

## October 21, 2005 SHUG Executive Committee Conference Call:

Members Present (8):

Paul Butler  
Joanna Krueger  
Despina Louca  
Mark Lumsden  
Megan Robinson  
Mike Snow  
Lynn Walker  
Angus Wilkinson

### 1. SNUG Information

SNUG is proposing that each user group get its users to send a letter to the director of OMB (Office of Management and Budget).

Plan is to send an email message to the email list containing a template of a letter to OMB. This letter should be faxed to Joshua Bolton (Director of OMB) with the information filled out. The issue was raised as to whether this person should be a U.S. citizen. Angus: It doesn't matter – a U.S. address is sufficient.

### 2. Upcoming SHUG Election:

Angus had a message sent to the email list asking for nomination. Mark provided a summary of the people who had been nominated to date. Paul: we should be trying to achieve a balance in the list of nominees. This balance should be both geographical balance as well as a balance of scientific interests. Looking at the retiring members of the current executive committee, after this term, we will have no soft matter representation and there is also no industrial representation. In addition, geographically, we will have nobody west of Indiana.

Several nominations were then made:

Joanna: Leonard Spicer (Duke University) – Structural Biology / Soft Matter

Despina: Ersan Ustundag (Iowa State University) – Materials Research  
Jan Genzer (NC State University) - Polymers

Paul: Shenda Baker (Harvey Mudd College) – Biophysics/Polymers  
Tonya Kuhl (UC Davis) – Biophysics/Polymers  
David Londono (Dupont) – Polymers/SANS/SAXS  
David Loese (ExxonMobil) - Polymers

**[Action Item]** Mark will email the current list of nominees together with those mentioned during the conference call to everyone on the executive committee.

Additions will be made and returned to Mark. Duplicates will be removed and a final list generated.

**[Action Item]** A conference call will be held next Friday, Oct. 28<sup>th</sup> to prioritize this list. Despina, Paul and Angus will participate in this conference call.

The question was raised as to whether the SNUG representative for SNS/HFIR should be included on the upcoming ballot. SNUG wants a longer term commitment on the order of 3-6 years.

Angus suggests that the SNUG representative be appointed by the SHUG executive committee and not be an elected position.

The question of term length for the SHUG executive committee was raised. Are the current 2 year appointments too short?

Paul raised the concern that with 2 year appointments members just start becoming effective on the committee and their appointment ends shortly thereafter.

An alternative suggestion would be to maintain the stagger (so that ½ of the members remain in place after an election) but change the term to 3-4 years as opposed to 2. NIST recently moved to 4 year terms with elections every 2 years. There was consensus that 3 year terms would be better. The only concern was with organizing elections – it's easier to have elections at the same time every year. 3 year terms would mean elections every 18 months which causes a 6 month stagger in the election time.

This brought up the issue of administrative support. It would be easier to manage these things with some support from the facilities.

**[Action Item]** Add to the election ballot a change in the charter that would involve changing the term to 3 years from 2. Mark will look at the charter to figure out the wording to be changed.

### 3. Communication with Facilities:

How can we get a better idea of what's going on with the facilities?

Mike: JPARC sends a detailed email message every 4-5 months that contains real information describing the state of the project.

Despina: That message is distributed by Masa Arai.

Mike: JPARC is an example of how to distribute information well. He feels that he knows more about what's happening there than with SNS.

Clearly the information is not getting to people as efficiently as it could. The SNS does distribute the "Neutron Pulse" but that is more of a PR newspaper and doesn't contain real detailed information.

Recommend that SNS sets up a separate email list for people who want to receive detailed information. Maybe this could be distributed every 6-8 months.

Angus: How do we make this request and to whom?

Despina: Another possibility is for the SHUG executive to talk to people at SNS and HFIR and distribute this information to the user community. This involves less of a commitment from the facilities and they may be more open to this idea.

Maybe we should invite representatives from SNS and HFIR to our regular conference calls. We could schedule ½ an hour with facility people during the conference call and distribute this information to the email list.

**[Action Item]** We should have regular conference calls every 2 months. After 4 months (i.e. 2 conference calls), we should summarize the information and send it to the user community.

**[Action Item]** We should set the conference call schedule for some period of time. It is recommended that the schedule be set at the beginning of a semester to allow working around teaching schedules. We should do this starting in January – set up 6 fixed dates for the next year.

#### 4. Administrative Support:

Initially, Thom Mason's secretary provided administrative support to the SHUG executive committee. It was originally in the bylaws that SNS will provide administrative support. However, an issue arose with someone from SNS doing the minutes for the SHUG conference calls. Due to privacy concerns, this was removed from the bylaws.

It would be nice to have some administrative support to facilitate setting up conference calls, posting minutes, suggesting agenda items, etc.

SNS currently maintains the SHUG web site and we use their internal IT people for this.

We also need JINS to maintain the email list. This has implications when contacting the users regarding funding issues. Angus: There is a problem with maintaining the email

list at Georgia Tech as it looks like lobbying on their behalf. JINS represents the most logical place for this email list.

It was suggested that there should be a place for feedback on the SHUG web site. It should be obvious how to provide feedback.

**[Action Item]** Mark – find out how to modify the web site to make it easier to provide feedback.

Paul: With the upcoming ACNS meeting, we have to think about a format for a discussion of user issues. In the first ACNS, we had a ½ day session where facilities discussed their user operations. In the second ACNS, we had an informal poster session / reception. We need to think of a better format for the upcoming meeting.

One suggestion is to collect user issues and have an open forum discussion prompted by these issues.

## 5. JINS:

Office space at JINS is being leased out. What is really happening with JINS?

We should ask Takeshi what his vision for JINS is and what's currently happening.

The role of JINS is rather unclear and renting out office space makes it look like JINS seems to simply be providing extra office space for ORNL.

The problem that occurs is that JINS gets a large occupation charge from ORNL and because it has no operation budget, it needs to pay this charge somehow (this is why they are leasing office space).

**[Action Item]** We should invite Takeshi to a conference call to discuss JINS. We should select the first conference call of the new committee.