CNMS UEC Agenda, Wednesday, June 4, 2014
10:00 am Eastern Time

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

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- **News from CNMS (Haynes)**
  - Proposal Call status: Proposals are out for review, reviews due 6/13, currently 17% of reviews completed
  - Start-up checks for February project starts: email offering assistance sent to PIs Mon, 6/2
- **Preparations for NUFO on Capitol Hill June 10 (Vivek)**
  - Congressional office visits by Nazanin, Molly, Milan; Exhibition by Nazanin, Vivek
    - Visit schedule will be provided at Orientation session, 9:00am in Russell Senate Office Building, Room 188
    - Haynes to send basic CNMS info to participants
  - Video contribution, *in situ* EM (Ray)- expect to be completed by 6/6 for upload to NUFO
- **Report from Subcommittee on By-Law amendments (Hmelo)**
  - Subcommittee proposed amendments to address three possible circumstances:
    - (1) if At Large member seeks election to officer position?- require completion of current term first
    - (2) UEC vacancy?- Past Chair will fill
    - (3) tie vote in election?- tie to be broken by vote of UEC within 1 week
  - Motion to present as-drafted amendments to User Group at User Meeting was passed by unanimous consent of attendees (motion- Nazanin, second- Nina)
    - online voting on amendments will follow in the fall
- **User Meeting 2014 planning (Nazanin)**
  - Invited speakers: formal invitation letters sent 6/3; missing one title, Haynes to follow up with deadline
  - RidgeDance- CNMS management will support it this year, encourage ideas from staff and users
  - First Announcement drafted and distributed to UEC prior to telecon; send comments to Haynes
    - retitle as User "Week" and list important dates in order at top, with Sept 17 in bold
    - draft announcement is not designed for mobile devices; ask web support to fix
    - planning to email announcement by 6/11
  - Call for Abstracts drafted and distributed prior to telecon
    - add notice of Student Poster Competition (checkbox will be on Abstract submission form)
  - Add tab for Program Committee on User Meeting website; change Contacts to "CNMS Meeting Chair"
  - Workshop announcements solicited again, don't have them yet but will go forward w/o them if need be
  - Revise agenda to hold Panel Session for user input and Town Hall Meeting after Plenary session
  - Suggestion: include staffed poster on CNMS proposal process in poster session; possibly CNMS Capabilities too

Next Conference Call: July 2, 2014, 10:00am (Eastern Time)