UEC Conference Call Minutes, Wednesday, December 1, 2010
11:00am – 11:55am EST

Participants (attendees in blue)
Chair – Venkatraman Gopalan (Pennsylvania State U.)
Vice-Chair – Mark Dadmun (University of Tennessee)
Secretary – David Bucknall (Georgia Tech)
At-Large Members –
Rosario Gerhardt (Georgia Tech); Tony Hmelo (Vanderbilt University); Bin Hu (University of Tennessee); Ronald L. Jones (NIST); Alamgir Karim (University of Akron); Martyn McLachlan (Imperial College, London); Scott Retterer (ORNL/CNMS)
Past Chair, *ex officio* member –
Hai-Ping Cheng (U. Florida)

CNMS (non-members)- Tony Haynes; Laura Edwards; Sandy Lowe

- User Newsletter, next issue:
  - Short summary of survey results and link to slides; or make a pdf to post –Venkat will 'clean up' the slides and send to Laura
  - By-laws: include summary of the changes
  - 2011 UEC Intros – Laura will distribute newsletter bios to the new members for any changes
  - First draft will go out this afternoon, comments due Friday (to Laura), December 3 by close of business
- Face-to-face meeting in early 2011
  - Poll 2011 UEC members: special times for conference calls, and possible face-to-face meeting
    - APS; ACS; AAAS; coming to Oak Ridge – possible locations for the meeting
    - Doodle Poll for scheduling calls- 1 first week of January, second poll for Feb-Aug
  - Send new members copy of December minutes
- Define actionable items from User Survey
  - Tony will discuss with Mike Simonson the possibility to start a competitive program for student fellowships on approved user projects
  - People who volunteered their name should receive a personal response to the comments they provided in the user survey (from appropriate CNMS staff members)
  - A more general response could be included in the Newsletter – special section (User Engagement at CNMS)
  - Slides 2, 7, 8 – user comments will be organized by Laura to solicit GL responses
  - Tutorial requests will be addressed with CNMS Group Leaders
  - Next teleconference: formulate responses to the survey
- 2011 UEC Kickoff-collect contact info, schedule next telecon
  - Sandy will collect contact information for 2011 UEC members

Next Conference Call – To Be Determined