UEC Conference Call Minutes, Wednesday, February 2, 2011
10:00-11:00am EST

Participants (attendees in blue)
Chair – Mark Dadmun (University of Tennessee)
Vice-Chair – Martyn McLachlan (Imperial College, London)
Secretary – Tony Hmelo (Vanderbilt University)
At-Large Members –
Nina Balke (ORNL/CNMS); David Bucknall (Georgia Tech); Marco Buongiorno Nardelli (North Carolina State University); Michael Hickner (Penn State); Ronald L. Jones (NIST); Vivek Prabhu (NIST); Colin Wolden (Colorado School of Mines)
Past Chair, *ex officio* member – Venkatraman Gopalan (Penn State)
CNMS (non-members) – Tony Haynes; Laura Edwards; Sandy Lowe

- News from CNMS/UEC
  - UEC members agreed to 1 year terms (Hickner, Bucknall, Hmelo, Jones); two year terms (Balke, Buongiorno Nardelli, Prabhu, Wolden). All future terms are rotating two year terms.
  - User meeting: September 19-20 with workshops 21-23 – memo has been sent to Mihal
    - We need to discuss suggestions for speakers soon
    - Start Oral Sessions with Group/Theme lead talk
    - CNMS staff can suggest invited user talks - suggestions
    - UEC can suggest Plenary Speakers
    - Tutorial suggestions – when a new instrument arrives at CNMS, that would be a good time to advertise via newsletter and possibly offer a tutorial
- Last newsletter
  - count 2/2/11 was 458
- Next issue of User Newsletter - late March
  - Welcome – Mark
  - Proposal update – new call
  - Upcoming Events – dates for user meeting
  - Research highlights – who would you like to showcase this time?
    - If you know of users with press releases – send to Laura
  - Staff highlights - who would you like to showcase this time – send suggestions to Laura
    - Theme/Group leaders will also make suggestions
  - What's new
    - guest house progress
    - equipment – more technical details
- Follow up to User Community Survey
  - plan to gather responses and distribute to appropriate groups for responses by next newsletter - Laura
- Face-to-face meeting (doodle poll): April 18-May 27 – Sandy to arrange
- Survey – clear or keep a rolling survey? Mark suggests clearing every 6 months
  - Could we distribute a survey by paper during the user meeting?
    - Include paper survey in the registration package
  - Clear the survey before the user meeting
  - Have the suggestions for new equipment/capabilities been discussed
    - Suggestions are taken into account when we put together our 'wish list'

Next Conference Call – Wednesday, March 2, 10:00am EST