CNMS UEC Agenda, Thursday, August 1, 2013
10:00 am Eastern Time

Participants (attendees in blue)
Chair – Tony Hmelo (Vanderbilt University)
Vice-Chair – Vivek Prabhu (NIST)
Secretary – Milan Buncick (AEgis Technologies Group)
At-Large Members:
Nina Balke (ORNL/CNMS); Nazanin Bassiri-Gharb (Georgia Tech); Mike Hickner (Penn State); Molly Kennedy (Clemson U.); Megan Robertson (U. Houston); Ichiro Takeuchi (U. Maryland); Rafael Verduzco (Rice U.)
Past Chair, *ex officio* member – Martyn McLachlan (Imperial College, London)
CNMS (non-members) – Tony Haynes, Viviane Schwartz, Sandy Lowe, Sean Smith

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- **BES Triennial Review** (Sean Smith)
  - September 24-26 are the dates for the Review
  - Theme documents are well underway
  - Site Visit agenda structure is being developed
    - UEC participation in review
      - Full committee not required on-site but a few UEC members needed to join lunch meeting with reviewers on Sept 25
    - Poster session planning
      - Upcoming User Meeting poster session may be an opportunity to identify good User posters for the Review
    - User talks per theme were discussed
      - Individuals that are invited to give a talk could be invited to bring a poster as well
    - Invite posters from ShaRE since they will be merged with CNMS
- **Agendas for User Week meetings:** (Hmelo, Buncick) *Attachments distributed via email*
  - UEC private meeting, Tuesday, August 13; Town Hall meeting, Wednesday, August 14
    - Agendas will include timeframe for discussion points
    - Agenda items were discussed/prioritized- revised agendas will be distributed to UEC with today's minutes
- **Nominations for UEC Election** (Haynes) *Attachments distributed via email*
  - Status of nominations was discussed, some seconded, and one new nomination for Vice Chair made
  - Have a complete ballot but continue to accept nominations through end of User Meeting on Aug 14
  - Updated list of nominations to be distributed to UEC with today's minutes
- **User Newsletter –** production and review schedule (Schwartz) *Attachments distributed via email*
  - Distribution will be mid September
  - Draft will be distributed for review/discussion prior to the next telecon
  - Review highlights that were distributed; send Viviane your top 2 picks by August 9
    - List of individuals who have been highlighted will be distributed – **Viviane (done)**
- **Telecon schedule for Fall Semester** (September – December)
  - Poll to UEC – **Sandy (done)**
  - 10-11a; 11-12p; 12-1p (Eastern time; Tues, Wed, Thurs)

Next Conference Call: September, TBD