UEC Conference Call Minutes, Thursday, April 1, 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 (University of Florida)

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

- Update on User Newsletter
  - Top 3 research highlights based on polling UEC to be included in the first issue:
    - Hong/Mays - Polymer
    - Balke - Origins
    - Gordon Bell Prize – Emergent
  - **Laura** will email UEC to announce selection
  - First drafts of all articles due May 1 (see attached timeline)
  - Final drafts due by May 15 and will be distributed for UEC review
  - Distribution by June 1
  - Hardcopy mailing should be for outreach
  - As a trial, do first hardcopy mailing to relevant departments at UEC members' home institutions to evaluate effectiveness
    - **Venkat** will request mailing list from committee
  - Broader email distribution list of dept heads will be constructed by **Karim**
- User Meeting Update
  - Two workshops confirmed so far
    - "Scanning Probe Microscopy for Energy Applications" – 3 days, 9/15-17
    - "Next Generation Force-Fields for Nanoscience" – 2 days, 9/15-16
  - Speakers
    - Two sub-programs (Solar Energy & Storage and Nanoscience)
    - Candidate speaker list suggested by CNMS leadership was discussed
    - UEC members to send additional suggestions to Tony
    - Tony will forward suggestions for Solar Energy/Storage to organizers
  - Committee to meet during the User Meeting on 9/13 (evening) or 9/14 (afternoon) – please mark your calendar and plan to attend as guests of CNMS
- User input through surveys (suggestions)
  - Ron to collect suggestions for survey questions to be discussed next telecon
  - Ideas from this and previous call include:
    - Proposal deadlines (what works; what does not work)
    - Menu to vote on for tutorials at User Meeting
    - What new capabilities or upgrades are important?

Next Conference Call: May 6, 2010 at 11am EDT

Timeline for Newsletter – first edition scheduled for June 1, 2010

March 1 – timeline established, assignments made, potential highlights distributed (three months before)

April 1 – progress reports, highlights chosen and categorized (two months before)

May 1 – articles due (1 month before), design paper edition

May 15 – final draft (two weeks before)

June 1 – publication date - sent primarily by email, paper copies mailed

Standard format:

1. Welcome from our Director – Edwards
2. Forthcoming proposal Calls – Lowe
3. Upcoming CNMS events
4. Research highlights – Edwards will compose list and send to committee for selection
    - Select from top 10 highlights
    - Pointers to capabilities, etc.
5. Staff/theme highlights
6. What's new at CNMS – Hmelo
    - Highlight facilities, equipment, instrument
    - Pointers to capabilities, etc.
    - New users working on projects
    - Something 'new' non-technical (i.e., cafeteria opened, etc)

Schedule for updates:

First issue:

Director welcome
Update on calls (need dates)
Upcoming events – user meeting in September
Research highlights – three, one from each theme
Staff/theme highlights – match/augment research highlights
What's new: suggested topics

Second issue: target date?

Focus on users?
User meeting – link to final agenda
Highlights from 1 theme, 2 groups?

Third issue: target date?

Housing facility ready by then?
New boilers, microscopy bays, equipment?