

## Minutes of AVS/New England Board Meeting Feb. 27, 2013

### Agenda:

Approval of Jan. 30, 2013 Minutes  
Discuss Short Course plans  
Spring Dinner Meeting in April  
Idea for Dinner Meetings/Symposium 2014 in southern NE  
Letter to AVSNE Vendors regarding Symposium  
Review and Edit By-Laws draft – Article V through the end  
Prepare for Elections

The AVS/NE board meeting was held at 6PM on Feb.27, 2013 at University of MA Lowell, Dept. of Chemistry, One University Ave., Lowell, MA. Members of the board in attendance (as indicated by the symbol \*\*) were: Cheryl Santarelli\*\*, Peter Somssich\*\*, Dick Jacobs\*\*, Jacques LaBrosse, David Diamond, Earl Ada\*\*, Bob Childs, Jim Whitten\*\* and Mike Connors\*\*.

### Approval of Jan. 30, 2012 Minutes

- **Peter S.** asked for approval of the minutes from Jan.30. The minutes were unanimously approved.

### Plans for Short Courses in Burlington June 10-11, 2013

- **Mike C.** volunteered to help organize the short course efforts along with **Bob C.** Since Bob is travelling for work a lot, Mike will take care of most issues but will consult with both Bob and Peter S. has committed to leading the short courses in Burlington, MA in summer 2013.
- The schedule is as follows: Feb.8 –AVS national and AVSNE distributed feedback needs form regarding Short Courses of interest, March 4 – deadline for feedback (as of March 4, we received two email responses), March 5-15, select courses to offer and advertise, April 1 - first deadline for sign-ups (Confirm Instructors), May 9-10, deadline to cancel any extra rooms at the Marriott.
- Earl Ada suggested for one of the courses, XPS, EDX, he could do a hands on training. We could have the classroom portion of the class in Burlington on June 10, and then the hands on at UMASS Lowell June 11.
  - We need to check with AVS National (Heather Korff) to see if Earl can teach this class (Peter and/or Mike Connors to check?).
  - If Earl can teach this, will AVS still help us with the Short Course Registration, materials and preparation which they have always done for us using other AVS instructors.
  - We can then have Earl create a description of the class and add it to our Short Course announcement. Also, AVS National can post it on their website as one of the suggested short courses offered.

### Plans for Dinner Meetings 2013

- **Mike C.** has volunteered to host the Spring Dinner meeting at Lincoln Labs on **April 25**. This meeting will also be used to confirm and/or vote on by-laws that will be proposed. All members our requested to look for and suggest speakers, however, Dick is taking the lead on this effort. We are looking to present a topic of interest to the Lincoln Lab MIT area group. Mike C. suggested semiconductor processing.

### **Plans for Symposium 2014 and Locations**

- **Dick J. and J.L.** will investigate opportunities to hold a dinner meeting or perhaps a 2014 Symposium, in whatever form, in the Hartford area. **Peter S.** will also ask AVS national to help spread the word of our interest, including to vendors and associated organizations.

### **Involving our Vendors and Symposium Attendees**

- **Peter S.** created a Loyal Vendor letter to our regular vendors and symposium attendees, informing them of our decision and explaining that we are planning to organize a 2014 Symposium, but that in 2013 we are only hosting dinner meetings and short courses. In addition, this letter also informs them that we are attempting to reach out to AVS vendors and members in the southern part of New England to evaluate holding more activities in that area (e.g. the Hartford area) in the future. Cheryl emailed the letter to our Vendor list, sent to AVS National to send an email blast, and sent to Keith Mitchell to post on the AVS NE website on February 28.

### **Discussion of New By-Law**

- **Peter S.** reviewed and made some changes to the by-laws starting with Article V. We all reviewed with Peter and approved/revised some changes, and finished revising the full document. Peter will make the final revisions and send them to AVS National for review and approval in April, so that we can hold elections in the fall.

### **Plans for 2013 Board Elections**

- It was agreed that after the by-laws have been approved by AVS National and have been voted on, we are planning to hold elections for the board sometime in Nov.

### **Next Meeting Date**

- **TBD: We will hold the next meeting sometime shortly after the April 25 dinner meeting**

**Submitted by Cheryl Santarelli on March 11, 2013**