UEC Conference Call Minutes, Thursday, May 6, 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 (Edwards)
  - Everything is on track
  - **All:** Short mailing list–please provide 4 names and addresses for hardcopy distribution by May 14
  - Draft will be distributed by May 14 for quick review; release is scheduled for June 1
  - **Venkat** – plan on providing a 'Welcome from the UEC Chair' for the next issue
- User Meeting Update (Haynes)
  - User Week outline distributed
  - User Meeting Speaker Suggestions – list distributed; Karim suggested a speaker from IBM
    - Themes have been contacting prioritized speakers
    - Status of speaker invites will be updated at Theme meeting tomorrow
- Update on Proposal Call (Haynes)
    - 89 proposals received; 60 approved; 67% accepted
    - 8 week turnaround schedule met
    - Cons/Pros for moving the schedule up
      - Low number of proposals received
      - Missed significant recruiting opportunities during the major spring conferences
      - Difficult to find the time to write proposals for both Neutron Scattering and CNMS call (Rosario, Mark, David)
      - Reviewer response was very good -70% received by deadline; 96% received overall
      - Overall distribution of reviewer scores was similar to past calls
    - Tony/Mike Simonson meeting next Tuesday with Neutron Scattering to discuss issues from the joint Calls and deadlines for the Fall proposal Call
      - CNMS must make decision whether to match Neutron call schedule or not
      - Issues with matching schedule this fall:
        - miss recruiting opportunities during User Meeting and AVS
        - proposal workflow within CNMS conflicts with demands of user meeting, end-of-year report
      - **All:** send comments re schedule preferences to Tony by Monday

    - **Tony Haynes** will research – posting guidelines for a strong proposal – ways to make guidelines more clear; key triggers that must be included in a proposal, etc.
- Update on User Survey
    - Overview of survey goals and list of sample questions was distributed by Ron on May 6
    - **All:** Feedback to **Ron** by May 14
    - We could use the survey to poll tutorials for the user meeting
    - Surveymonkey will be used
    - Comment boxes will also be included

Next Conference Call: June 3, 2010 at 11am EDT