UEC Conference Call Minutes, Thursday, August 12, 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 (Edwards) – Target distribution August 23-25 – items needed:
  - Status on highlights – send your top choices to Laura in the next day or two
  - Welcome - Venkat
  - Proposal call – Lowe
  - User meeting overview – Haynes
  - New equipment (w/photo of person in charge) – Edwards
    - Edwards to draft article on 4-6 AARA equipment arrivals and send to Hmelo for edit
- News from CNMS (Haynes)
  - User Meeting program
    - Preliminary schedule for Tuesday Sept 14 was distributed
    - Oral Sessions to be chaired by volunteers from UEC (McLachlan, Karim, Bucknall volunteered)
    - User Group "town hall" meeting Sept 14- Venkat to chair
    - UEC Business Meeting September 13 (see below for discussion of Agenda)
  - Proposal Call
    - Announcement scheduled to go out early next week
    - Will be able to promote Call at the ACS meeting, User Meeting, and AVS meeting
    - New pilot process to request Neutron Scattering time as part of a CNMS proposal
      - Draft proposal Appendix distributed for review
      - One reviewer will be added from the Neutron Scattering Science Review Committee
      - Considerations will need to be made for the Neutron Scattering cycle time
- Election of 2011 UEC (Haynes)
  - Will begin soliciting nominations for elections next week, ~880 members of UG are eligible
  - Floor nominations to be accepted during the open User Group meeting on Sept 14
  - Nominations will close at end of User Group meeting
- Agenda for UEC Meeting on September 13 (Haynes)
  - Meeting will start 5pm or later – to immediately follow end of User Week events that day
  - What do we plan to accomplish at this meeting?
    - Review 2010 UEC activities and critique them
    - What are the goals for the committee for 2011
    - User survey – how is the CNMS facility; what would you like to see added…
    - Input from CNMS management- What input would UEC like?
    - Finalize agenda for Sept 14 User Group "town hall" meeting
  - Tony to draft straw man agenda for Venkat to edit
- User Surveys (Jones)
  - Deferred – will contact Ron and consolidate information
  - Conference call set for Thursday, **August 19, 11:00am** – pending discussion with Ron and his availability
- Tips for writing user proposals (Haynes)
  - Draft discussed, send Tony Haynes comments by **August 20** – this will appear on the website soon

Next Conference Call: September 2, 2010 at 11am EDT