Business Meeting of the CNMS User Group
October 11, 2007
Iran Thomas Auditorium, Spallation Neutron Source

Presiding: Mike Kilbey, Acting Chair, User Executive Committee
Other UEC Members Attending: Haiping Cheng, Yoke Khin Yap (Absent: Brian Holloway)
Total Attendance: approximately 25

The CNMS User Group (CNMSUG) held a business meeting during ORNL Users Week. The meeting was called to order at 12:25pm by Mike Kilbey.

Introductions and Highlights
Kilbey opened the meeting by introducing the other members of the Charter User Executive Committee, who had been appointed by CNMS management. He then presented a summary of status and update on recent activities of the CNMSUG. A copy of the overview slides is attached to these minutes. The CNMS currently has approximately 220 active user research projects and the User Group has just over 450 members. The User Group charter was passed by unanimous vote in September. With passage of the charter, the stage is set for the first elections to be held this fall to elect the UEC members who will serve for one year beginning January 1, 2008. Mike Kilbey, as Past Chair, will remain as an *ex officio*, at-large member of the UEC during 2008. Kilbey remarked that one challenge in the coming year for the UEC will be to develop strategies to promote a community identity among CNMS users.

Nominations for UEC Election
A call for nominations was issued by email to the CNMSUG membership on September 21. A list of the candidates who had been nominated prior to the CNMSUG business meeting was presented during the meeting and additional nominations were accepted from the floor. Following a motion and second to close the nominations, nominations were closed by voice vote of those present. The final slate of candidates has one nominee each for Chair, Vice Chair, and Secretary, and 11 nominees for at-large seats. The current UEC will work with CNMS administration to develop a ballot and candidate information for distribution to CNMSUG membership in order to complete the elections this fall.

General Discussion
The floor was opened for general discussion. The following issues were raised and discussed.
- There is an operational problem with the high-resolution transmission electron microscopy (HRTEM) that has been out of operation for several months. How is this being addressed? The HRTEM in question is actually part of the SHaRE user program. It was taken out of service in order to be replaced with an upgraded instrument with a field emission electron gun. The new instrument should be online in November.
- A user reported delays of a few days in gaining prox card access to labs in CNMS. CNMS management is aware of this problem. Prox card access at CNMS is controlled through the ORNL central badge office rather than locally by CNMS. CNMS requests prox card access to labs for users on a same-day basis but does not control when the badge is activated. The CNMS is in the process of obtaining a set of lab-specific prox cards that are pre-activated in the system. These cards will be in the possession of CNMS lab managers and can be issued

to users on a temporary basis while the users are awaiting prox card activation for specific labs.

- Various suggestions were made to improve communications within the user group. Suggestions included increasing the frequency of user group meetings, establishing a user group message board with threads, creating a mechanism for up-to-date and specific information about the status of tools and processes particularly in the nanofab area where the MEMS Exchange was cited as a possible model.
- One user pointed out that the user-CNMS relationship is really a partnership and that the user group should work to identify things that the group and individual users can do to help the CNMS look good in the eyes of DOE, such as report potential high-impact publications in a timely manner to CNMS management and to identify and target the list of journals that CNMS and DOE identify as "preferred" journals for publication in nanoscience.
- There was a lot of interest in keeping the list of active projects up-to-date on the web site so that current and prospective users could see what other users were doing and identify areas for collaborating, coordinating, and/or sharing resources. A suggestion was also made to include project abstracts on the web site.
- A user stated that it is important for users to understand that they need to be fully prepared to carry out their research when they arrive at CNMS because if they are not prepared a lot of time and expense can be wasted.

A motion to adjourn the business meeting was made and seconded. The meeting was closed by voice vote at 12:45 pm.

CNMS User's Group Meeting

October 11, 2007

Introductions and Highlights

- CNMS User's Group (CNMS UG)
  - ~220 active user projects
  - 450 members of CNMS UG

- CNMS UG formally established by adoption of Charter (Sept 2007)

Items of Business

- Finalize slate of nominees for CNMS UEC
  - UEC consists of 3 officers (Chair, Vice Chair, and Secretary) and up to 10 at-large members
    - 1 yr term with Vice Chair succeeding Chair
    - Past chair inherits position as at-large member

Items of Business, con't.

- Other items from Floor

- Other Items of Note
  - Call for CNMS proposals has been issued
  - Challenges for Coming Year(s)
    - How does the CNMS UG develop an identity? Community structure?
    - Input (and assistance) in planning 2008 User's Meeting