

Minutes of AVS/New England Board Meeting Feb. 19, 2015

Agenda:

Welcome and Introductions /Visitors
Treasurer's Report
Board Member Appointments
Planning for Symposium 2015
Plans for April AVSNE Event in Worcester
Update of AVSNE Website
Other Business
Next Meeting Date: March 26

The AVS/NE board meeting was held at 6PM at the Chemistry Dept. of UMass Lowell, Lowell, MA. Members of the board in attendance (as indicated by the symbol **) were: Cheryl Santarelli, Peter Somssich**, Dick Jacobs**, Jacques LaBrosse, Earl Ada, Bob Childs, Jim Whitten**, Mike Connors**, Bill Trotter Jr.
Guest:

Welcome and Introductions /Visitors

- Chair Peter S. welcomed all in attendance to the board meeting.

Treasurer's Report

- Dick J. reported that our bank balance is currently ~ \$1300. Dick J. expressed the concern that after we pay our \$1000. deposit, the remaining \$300. may not be enough to cover incidental expenses prior to the symposium. Peter S. suggested that if the situation arises we'll contact AVS National in May to ask them for an advance based on the registration income numbers for the symposium.

Board Members Appointments

- Peter S. reported that Bill Trotter Jr. had agreed to be appointed Secretary of the chapter. Peter made a motion that the ExC vote to appoint Bill to this position. The motion was approved.
- Peter S. reported that he planned to speak with both Steve Vitale and Doug Taylor to ask them to join our board as Dinner Co-Chair and Vendor Outreach Co-Chair respectively.

Planning for Symposium 2015

- Dick J. reported that we have approx. 13 Vendor responses so far for 15 vendor tables. However, we are still awaiting responses from a number of vendors. Board members are encouraged to continue emailing or phone calling until we receive a definitive Yes or No. Dick reminded the committee that for previous seminars we had postcards printed that vendors could send to their customers to publicize the fact that they would be exhibiting at the symposium. He is willing to look into this further, including the cost involved.
- Peter S. suggested that when approaching a vendor for participation in the exhibition, we should also suggest that the vendor may want to highlight an application or a product during the technical sessions, as either a talk, or in the New Product Session. Peter asked the board if it would be willing to pay a honorarium to a speaker. He would like to ask Prof. Wolfgang Ketterle, a Nobel Prize winner to be a keynote speaker and would like to offer him \$500. The board agreed to extend this offer. Peter mentioned that he would ask Cheryl if she could put together an email list of all attendees who came to the 2012 or 2014 symposia, so that we could do a mailing directly to them for the 2015 Symposium.

Peter also agreed to generate a 2015 Symposium announcement flyer. Peter reported that Earl A. had informed him that his Short Course offering is available assuming that we reserve and pay for the use of the university instruments needed.

- Jim W. reported on his efforts to begin organizing the technical session. Jim is in the process of putting together a Call for Papers to be sent out soon (probably with a deadline of May 1). Also, he is planning to contact some area professors to ask them to help organize and chair some of the technical sessions. The board confirmed to Jim that symposium speakers were not required to pay a registration fee. Jim W. asked that we request the national office to incorporate a Group Registration button on our Symposium Registration form, so that one person (e.g. a professor) can pay for a group of attendees (e.g. his students) instead of having to register and pay for each student, one at a time.
- Mike C. reported on the status of the Short Course program. He reported that he is planning to offer 7 courses to choose from. He is still awaiting confirmation by some of the instructors, but is working with Heather K. from the national office to put together a solicitation for attendees to register. Based on his numbers by April 15, additional rooms can be reserved at the conference center.
- UMass Conference Center sent us a contract for signature. Peter S. had forwarded this contract for review to the AVS National office and has already received a positive response. The board agreed that Peter S. and Dick J. will sign on behalf of the chapter and that Dick J. will deliver a signed contract and a deposit check for \$1000. to Kathleen at the UMass Conference Center on Mon. Feb. 23, 2015.
- The board agreed that we should not send out any symposium registration announcements until the website allows on-line registration and payments, e.g. Vendor Registration and Attendee Registration.

Plans for April AVSNE Event in Worcester

- According to emails forwarded by Jacques LaBrosse, Prof. Nancy Burnham in Worcester is willing to entertain a meeting. However, the dates we suggested were not available. She has been told that we are flexible when it comes to the date. The board suggests the dates April 17 or 24, with the 24th as the preferred date.

Update of AVSNE Website

- Peter S. mentioned that our website is in need of updating. We should do this together with any symposium related information as well as an updated list of board members.

Other Business

- Mike C. asked the committee whether anyone knows the status of our LinkedIn account. The information provided by those present was that Bob Clark-Phelps had set up this account, but that it was never fully implemented or used. However, no new contact info is available about Bob, who has since moved away. His last email address on file was bob.clark-phelps@twincreekstechnologies.com. Mike agreed to continue looking into this.
- Peter S. made a motion to increase the hourly wage of our chapter administrator from \$16 to \$17. Peter explained that our administrator has been with us for approx. 5 years and has not had a raise from us for at least 3 year. The proposed increase is only ~6%. The board approved the motion. Peter will inform the administrator of our decision.

Next Board Meeting Date

- March 26 at UMass Lowell/ Chemistry, One University Ave. / Prof. Jim Whitten, 6PM

Submitted by Peter Somssich on Feb. 20, 2015