

**NSSA Executive Committee Meeting
02/06/19**

Flora Meilleur (secretary) 03/05/19

Present:

Peter Gehring (PG)
Alannah Hallas (AH)
Brian Josey (BJ)
Despina Louca (DL)
Flora Meilleur (FM)
Kate Ross (KR)
Nancy Ross (NR)

Absent:

Brad Olsen (BO)
Matthew Helgeson (MH)
Chris Wiebe (CW)

Agenda:

- 1) Adoption of minutes (FM/DL/All)
- 2) Date for next call (DL/FM/All)
- 3) Proposed bylaw changes (MH)
 - 3a. Revision of the bylaws (DL/MH/All)
 - 3b. Soliciting input from the society / vote (DL/All)
- 4) Proposed members-at-large (DL)
- 5) ACNS 2020 (DL)
- 6) Upcoming conference sponsorships / booths (DL/KR)
 - 6a. NSSA-Facilities joint booths
- 7) Treasury/Communications/Membership officer updates (BO/KR/NR)
 - 7a. Poster
 - 7b. Neutron News articles on NSSA Prizes and 2018 ACNS
- 8) AOB

Discussion Minutes (by agenda item number):

DL welcomed PG.

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

The minutes from 01/08/19 were presented and were adopted.

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

DL tasked FM with sending a poll out to select day and time of the next meeting during February 27-March

1.

3. Proposed bylaw changes (DL)

DL informed the executive committee that she is reviewing the entire bylaws to make the document consistent with current NSSA practices and to eliminate ambiguities. The executive committee will review DL suggestions prior to the next meeting. DL invited the executive committee members to also make suggestions.

KR shared a concern about the new text proposed regarding the student member-at-large. The new text states that a student member-at-large “who shall be a graduate student for the duration of the term.” KR suggested to be less restrictive and proposed “who shall be a graduate student at the time of election”.

4. New members-at-large (DL)

Further discussions of new members-at-large are postponed until decisions are made on the terms of the members-at-large rotations.

5. ACNS 2020 (DL/PG)

DL noted that PG will preside over the overall organization of the meeting and will coordinate organizational meetings with support from FM and DL.

DL has appointed Dmitry Resnik to serve as local committee chair and asked that a second local committee chair be appointed in the near future.

DL proposed that the programming chairs be appointed by May at the latest and reminded the executive committee members to balance geographical (east and west), scientific (soft and hard matter) and institutional (academia and government) representation when appointing the programming chairs. DL observed that programming chairs have typically been senior scientists. PG offered to list the past programming chairs so the committee could make informed suggestions. The programming chairs will decide on the plenary speakers in coordination with the executive committee. Speaker’s invitations need to be sent early fall.

KR informed the executive committee that Steven Decaluwe had expressed interest to be involved in the organization of the meeting.

Later this month DL will sign a MOU with the MRS that will hand off the organization to the MRS.

It was mentioned that the University of Colorado Boulder has a conference service. What the U. Colorado conference service can offer and how this service can work with the MRS needs to be determined so the executive committee can decide on who will facilitate the meeting.

6. Upcoming conference sponsorships / booths (DL)

The executive committee decided that the NSSA will not have a booth at the APS March meeting. In the future, hosting a booth at his conference should be planned ahead of time, preferably in coordination with the ORNL and NIST neutron facilities.

Alternate ways of encouraging new memberships were discussed. KR suggested that 1) the executive committee members include an NSSA slide in any talk they deliver, and 2) the NSSA poster can be displayed at the ORNL and NIST neutron facilities.

Poster updates were discussed. AH suggested to include the ICNS student travel award in the list of incentives. KR suggested an NSSA member focus spotlight. Additional feedback was invited and should be sent to KR by email.

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

Treasury update: No new updates

Communications update: See above. No other updates

Membership update: No new updates

8. AOB

PG initiated a discussion on financial donation to the society to support a member to stay at a facility or an award. It is not clear if the society can accept such donation. Discussion will continue during next meeting with BO present. Action: let Brad know so he can do the background research.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	FM/All	Select next meeting date/time by Doodle Poll.	02/2019	2
2	MH/DL/All	Review DL's proposed changes to the bylaws.	02/2019	3
3	PG/DL	ACNS2020: 1. Suggest second local committee chair 2. Suggest programming chairs (PG will compile a list of the past programming chairs) 3. Clarify what the University of Colorado Boulder Conference service can support and how it can interface with the MRS.	02/2019	5
4	FM/BO/PG	FM to inform BO of discussion on donation BO to clarify the rules regarding donation to the society	02/2019	6
5	BO	Update on the status of the transfer of proceeds from ACNS 2018	02/2019	7
6	KR	Neutron News article on NSSA prizes and 2018 ACNS.	7/2018	7
7	KR/All	Poster update: include a 2 nd picture from NIST, reduce the text, emphasize what the prizes are.	02/2019	7
8	NR	Update email list using conference attendee list (if possible)	01/2019	7