CNMS UEC Agenda, Tuesday, January 6, 2015
10:00 am Eastern Time

Participants (attendees in blue)
Chair – Nazanin Bassiri-Gharb (Georgia Tech)
Vice-Chair – Molly Kennedy (Clemson U.)
Secretary – Milan Buncick (AEgis Technologies Group)
At-Large Members:
Eric Formo (U. Georgia); Zheng Gai (ORNL/CNMS); Enrique Gomez (Penn State U.); Martyn McLachlan (Imperial College, London); Megan Robertson (U. Houston); Ray Unocic (ORNL/CNMS); Rafael Verduzco (Rice U.)
Past Chair, *ex officio* member – Vivek Prabhu (NIST)
CNMS (non-members) – Tony Haynes

- **Welcome new members!** (Nazanin)
  - Eric and Enrique introduced themselves
  - Nazanin provided short orientation on how the UEC functions
- **News from CNMS** (Tony)
  - Proposal call summary: 170 received Oct 22; 127 approved (75%), ALL notified by 12/17 (8 wks)
  - 2014A project extensions: invitations mailed to PIs this morning, due Wed 1/21; 93 of 104 eligible
- **User Newsletter – January issue** (Tony for Viviane)
  - According to Viviane the newsletter is on track to deliver for UEC review next week
    - Research highlights voted/decided, Spotlight bios were requested (Viviane)
    - Chair message by Nazanin- due Mon 1/12; possible topics: 2015 activity outlook, UEC roles
    - Summary of Satisfaction Survey- summary of results, UEC recommendations (Tony)
    - UEC election results and By-law amendments- w/o numbers (Tony)
    - Proposal Call statistics, as above (Viviane)
    - Capital equipment survey, similar to minutes already posted (Tony)
    - Inform users of new user database by the Office of Science, some user info public (Tony)
    - 2014 User Meeting review; student poster winners (Viviane, from Tony's draft for BES)
    - 2015 User Meeting- include in sidebar tentative dates Aug 31-Sep 4, as in January 2014 (Sandy)
    - add staff *In Memoriam* with links to online obituary, Guest Book (Hans or Tony)
    - Export Control review of user proposals: explain CNMS/ORNL process; move to April (Tony)
- **Final Report on User Satisfaction Survey** (*Subcommittee:* Megan, Martyn, Rafael)
  - Recommendations formulated by the UEC during December were adopted with one minor revision
  - Action (Tony): Report next month on CNMS response to recommendations
- **2015 User Meeting** (Tony)
  - Agreed on tentative dates = week of Aug 31-Sep 4 (subsequent 2 weeks have conflicts)
  - Joint meeting with Neutron Scattering preferred
  - Form subcommittee now to develop CNMS-oriented program; volunteers email Nazanin, Molly
  - Consider merging CNMS elements into joint meeting if that becomes possible later
- **UEC Roles** (Tony)
  - Hans and Tony to rank and prioritize based on benefits to BES, CNMS before Feb 3 telecon
- **User Suggestion Box** (Tony)
  - Three submissions from April to December 2014; No obvious actions pending UEC suggestions

Next Conference Call: February 3, 2015, 10:00am (Eastern Time)