UEC Conference Call Minutes, Thursday, September 2, 2010
11:00am – 11:45am 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

- Updates from CNMS (Haynes)-
  Actions completed-
  Newsletter, distributed 8/26- first page accessed > 200 times as of 9/1
  User Survey, posted 8/25- designed in 8/19 *ad hoc* teleconference (Gopalan, Hmelo attending)
  zero response as of 9/2
  Action: Gopalan to email User Group members encouraging response (completed 9/3) ;
  -mailing list to be provided by Haynes (completed 9/2)
  Action: ALL to informally poll user colleagues based on same survey questions
  Proposal Call- distributed 8/17, deadline 10/20; one proposal received so far
  Proposal Tips- posted online 8/16, with link from Proposal Submission Instructions
  Coming up- User Meeting- just over 302 registrants, ~90 for 1-day CNMS session on Tue;
  ~200 registrants for 3 CNMS-sponsored workshops on Wed-Thu
- 2011 UEC Nominations (Haynes)
  - 3 At-Large candidates have been nominated and seconded via email, 2 more nominated, need second
  - 1 nominee for Vice Chair was seconded by Gopalan
  - 1 candidate for Secretary awaits a second
  - Plan is to close nominations at the end of the User Meeting
  - **Action:** Lowe to email User Group a reminder to nominate next week (completed 9/7)
  - Proposal made to discuss at 9/13 UEC meeting the by-laws for committee terms (see next item)
- Agenda for UEC Meeting on 9/13/10
  - Meeting time set for 6:00pm in C-152 of SNS CLO
  - Discussed draft agenda distributed prior to telecon and approved with following addition
  - **Action:** Haynes to forward CNMS Director a set of discussion topics from UEC (completed 9/2)
  - **Action:** Haynes to add agenda item for discussion of by-laws, esp. as related to UEC terms of office
  - **Action:** Haynes to distribute results of online User Survey to UEC on Friday, 9/10
    [Update, 9/3- Haynes emailed URL for viewing real-time results to UEC]
- Agenda for "town hall" meeting of CNMS users on 9/14/10
  - The following agenda items were approved:
    a) Update from 2010 UEC
    b) Nominations for 2011 UEC
    c) Open Discussion- Questions/Suggestions from the floor
  - **Action:** Gopalan to prepare presentation with support from Haynes upon request
- User Newsletter schedule (Edwards)
  - The following proposal was approved for 3 issues per year
    (1) December-January; (2) March-April; (3) August-September
  - Issues will be synchronized with the Proposal Calls (March, August), User Meetings (August), and UEC Elections (December)
  - A suggestion was made to look for opportunities to use animated graphics in newsletter occasionally

Next Conference Call
- Due to change of semester, a decision was made to revisit the schedule for monthly calls
- **Action:** Lowe to poll UEC members to identify best time for telecons during Oct-Dec 2010