UEC Conference Call Minutes, Thursday, June 3, 2010
11:00am – 12:00pm EDT

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

- Update on User Newsletter
  - Comment: User Meeting page is too wordy...(reduce description some, maybe add more pictures)
  - **Poster will be distributed** for review by UEC – this will be hardcopy mailing to department heads at institutions that were provided earlier
  - Work on the next edition is beginning! Target to distribute next newsletter will be August 23, one week before the User Meeting registration deadline; Hmelo to be principal UEC "editor" for next issue
- User Meeting Update
  - Nanoscience Session: 6 speakers confirmed of 9 slots (2 plenary and 1 user invitations pending)-
    ORIGINS: Users- Susan Trolier-McKinstry (Penn St.), Xiaoting Jia (MIT)
    EMERGENT: Plenary- David LaVan (NIST); Users- Sharon Weiss (Vanderbilt), Rosa DiFelice (INFM-Italy)
    POLYMER: Users- Michael Hickner (Penn St.)
  - Will email announcement and open registration site in about 2 weeks
  - Town hall meeting for User Group will be scheduled during User Meeting, probably Tuesday lunch
    - Executive Committee Meeting will need to be planned
    - Monday or Tuesday evening (Monday is preferred, Tuesday is an option)
    - **Poll will be sent** to plan best day for attendance
- Proposal Calls – future plans
  - Future schedule will be decoupled from Neutron Scattering, twice per year
    - Proposal deadlines will be early May and late October
    - Project starts to be August 1 and February 1
  - Plan to get neutron time for CNMS proposals: neutron appendix similar to SHaRE appendix but with space for additional science justification, include external neutron reviewer(s) on CNMS reviewing team. Implementation will be October 2010
    - CNMS proposal submitted Oct 2010 will be eligible to receive beam time in June-Nov 2011
  - For further discussion in next conference call- refreshing and/or expanding the pool of reviewers
- Update on User Survey
  - **Discussion deferred** until next conference call
- Guidelines for strong user proposals
  - Draft discussed, generally going in the right direction.
  - **Suggested improvements**:
    - Expand on "Why CNMS is needed…" and amplify "Be specific …"
    - "Communicate with CNMS staff…" provide links to Contacts, Capabilities pages

Item for discussion in next call: **UEC members to review the bylaws** and charter and identify potential areas for improvement … duties of the UEC, expectations, election process and cycle…

Next Conference Call: July 1, 2010 at 11am EDT