

**NSSA Executive Committee Meeting
11/02/18**

Katharine Page (Secretary), 11/30/18

Present: Alannah Hallas (AH)
Despina Louca (DL)
Katharine Page (KP)
Kate Ross (KR)
Patrick Woodward (PW)

Absent: Brian Josey (BJ)
Matthew Helgeson (MH)
Megan Robertson (MR)
Nancy Ross (NR)
Brad Olsen (BO)
Chris Wiebe (CW)

Agenda:

- 1) Adoption of minutes (KP/DL/All)
- 2) Date for next call (DL/KP/All)
- 3) 2019 - 2022 NSSA Officer election results: Vice President and Secretary (DL/KR)
- 4) ACNS 2018 financial report / closeout from MRS (PW)
- 5) ACNS 2020 location and conference management service (DL)
- 6) Gordon Research Conference on neutron scattering at Hong Kong (DL)
- 7) Treasury/Communications/Membership officer updates (BO/KR/NR)
- 8) AOB

Discussion Minutes (by agenda item number):

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

The minutes from 09/23/18 were presented and were adopted.

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

The next NSSA Executive Committee Meeting will be selected via a Doodle Poll. KP will send a poll out that includes a series of possible times in the last week of November and first week of December.

3. 2019 – 2022 NSSA Officer Election Results: Vice President and Secretary (DL)

Vice President and Secretary elections were completed, and winners were announced. Peter Gehring (PG) (NIST) will serve as NSSA's next Vice President and Flora Meilleur (FM) (NC State-ORNL) will serve as NSSA's next Secretary. Approximately 20% of NSSA members participated in the elections. The new officer terms will begin in January. DL will select new Members at Large this month or next, with consideration for balancing community representation within the committee in mind. It was decided

that all current and new committee members will be invited to participate in the January 2019 Executive Committee conference call. PW and KP will work offline with PG and FM to ensure a smooth transition of officer duties.

4. ACNS 2018 financial report / closeout from MRS (PW)

PW must write a closeout report on the American Conference on Neutron Scattering (ACNS) 2018 for Department of Energy Office of Basic Energy Sciences Program Manager, Thiyaga Thiyagarajan, and will do this next week. This is a prerequisite for receiving the final grant award. PW is still awaiting the conference report from the Materials Research Society (MRS). He will check in with conference management and report back if possible at the next phone call.

5. ACNS 2020 location and conference management service (DL)

It was discussed that the favored meeting location for ACNS 2020 is the greater Denver or Boulder area. Multiple NSSA members are willing to act as a local organizing committee, and the location is attractive from many aspects (ease of travel to the Denver International Airport and the appeal of the downtown areas are a few of those). KP had discussed the Denver/Boulder area preference with leadership at Oak Ridge National Laboratory (ORNL) regarding any expectation according to recent tradition that the 2020 meeting be held in or near Knoxville. ORNL was supportive of the Denver/Boulder option, in part citing NSSA's original intent that the meeting be held near ORNL every eight years (the original tradition was to cycle meeting locations between NIST, ORNL, LANL, and ANL area cities). It is believed important to cycle the meeting back to facility locations on some frequency. A new tradition of hosting ACNS alternatively close to NIST, in a university city, close to ORNL, in a university (or something similar) was well received. The committee agreed to proceed forward with a Denver or Boulder area 2020 meeting.

The NSSA Executive Committee is still exploring alternative options or considering further contract negotiations for ACNS conference management. Concerns have been raised over the cost structure of recent meetings. The conference generated \$59K in profits in 2014, and \$69K in profits in 2016 (total expenses that year were \$223K, which means it generated an approximately 30% profit). It is generally agreed that conference grants received from sponsors should primarily be spent on the conference and not generate profit. It was also mentioned that it would be problematic to run the meeting at a financial loss, as we have no insurance or funding mechanism in place to cover losses. Also, there are many positive aspects of working with the MRS, and some members are concerned with the disruption/unknowns associated with changing conference management services. It was noted that the model for funding the meeting was different in 2018. This time almost all the grant money went to attendees, with considerably more going to students than in past years. Also, this time around the Memorandum of Understanding with MRS was negotiated to state a 60/40 MRS/NSSA split for meeting profits (it was set at 70/30 for prior meetings). Regardless, it was agreed that we should not make decisions until 2018 ACNS financial reports are received. This item will be discussed further at the next conference call.

6. Gordon Research Conference on neutron scattering at Hong Kong (DL)

DL received a request to fund the Gordon Research Conferences on neutron scattering in Hong Kong this summer from one of the conference organizers. In the past NSSA provided \$5K for student and early career travel of American participants. It was not clear if a report was received indicating how those funds were spent. It was noted that past meetings were well balanced in terms of international and North American participation. GRC registration generally covers food and lodging and it was mentioned that the use of NSSA funds could be stipulated in support of early career scientist travel from the Americas (one suggestion was five \$1K travel awards). An email could be sent to the NSSA membership indicating availability of such funds. This will be discussed further at the next conference call.

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

Several Treasury items of business were discussed. The check for NSSA's share of profits from the 2016 ACNS 2016 should have been sent. Receipt should be verified. The 2018 award check for Norman Wagner was not received. BO had to cancel the check and issue another. It was noted receipt of all award checks should be confirmed. Taxes were due November 1, and filing should be verified. DL will check in with BO on the status of these items.

KR asked about collecting stories for the NSSA website. She plans to use a student volunteer to help out with the task. KR requested all final versions of 2018 NSSA meeting minutes from KP. It was mentioned that recent letters written to DOE and congress on behalf of the NSSA should also be posted.

8. AOB

It was noted that the former Lujan Neutron Scattering Center at Los Alamos National Laboratory is running an instrument program with Nation Nuclear Security Administration (NNSA), industry, and several other modes of access, as part of the Los Alamos Neutron Science Center (LANSCE). It was mentioned that KR could reach out to them regarding highlights, photos, and other potential NSSA activities.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	KP/All	Select next meeting date/time by Doodle Poll.	10/2018	2
2	DL	Select new Executive Committee members-at-large for January 2019.	10/2018	3
3	PW/KP	Work offline with PG and FM to ensure a smooth transition of officer duties.	10/2018	7
4	PW	Write closeout report on ACNS 2018 for DOE BES Program Manager and request financial closeout report from MRS Conference Management.	10/2018	4
5	DL	Discuss ACNS 2016 funds, NSSA 2018 award checks, and 2018 NSSA taxes with BO.	10/2018	7
6	KR/KP	Post 2018 NSSA Executive Committee meeting minutes and letters written to DOE and congressional leadership online.	10/2018	7
7	KR/KP	Neutron News article on NSSA prizes and 2018 ACNS.	7/2018	NA