UEC Conference Call Minutes, Wednesday, November 10, 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

- News from CNMS:
  - FY10 user statistics- 360 unique users, 52% first-time, 75% from outside of ORNL 48,000 user hours, nearly 20% increase over FY09
  - Current call for user proposals closed October 20; 166 new user proposals, ~50% above norm; major challenge to keep 8-week turnaround
- UEC election results
  - Notify all candidates first by email- CC to 2010 UEC, include vote totals (Haynes)
  - Venkat/David to notify general user group via email, no vote totals (distro list from Sandy)
  - Post news item listing winners on web-site (Sandy) and include an article in newsletter (Laura)
  - Post revised charter on website (Sandy)
- User Newsletter: planning for Dec/Jan issue – January 7 is the target distribution
  - Welcome – Venkat to introduce Mark
  - Proposal Update – 2011A (how many received; acceptance rate, start date, next call
  - FY10 user stats- Venkat to identify interesting graphics to include from 9/13 UEC meeting
  - Report on Users Week with photos
  - Upcoming CNMS Events – include User Meeting recap here
  - Research highlights – users highlights (list will be distributed), include list of recent user publications
  - Staff/theme highlights – new UEC members spotlight
  - What's new at CNMS – highlight new facilities, equipment, instruments (new microscope lab on ground floor, move XRD, LN2 to cleanroom?); progress on guest house
  - Laura to distribute list of assignments and deadlines
- Follow-up to User Community Survey
  - UEC to review slides from 9/13 UEC meeting to re-assess trends, actionable items; discuss by email during 11/17-11/24 (Martyn to redistribute slides to UEC by 11/17)

Next Conference Call – Wednesday, December 1, 2010, 11:00am EST

Preliminary agenda items:
- Define actionable items from User Survey
- Face-to-face meeting in early 2011
- Implementation of charter revision