CNMS UEC Agenda, Friday, November 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, Brad Lokitz, Sandy Lowe

- **News from CNMS** (Tony)
  - Proposal Call 2016A: 160 new proposals, 4 not feasible, 156 to be distributed by 11/9 for review
    - 6 proposals included Neutron Scattering appendix- 1 not feasible at CNMS, 5 to be reviewed
    - 5 proposals transferred to Director's Discretionary: small requests for routine characterization instruments that are not oversubscribed
  - FY15 User Stats: *Highlights from BES report were distributed in advance*
    - 575 users, 95% on-site, 42% first-time users
    - 55% US Academic, 27% ORNL, 8% Foreign, 3.3% Industry; 54% from Tennessee (includes ORNL)
  - 2016 UEC Election: *Results distributed in advance*
    - Nazanin and Molly notified all candidates by email 11/3/15
    - 5 new members including 2 officers; 1 new member from CNMS with 2 from CNMS rotating off
    - Diversity: 1 female (1 rotating off), 1 non-US institution (1 rotating off); none from industry or theory
    - Amendment passed with 92% in favor
  - Triennial Review Dates
    - Set for April 26-28, 2016; No formal letter or instructions yet
- **User Meeting report to CNMS Management** (Nazanin/Molly)
  - Reference from 2015 User Meeting Announcement:
    "A closeout report to CNMS management will be incorporated into the 2015 revision of the CNMS Strategic Plan."
  - Draft report approved (distributed by Nazanin 11/3); **Nazanin** will format and send to CNMS Director
  - UEC action carried over from October: Generate list of 'best practices for session chairs'
    - UEC Discussion leaders should contribute (Molly, Eric, Ray, Rafael); **Eric** volunteered to assemble
    - **Nazanin** will poll all 2015 roundtable leaders for their suggestions
    - Refer to relevant comments in UEC minutes from 10/2/15
- **User Meeting 2016 Dates** (Molly)
  - **Molly/Sandy**- Poll 2016 UEC re. best weeks in July-August for 2016 meeting, preferences for lead roles
- **2015 User Satisfaction Survey** (Tony) *survey results distributed in advance*
  - Two actions: summarize 2015 survey and make recommendations, prepare report for triennial review
    - For triennial reviews, BES requires:
      "A two page report from the UEC that serves as the summary of user comments on the facility"
    - **Milan, Eric, Rafael** volunteered to summarize 2015 results
    - **Tony** will distribute to UEC the 2013-2014 summaries and CNMS responses
- **Other business** (Nazanin)
  - Milan suggested a networking/list-serv site for users to help users prepare proposals (they could post an idea or questions and seek others with similar interests for collaborations). This will help potential industrial users find and collaborate with academic users with similar interests.
    - The following were cited as examples: www.memsnet.org/memstalk, www.microscopy.com, Research Gate, LinkedIn (note: ORNL already has a LinkedIn page)
    - **Brad** to investigate options for setting up interest group within ORNL business rules, report next month (Molly moderates a group for TMS and could organize one for CNMS if that becomes preferred option.)

Next Conference Call: December 4, 2015, 10:00am (Eastern Time)