CNMS UEC Agenda, Wednesday, February 1, 2012
11:00 am Eastern Standard Time

Participants (attendees in blue)
Chair – Martyn McLachlan (Imperial College, London)
Vice-Chair – Tony Hmelo (Vanderbilt University)
Secretary – Milan Buncick (AEgis Technologies Group)
At-Large Members –
Nina Balke (ORNL/CNMS); Nazanin Bassiri-Gharb (Georgia Tech); Marco Buongiorno Nardelli (University of NorthTexas); Michael Hickner (Penn State); Ichiro Takeuchi (U. Maryland); Vivek Prabhu (NIST); Colin Wolden (Colorado School of Mines)
Past Chair, *ex officio* member – Mark Dadmun (University of Tennessee)
CNMS (non-members) – Tony Haynes, Sandy Lowe

News from CNMS
- New user projects officially start today (call 2012A)
- 51 extensions were approved for 2011A projects- 90 were eligible to apply
- Number of active projects increased slightly from 256 to 263
- Rapid Access – 29 proposals received so far this FY (4 months), includes 11 add-ons to SNS/HFIR user projects + 8 simple characterizations
- NUFO Capitol Hill Expo dates set for March 28-29, 2-7pm each day (will be seeking volunteer users to represent CNMS poster)

User Newsletter, January issue
- January issue skipped; **Haynes** will re-organize for April issue

User Survey: Subcommittee - Milan, Mark, Vivek, Tony Hmelo
- **Action:** Martyn to initiate email discussion w/ subcomm next week
  - Any comments regarding the user survey?
    - Main point from annual satisfaction survey is to have easier scheduling, especially for initial start-up of project
    - Suggestion: have a schedule process/calendar for users to see availability
  - How to phrase a question on the survey: "How long did it take you to schedule your first visit to CNMS?"
  - Survey schedule reminder: open in May so it can run for ~8 weeks; close in mid July
    - Reminders from UEC 2 weeks before close, 2 days before close
    - Results to be available for August telecon to discuss results before User Meeting

2012 User Meeting
- Compress to 3 days- prefer Mon-Wed or Wed-Fri?
  - Wed-Fri (soft start with workshop(s); plenary session would be Friday)
- Neutron Scattering will not join – unsure about SHaRE at this time
- Feedback from CNMS senior staff
  - Logistics – meeting space, may be necessary to split locations
  - Identify program organizers- planning must take place during time of peak activity in preparing documents for DOE review?
    -should be possible to create 3 subcommittees out of the UEC (perhaps with additional users) to sort abstracts
- **Action**: Ideas for organizing a program committee to discuss in next telecon (parallel sessions, abstract submissions, etc.)

Next Conference Call: Wednesday, March 7, 2012 at 11:00 EST