

**NSSA Executive Committee Meeting
05/21/18**

Katharine Page (Secretary), 05/21/18

Present: Alannah Hallas (AH)
Matthew Helgeson (MH)
Despina Louca (DL)
Brian Josey (BJ)
Katharine Page (KP)
Megan Robertson (MR)
Kate Ross (KR)
Nancy Ross (NR)
Chris Wiebe (CW)
Patrick Woodward (PW)

Absent: Brad Olsen (BO)

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) Tax Report (BO)
6) AOB

Discussion Minutes (by agenda item number):

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

The minutes from 04/24/18 were presented and were adopted.

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

The next NSSA Executive Committee Meeting was set for Tuesday, June 27, to occur at a breakfast meeting with the Program Committee of the American Conference of Neutron Scattering.

The date for the July 2018 NSSA meeting was set for July 30, at 1:00 PM EST.

3. ACNS 2018 planning (PW)

PW provided updates on ACNS planning. Most things are in place. There is still a small trickling of people wanting to change their talks or rearrange sessions as the meeting approaches. Pre-registration rates are valid until June 11, and room rates are valid until June 8.

Appropriate links have been provided on the ACNS webpage for NSSA childcare grants. These are typically funded directly from the NSSA. KR has updated the application form to have the 2018 ACNS

dates and added a link to the main menu. The maximum amount had been set at \$200 in the past. There was a discussion regarding the appropriate level to provide. It was discussed that we may not need to commit to any specific funding amount until applications are received. NSSA awarded six of these grants in 2016, each for \$250 (\$1600 total). A total of two grants were given in 2014. It was noted that the purpose of the awards is to provide an encouraging gesture to working parents in the community who want to attend the conference. It was decided to announce an anticipated award amount of \$250 per applicant. It was noted the childcare grant should be mentioned in the registration reminder email.

There is now a link on the ACNS webpage that announces about ORNL instrument workshop.

There will be a Women in Neutron Scattering networking even just prior to the NSSA banquet. Two funding support sources were found. DL received funding for the event from the University of Virginia and Alan Tennant is providing support through the Shull Wollan Center, University of Tennessee. The event will be added to the meeting schedule immediately prior to the banquet.

DL has ordered the awards for NSSA prizes and for NSSA service recognition. DL will bring the awards to the conference. A confirmation for the order has been received by BO. KP will print certificates for the 2018 NSSA Fellows and bring them to the conference.

KR forwarded DL an email that was requesting for details regarding why the Science Prize citation was amended. It was discussed that there was community feedback brought to the attention of the committee regarding the original wording. The committee decided the recognition should be clarified. The committee felt the final award citation is more in keeping for the reasons the science prize was given. It was recommended this be communicated to involved parties.

Financial support for student attendance was discussed. Our request for Department of Energy Office of Science supplemental support has been recommended for funding, but not yet received. It was noted that the support loses effectiveness if we are not able to let people know about it ahead of time. There were 44 domestic students requesting support and 31 domestic students who did not request support. 7 non-students requested support. There were also 7 foreign students registered who are not eligible for Department of Energy financial support. It was decided that we should notify the 44 domestic students requesting support that their registration fee will be reimbursed. This will total approximately \$10K. We will be able to offset lodging and travel when the supplemental funding is received, and this will also be communicated. This will be discussed with MRS tomorrow at the ACNS planning meeting. It was noted we should take note of what students are presenting, to make sure that neutron scattering is a component. PW will review the student topics before the call tomorrow. It was also noted that there are several students attending from Canada, 2 from McMaster, and 1 from Winnipeg. CW is in contact with the Canadian Neutron Society president regarding how student support will be handled. He will have him send a note to PW with details.

The scientific schedule for NSSA is out on the MRS conference website. No announcement has been made that it is posted. The ACNS conference planning meeting is scheduled tomorrow and this will be discussed with MRS staff.

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

BO provided a treasury update. MRS has posted the ACNS 2016 revenue for \$17,000. We are spending ~\$10,000 for awards for this conference, so this balance is needed. He also provided an update on the 2017 tax report (below).

NR provided an update on NSSA Membership Business. There are 1,619 total members at present.

KR reported the new website is live and that most of the issues have been worked out at this point. She is having some problems using the new MailChimp email program and is in contact with the web development company to work out the issues. She would like to focus next on including new science highlights. It was noted that currently only site administrators can log into the NSSA webpage. DL has received an email with a request to have membership status confirmed. New members need to be approved by the membership secretary. DL will forward the received email to KR and NR.

5. Tax Report (BO)

BO is working on the 2017 NSSA tax returns. He had realized that former NSSA treasurer, Mike Crawford, had paid several bills in 2017 during the transition period for new officers. \$11,950 was spent in the first half of 2017 for wire transfer fees, booths at conferences, and a few other things. These items are missing from the current NSSA ledger, creating a difference in balance between last year and this year. BO has filed for an extension and will work with Mike Crawford to update the account balances. The tax return will be submitted when the information is updated.

6. AOB

DL reported that there is a potential Argentinian member-at-large to add to the Executive Committee. It was agreed that NSSA is to be involved in organizing the next International Conference on Neutron Scattering (ICNS), selected to occur in Argentina. DL is in communication regarding early planning discussions.

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. Print Fellow Certificates | 4/2018 | NA |
| 3 | DL | Confirm new Executive Committee member-at-large from Argentina. | 8/2017 | 7 |
| 4 | MR/KP | Work with ORNL communications staff to update the NSSA conference poster and have it shipped to the DC area. | 04/2018 | NA |
| 5 | MR/KP | Create a schedule for the NSSA booth at ACNS and circulate a volunteer sign-up sheet. | 04/2018 | NA |