recommends reserving a smaller size in the future. This would reduce costs from \$5K to \$2.5K. It was also noted that APS charges \$400 to receive packages directly and we could lower costs by receiving them at a hotel or shipping center. MR needs to be reimbursed and will send receipts to BO.

It was suggested that a table banner with the NSSA logo and three updated and integrated posters (1 for NSSA, one for NIST, and one for ORNL) would be a good investment for future community outreach initiatives.

A potential booth at the Fall MRS meeting in Boston in November was discussed. The meeting has a neutron scattering session, and DL mentioned she will be organizing a symposium. It was discussed that we should develop a budget, find out the costs for booths and session sponsorships, and discuss these possibilities later.

7. AOB

KP mentioned that the deadline for applying to the National Neutron and X-ray Scattering School may be extended. It was decided that NSSA would send a new announcement out to the membership if it is extended.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	PW/DL/KP	Determine logistical needs of user groups, WINs, and ORNL/SHUG request for meetings at ACNS 2018.	2/2018	3
2	BO	Prepare and file NSSA taxes.	3/2018	6
3	KR	Complete website redesign.	1/2018	7
4	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