

**NCNR User Group (NUG) Executive Committee
Minutes from conference call on September 21, 2017**

Present from NIST: Dan Neumann, Julie Borchers, Bill Kamitakahara

Present NUG executive committee members: Megan Robertson, Mike Crawford, Rafael Verduzco, Dmitry Reznik, Julie Hipp, and Igor Zaliznyak

Julie and Dan announced 50th anniversary celebration/symposium for the reactor, which will occur on December 7-8, 2017. Announcement will be sent to users and staff.

Topic 1: CHRNS representative

Dmitry has agreed to be CHRNS representative. Thanks to Dmitry!

Topic 2: Exit Survey draft

Megan asked if a question about interactions with instrument staff should be asked separately for CHRNS and non-CHRNS instruments. It was agreed this was redundant, and decision was made to remove the CHRNS-specific question about interactions with instrument staff.

It was suggested the text fade be removed, could be confusing for some users.

Suggestion made to add question regarding how many times the user has used that specific instrument, and it was agreed this would be added.

Q8: Dan suggested it should say “software for data reduction and analysis” and mention software first instead of third

Dan said they were happy with the user survey. Users will receive an email immediately after their experiments with a link to respond to the survey. Megan said responses can be collected periodically and sent to NIST. Survey Monkey also allows for analysis of responses.

Topic 3: Website redesign

There was a generally positive response to the design and layout of the new website. It was suggested that more specific instrument operational information be provided on the website rather than just a link to a publication, and Dan pointed out this was instrument-specific and up to the instrument scientist. It was suggested that the ‘other instruments’ link be moved down and extraneous links/information at the bottom of the page moved. Dan suggested putting ‘NCNR’ in the website heading.

Timeframe for the new website is unclear – the template must first be approved. We will discuss more general web pages during next meeting.

It was recommended that Twitter, Facebook, Google+ links be moved to right-hand side and LinkedIn should be added for sharing the page.

Topic 4: Forum for User Facilities Organizations – now SSURF

Megan received an email about a teleconference between all executive committees for different organizations. Activities include contacting congress, training reciprocity, congressional visits, coordinating communications and interactions with other scientific organizations. Megan asked for input regarding participation in SSURF. Rafael said this could be a positive thing, but would require additional time and meetings for NUG members.

Dan has been coordinating with Francis Slake (sp?) regarding meetings and discussions with members of congress.

Topic 5: Other business and scheduling next phone call

Walter Copan has been nominated as the new NIST director and may be confirmed soon.

Reactor operations is replacing primary pumps for reactor, new refrigerator for cold source will be installed during shutdown. New lab space will be available soon for sample handling and preparation.

Next meeting target: November