

**NSSA Executive Committee Meeting  
02/18/2020 – Meeting Minutes**

**Flora Meilleur (secretary)**

**Present:**

Peter Gehring (PG)  
Alannah Hallas (AH)  
Matthew Helgeson (MH)  
Despina Louca (DL)  
Brad Olsen (BO)  
Flora Meilleur (FM)  
Kate Ross (KR)  
Claire Saunders (CS)  
Yuyin Xi (YX)

**Absent:**

Nancy Ross (NR)

**Agenda:**

- 1) Adoption of the January 9, 2020 meeting minutes (DL/FM/All)
- 2) Date for next call (DL/FM/All)
- 3) ACNS 2020 (DL/PG)
- 4) Bylaws (MH/All)
- 5) Travel award – new website (AH/KR/FM/All)
- 6) NSSA Ex. Committee Election
- 7) Treasury/Communications/Membership updates (BO/KR/NR)
- 8) AOB

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

**1. Adoption of the January 9 meeting minutes (DL/FM/All)**

No comments or additions were made to the minutes of the January 9, 2020 meeting. The minutes were adopted.

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

DL tasked FM with sending a poll out to select a time for the next meeting on March 24 or March 25, 2020.

**3. ACNS 2020 (DL/PG)**

PG updated the committee on the organization of the ANCS2020:

- i) Funding is on track – funding from NIST, ORNL and DOE are approved. Support from Canada will be available for students and plenary speaker Linda Nazar.

- ii) Deadline for abstract has been extended to Friday, February 21. PG noted that the number of abstracts submit is lower than for ANCS2018 at this stage but is on par with numbers for ACNS's not held in proximity of neutron facilities.
- iii ) Overall organization is progressing smoothly (tutorials, townhall meetings, etc.).

The registration fees were discussed. MRS is proposing to increase the fees over \$600 for regular participants. While this increase is not desirable it might be necessary when the ACNS is not held in proximity to a neutron source and attracts a smaller number of participants.

#### **4. Bylaws (MH)**

DL first reported on the logistics of a vote during ACNS. MRS can prepare paper ballots and a ballot box. Leaving the vote open during the entire meeting was discussed with the ballot box being located at the registration desk.

Suggestions to the bylaws are being made by the committee to the document uploaded in the NSSA Google Drive folder.

MH proposed to categorize the changes to facilitate their communication with the society members during the ACNS. Categories would include: "terminology changes" (e.g. Executive Committee to replace Board of Directors), "procedure changes" (e.g. communication by email rather than by mail) etc....

The committee discussed the NSSA prize selection process extensively.

The description was prompted by KR who noticed that a description of the prizes, prizes committees and prize recipient selection had been included by FM in the bylaws document being updated. After discussion, the committee agreed that the procedures as currently described on the NSSA website should first be reviewed before being included in the bylaws and that a thorough review could not be conducted in time for ACNS 2020. The revised bylaws to be submitted to a vote during ACNS2020 will therefore not include a new Article presenting the NSSA prizes. Suggestions discussed to improve the prize selection process included i) a "two-step process" where the selection committees would make recommendations to the NSSA executive committee who would make the final decision and ii) a mandate to include committee members from diverse backgrounds (science area, geographic location, gender, etc.).

#### **5) Travel award – new website (AH/KR/FM/All)**

KR created a new website and will circulate webpage to the committee after implementing suggestions from AH.

#### **6) NSSA Ex. Committee Election**

Three officers will be leaving the committee this Fall. Names should be solicited from the society. KR will send an email to the society.

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

Treasury: BO is managing bill payments. Taxes are due in May.

The prizes are included in the contract with MRS for ACNS2020. DL rose the question of whether MRS will pay for the prizes directly or whether NSSA will pay and then will be reimbursed by MRS. This question will be asked during the next ANCS planning call with MRS.

Membership: No updates.  
Communication: No updates.

**5. AOB**

No other business.

## Action items

<b>Item Number</b>	<b>Person Responsible</b>	<b>Action item</b>	<b>Agenda date (mo/yr)</b>	<b>Agenda Item # for next meeting</b>
1	FM/All	Select next meeting date/time by Doodle Poll.	01/2020	2
2	<u>All</u> /FM/MH	Make edits as comments to the bylaws uploaded in Google Drive.	10/2019	TBD
3	PG/FM	Add prize cost to the agenda of the next ACNS2020 planning meeting.	11/2019	N/A
4	All	Review website for travel grant	02/2019	TBD
5	KR	Solicit names for three Executive Committee positions from the NSSA members by email	02/2019	
6	<u>All</u>	Provide feedback about NSSA twitter account	11/2019	TBD