

**NSSA Executive Committee Meeting
06/25/2020 – Meeting Minutes**

Flora Meilleur (secretary)

Present:

Peter Gehring (PG)
Despina Louca (DL)
Brad Olsen (BO)
Flora Meilleur (FM)
Kate Ross (KR)
Claire Saunders (CS)
Nancy Ross (NR)
Yuyin Xi (YX)

Absent:

Alannah Hallas (AH)
Matthew Helgeson (MH)

Agenda:

- 1) Adoption of the May 22, 2020 meeting minutes (DL/FM/All)
- 2) Date for next call (DL/FM/All)
- 3) ACNS 2020 (virtual) (DL/PG)
- 4) Bylaws (MH/All)
- 6) Travel award – new website (AH/KR/FM/All)
- 7) NSSA Ex. Committee Election (DL/All)
- 8) Treasury/Communications/Membership updates (BO/KR/NR)
- 9) AOB

Discussion Minutes (by agenda item number):

1. Adoption of the May 22, 2020 minutes (DL/FM/All)

A correction was made to the list of participants attending the May 22, 2020 meeting (YX was present).

DL asked that the minutes be posted on the website so the next Executive Committee can access them. FM will also upload the minutes in the NSSA Google drive.

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 during July 27-29.

3) ACNS 2020 (virtual) (DL/PG)

KR asked for volunteers to write up summaries of the plenary and prize talks for the ACNS2020 meeting report that will be submitted to Neutron News.

DL reported that the prizes had been shipped to the recipients' home addresses.

The prizes are being paid directly by MRS from the budget. BO does not need to send out check. FM will mail fellow certificates to recipients.

PG reported that the agenda for each day of the virtual ACNS2020 is set. The format of the meeting is Zoom webinars. In a Zoom webinar, all attendees are muted. However, any attendees can be upgraded to presenter by the chair – this feature might be interesting to support more lively discussions in the smaller sessions.

Plenary and prize talks: An organizer will introduce the plenary and the prize talk speakers. The same person will handle the Q&A.

The schedule for all the Q&A sessions was sent out to MRS. MRS should be posting updates on the website in the incoming days.

Each Q&A session will have 2 chairs. Within a session, each presenter will have 10 minutes for Q&A. Each presenter will be asked to present 1 slide to sum up their talk in about 1 minute.

NUG and SHUG meetings will run in the webinar mode. Each meeting will be 60 minutes. These meetings will not be competing with other sessions.

The format for the poster is threaded Q&A. On Wednesday and Thursday there will also be live Q&A sessions.

At the time of the meeting there were 98 registrations and a net lost of 10 abstracts (50 withdrawals and 40 late submissions).

The deadline for presenter to register is July 3. All other attendees can register up to after the meeting since the presentations will be posted for another 2 weeks after the official meeting dates.

It was suggested to email the society members one more time to remind them of the approaching registration deadline.

KR suggested that MRS made clear to the registrants that none of the talks will be live during any of the sessions.

The format of the poster is 4-6 slides with a 10 min audio. (CS indicated that folks are concerned about how long the material will be posted for since they might be presenting unpublished material. This information should be clearly communicated by MRS.).

4) Bylaws (MH/All)

The topic was not discussed in depth (MH was not on the call).

The vote will be held after the ACNS meeting by email (Survey Monkey)

The committee should write and include a statement about diversity and inclusion.
The proposed modifications of the bylaws should be implemented prior to the new Executive Committee is in place.

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

No update

6) NSSA Ex. Committee Election (DL/All)

This item will be the focus of the July meeting.

KR received a few nominations already. A second email requesting nomination from the society members should be send out with a deadline for name submission.

The election must be held in the Fall. To meet with this schedule, names and short bios and statement need to be compiled in the next 2 months.

The online lection should be open for a month, possibly in October.

DL asked KR to send out the current list of names to the committee. During the July meeting we will agree on 2 names per positions. List of names should be diverse and inclusive, representing the society broadly.

8) Treasury/Communications/Membership updates (BO/KR/NR)

Membership: NR stressed that we need to come up with a way for members to update their information and that we need to recruit more members.

Treasury: July 5th is the deadline for filling taxes. DL thanks BO for doing this.

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.	05/2020	2
2	KR	Executive Committee positions: <ul style="list-style-type: none"> - Email call for nomination for executive committee positions <i>with</i> submission deadline. - Email names already submitted to Executive Committee 	06/2020	TBD
3	All	Executive Committee positions: <ul style="list-style-type: none"> - Provide names to DL 	02/2020	
4	KR / FM	Post meeting minutes on website and upload in Google Drive.	06/2020	TBD
5	All / KR	Volunteer for write up summaries for the ACNS2020 plenary and prize talks.	06/2020	TBD
6	All /DL/FM/MH	Bylaws: <ul style="list-style-type: none"> - Write up statement about diversity - Make edits as comments to the bylaws uploaded in Google Drive. 	06/2020	TBD
7	KR / All	Set up and review website for travel grant	02/2019	TBD
8	All	Provide feedback about NSSA twitter account	11/2019	TBD