

**NSSA Executive Committee Meeting
10/16/2019 – Meeting Notes**

Flora Meilleur (secretary)

Present:

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

Absent:

Matthew Helgeson (MH)

Agenda:

- 1) Adoption of the September 18 meeting minutes (DL/FM/All)
- 2) Date for next call (DL/FM/All)
- 3) ACNS 2020 (DL/PG)
- 4) Student/Post-doc nominations for member-at-large position
- 5) Conference attendance support going forward (FM/AH/KR/All)
- 6) Treasury/Communications/Membership officer updates (BO/KR/NR)
- 7) AOB

Discussion Minutes (by agenda item number):

1. Adoption of the September 18 meeting minutes (DL/FM/All)

No comments or additions were made to the minutes of the September 18 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 during November 25.

3. ACNS 2020 (DL/PG)

PG updated the executive committee with the latest organizational development via email immediately prior to the meeting.

Society members were solicited to nominate invited speakers in an email sent out on 10/11/2019. The deadline to nominate invited speakers is 11/01/2019.

Nominations for plenary and invited speakers are due to the MRS by November 13.

Tutorials details are now posted on the ACNS2020 website. LP is coordinating the soft matter tutorial focusing on “Python Tools for Small Angle Neutron Scattering”. JT coordinated the hard-condensed matter tutorial focusing on “A Practical Approach to Fitting Neutron Reflectometry Data”.

All the subcommittee chairs have been appointed. Names are posted here: <https://www.mrs.org/acns-2020/committees>

The abstract deadline is tentatively set to 17th February. The technical program is due to the MRS by March 9th.

DL informed the executive committee that the Prize Committees were finalized and posted on the NSSA webpage (under Grants and Prizes). KR will send out a call for Nominations on October 25. The first call will be followed up with a few reminder emails until the deadline of November 22, 2019.

4. Student/Post-doc nominations for member-at-large position

KR received 4 nominations, including 2 nominations for students and two for post-docs. Nominations were discussed during the meeting and the executive committee members voted anonymously after the meeting via SurveyMonkey.

5. Conference attendance support going forward (KR/AH/FM/All)

The updated “student/post-doc” award is presented in Annex 1.

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

Treasury: BO informed the committee that he will be working on tax documentation.

Membership: no update

Communication: no update

7. AOB

No other business.

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.	10/2019	2
2	KR/AH/FM/All	Conference support for students - Review program outlines - Develop webpage	10/2019	6
3	KR	Email society on 10/25 to request nomination for NSSA prizes	10/2019	3
4	MH/All	Make edits as comments to the bylaws uploaded in Google Drive.	09/2019	4

Annex1 – DRAFT

NSSA Travel award – Guidelines and Instructions

Funds available:

Anticipated funding amount: \$ 5,000, yearly

Anticipated number of awards: 6 to 10

Requirements:

- Graduate students or post-docs within 5 years of receiving their doctorate degree
- Applicant must have an affiliation in the US
- Applicant must be a member of the NSSA
- An abstract submission on an NSSA topic (e.g. Advances in neutron facilities, instrumentation and software, Hard condensed matter, soft matter, biology and biotechnology, materials chemistry and energy, structural materials and engineering, emerging applications of neutron scattering in engineering, arts and sciences, neutron physics)
- Preference will be given to applicants attending conferences that are focused on neutron scattering techniques, including but not limited to ICNS, Neutron Scattering Gordon Research Conferences, MRS conferences. The conference does not need to take place in the US. This award is not intended to support participation to the ACNS for which other source of support are available.
- Applicant must be first author on abstract

Application criteria:

- One application per applicant per year (past awardees cannot apply again)
- Applicant, not supervisor, must submit application
- Limited funding: funding is awarded competitively
- No more than 1 award can be awarded per group per call

Only complete applications will be reviewed

Application evaluation feedback is not provided

All decisions are final

Travel funding is paid on a reimbursement basis.

Supporting document:

- Applicant's CV (max 2 pages)
- Abstract to be presented at conference
- Applicant's statement (max 300 words: explain importance of attending this conference and anticipated benefits (i.e. meet potential postdoc advisers, promote an exciting new finding, network with the community)
- Letter of support from adviser confirming that the remaining of the expenses will be covered by other funding sources.

Application submission dates:

2 calls per year:

October 31 deadline for conference during January 1 – June 30

April 30 deadline for conference during July 1 - December 31

Notification of awards by ~November 15 and May 15 to allow awardees to plan their travel

Application review:

3 committee members from the NSSA executive committee: the post-doc member, the student member and an additional member who will chair the committee. The review committee will serve for 2-year (4 calls).

The review committee will make recommendations to the NSSA executive committee who will select the recipients.

Review criteria:

- Merit of the scientific contribution to be presented
- Anticipated value of the applicant attending the conference