CNMS UEC Agenda, Tuesday, February 3, 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, Sandy Lowe, Viviane Schwartz, Hans Christen

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- **News from CNMS** (Tony)
  - Project Extensions, 2014A: 94 eligible, 40 applied, 38 approved, 2 pending reviews
  - Start-Up checks, 2014B: 142 projects, 4 responses included 2 thank you's and 1 complaint about lack of response, now resolved
- **UEC Roles** (Tony) *distributed earlier*
  - Reviewed prioritized list from Hans and Tony that was distributed in advance
    - Tony to clarify description of user newsletter role
  - Consensus that this is the "right" list for now, can be used to guide UEC effort this year
  - Discussion of how to better engage UEC in strategic planning included notion that User Meeting should be more forward looking and engage users more broadly in planning; it would be beneficial if strategic plan could be updated after User Meeting to collect and digest user input through UEC
  - Hans - Inquire if the annual Strategic Plan update can be scheduled to follow the User Meeting
  - Evaluation of proposal review/selection will require data from CNMS; questions to be defined
- **Response to Recommendations from the User Satisfaction Survey** (Tony)
  - Tony reported on CNMS response to recommendations, which includes adding information to the website, especially proposal instructions and forms; action completed but additional suggestions for improvement always welcome
  - Tony- Investigate possibility to report status of cleanroom equipment on website
- **2015 User Meeting** (Nazanin) *attachment distributed earlier*
  - *Planning subcommittee:* Eric, Molly, Nazanin, Rafael
    - Construct a straw man program outline prior to the next call in March - Subcommittee
  - Dates set: Aug. 31-Sept. 4; not able to schedule jointly with neutron program this year
  - CNMS staff provided suggestions for speakers and two workshops- distributed in advance
  - Develop more forward-looking technical program, focused on what's needed rather than merely report on what's been done
    - Remain open to involve neutron community when/if that meets CNMS needs
  - Tony- provide subcommittee with data on distribution of users across CNMS groups/capabilities
  - Tony- Identify volunteer from each CNMS group as POC for UEC on User Meeting and equipment plans, which are interrelated

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