

**New England American Vacuum Society (NE-AVS)
Minutes from Board Meeting (April 4, 2018)**

In Attendance: Bill Trotter (Chair), Mike Connors (Vice Chair), Dick Jacobs (Treasurer); Jim Whitten (Secretary), Earl Ada (Education and Outreach Committee Chair), Bob Childs (at large).

The meeting was held in the UMass Lowell Chemistry office (Olney 520).

The following issues were discussed:

- a) Dick reported that the chapter has \$8,227.78 in its checking account.
- b) Mike Connors discussed the planning of the short courses for June 14-15, 2018. There are potentially five short courses
 1. An Overview of Applied Vacuum Technology.
 2. Microanalytical Techniques of Scanning Electron Microscopy with EDX.
 3. Atomic Force Microscopy (AFM), a Toolkit for Nanotechnology.....
 4. Atomic Layer Deposition: Basic Principles, Characterization, and Applications.
 5. Semiconductor Device Manufacturing Overview

All are one day courses except for the “Overview of Applied Vacuum Technology” course. If all run, three rooms would be needed (with three running per day, including the single 2-day course). The decision as to whether or not to run a particular course will be needed by May 9, 2018. Mike mentioned that the universities and companies should be contacted to build enrollment, and a point person should be assigned to each institution from among the officers. Earl mentioned that he could send the flyer advertising the short courses to the users of his core research facility. Jim will contact Charles Sykes at Tufts to publicize the short courses. Mike and Bill will contact Steve Shephard at Boston College. Dick will publicize the short courses at MKS. Earl will contact Karen Gleason at Harvard. Jim will contact Nancy Burnham at WPI. As a group we can work on contacting other institutions. Mike will prepare a flyer that can be used to publicize the short courses.

- c) A \$750 deposit was given to the UMass Lowell Inn and Conference Center. This is partially refundable if the short courses are cancelled in advance. Last minute cancellation of all short courses would result in approximately \$1000-\$1200 cancellation fee.
- d) Bill mentioned that interns at companies who need training may be a potential pool of attendees. Earl will help publicize this to potential interns through his user list of the core research facility. Bob said he would investigate state-funded internships as a potential attendee pool.

Next Meeting Date: To Be Announced –

- **AVSNE is considering a follow up call within the next few weeks to follow up on the progress of promotional activities and outreach – Time is TBA**

Meeting will be held at Jim Whitten's Chemistry Dept. offices at UMass Lowell at 6PM

Submitted by Jim Whitten as draft on April 4, 2018

Submitted by Bill Trotter on April 12, 2018