UEC Conference Call Minutes, Thursday, March 4, 2010
11:00am – 12:00pm EST

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

- News from CNMS
  - Proposal Call closed March 3
  - We currently have 86 proposals, down slightly from prior calls
  - Question: could the change in the deadline affect the number received?
    - Discussion regarding March being a heavy month of deadlines for many
    - Changing the schedule is not helpful; same time every year is best
    - May want to survey users regarding schedule (see Survey topic below)
- Update on User Meeting Plans
  - Goals as presented in January; included "research" in goals
  - Monday – single track: Solar Energy; Energy Storage; Nanoscale (maybe 3rd session or integrated into first two)
  - Tuesday – dual track: Nanoscale running in parallel with Solar Energy in the morning, Energy Storage in the afternoon; Nanoscale will be 1-day version of past 1½-day user meetings
  - Poster sessions Monday (ORNL facilities); Tuesday (open to all)
  - Wednesday – tutorials and workshops as determined (educational, outreach)
  - Kalinin is organizing Scanning Probe Microscopy for Energy Materials workshop that will run Wednesday-Thursday, advertised as part of User Mtg
  - Offer tutorials on new or underutilized equipment
  - Neutron-Catalysis Workshop will be held at SNS Sept. 16-17, NOT part of User Mtg, but may impact User Mtg attendance up or down
- Update on User Newsletter
  - Laura distributed attached timeline for first 2010 issue that was discussed
  - **Laura** will send a selection of ~10 highlight candidates and poll UEC to identify 3 for inclusion in this issue; PDFs of papers to be distributed, all to list their top 3
  - Conference Call of Newsletter Committee for **March 25 11:00am EST**
- Face-to-face meetings of UEC?
  - All UEC members attending APS March Meeting are invited to meet informally for lunch March 17
  - Details in forthcoming email from **Venkat**
- User Surveys, feedback
  - Tony Haynes distributed 2009 User Survey results to inform UEC about what information is already being collected
  - Discussed additional areas to poll:

    - Proposal deadlines (what works; what does not work)
    - Menu to vote on for tutorials at User Meeting
    - What new capabilities or upgrades are important?
    - Any other questions/items?
- **Ron** volunteered to collect ideas for questions to include in a survey that may be distributed during the summer

Next Conference Call: April 1, 2010 at 11am EST

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?