

**CINS Trustee Meeting Minutes**  
**October 15<sup>th</sup>, 2005 Ottawa, Ontario**  
**Chair – Joe Zwanziger, Dalhousie University**

**Present:** Mary Wells, University of British Columbia ([mary@cmpe.ubc.ca](mailto:mary@cmpe.ubc.ca)); Lynann Clapham, Queens University ([lynann@physics.queensu.ca](mailto:lynann@physics.queensu.ca)); John Root, NRC ([john.root@nrc.gc.ca](mailto:john.root@nrc.gc.ca)); Bruce Gaulin, McMaster University ([gaulin@mcmaster.ca](mailto:gaulin@mcmaster.ca)); Michael Steinitz, St FX ([msteinit@stfx.ca](mailto:msteinit@stfx.ca)); Carl Adams, St. FX ([cadams@stfx.ca](mailto:cadams@stfx.ca)); Dominic Ryan, McGill University ([dhryan@physics.mcgill.ca](mailto:dhryan@physics.mcgill.ca)); Bruce Torrie, University of Waterloo ([torrie@uwaterloo.ca](mailto:torrie@uwaterloo.ca)); Joe Zwanziger (Chair), Dalhousie University ([jzwanzig@dal.ca](mailto:jzwanzig@dal.ca)); Jamie Noel, The University of Western Ontario ([jjnoel@uwo.ca](mailto:jjnoel@uwo.ca)), Dennis Klug, NRC ([Dennis.Klug@nrc.gc.ca](mailto:Dennis.Klug@nrc.gc.ca))

- 1) Approval of the last Trustees meeting via teleconference call on June 30<sup>th</sup>, 2005

One error in the last minutes issued was noted by M. Steintz. This involved the spelling of TRIUMF. This will be corrected and the minutes re-issued. Aside from this error the minutes from the previous meeting were approved

Motion put forward by M. Steintz seconded by L. Clapham – Minutes approved (unanimously)

**Action: M.A. Wells will correct previous minutes and re-issue them to Alistor for re-distribution**

- 2) Treasurers report (Carl Adams)

Year end reports for 2004 and 2005 need to be completed.

TRIUMF was noted as a member who had not paid their dues for the past two years. Considering their current financial situation we will not ask them for further contributions until their financial situation is resolved.

There is no trustee identified at the U of T. A suggestion of Young-Jim Kim in Physics at U of T was made.

**Action: Carl Adams will advise the trustees when the year end reports will be done. This should take ~1 month.**

- 3) Movement of head office of CINS to Chalk river Laboratories

**Action: Dominic Ryan to co-ordinate this**

- 4) Dan Wayner director of the NRC Staeie Institute of Molecular Science met with CINS executive. The Canadian Neutron Beam Centre (CNBC) has been made a distinct entity from the Staeie Institute for Molecular Sciences, from an accounting viewpoint. A further operational separation of the two business units would require that a distinct Technical Advisory Board be established for CNBC. It was agreed by everyone that the president of CINS should be a member of this board.

Possible suggestions for board members included: Jean-Pierre Martin (NRC Aluminum Technology Centre)  
Jennifer Jackman (NRCan CANMET)  
Stuart MacEwan (Novelis)  
Carl Fuerst (GM)  
Bruce Gaulin

**Action: CINS to come up with a list of 10-12 names and biographies for Dan Wayner to review. This should be completed in November 2005. Dominic Ryan will co-ordinate the development and distribution of this list of names.**

- 5) CINS' Travel Reimbursement Policy  
In the past the travel reimbursement policy has been ~\$500/person for travel to Chalk River. For the CINS meeting held in Ottawa it was agreed to reimburse up to 50% of the travel costs for each student presenting an oral presentation or poster at the CINS meeting. The maximum for each student will be ~\$200/student, ensuring that the maximum amount expended did not exceed \$2000. A more general travel policy needs to be agreed upon and Joe Zwanziger agreed to draft a travel policy which will be distributed to the trustees for comment. Once approved the travel policy will be posted on the CINS website.

**Action: Applications for student support to attend the CINS meeting should be sent to Carl Adams.**

**Joe Zwanziger will draft a CINS travel policy and distribute to the trustees for comment.**

**Once completed Dominic Ryan will co-ordinate posting the travel policy on the CINS website.**

- 6) CINS executive

John Root, John Greedan and Dominic Ryan all agreed to be nominated and stand for a second term for their respective CINS executive positions

- 7) CFI Proposal – Queen's University through Mark Damon have initiated a CFI proposal to obtain funds for a suite of equipment to support neutron diffraction work at the Chalk River Laboratories.

8) Contribution to the American Conference on Neutron Scattering (ACNS)

It was proposed that we contribute \$3300.00 as a subsidy to the ACNS conference. The motion was put forward by Dominic Ryan, Seconded by M. Steintz and approved unanimously.

**Action: Carl Adams will move the \$3300 contribution in the budget from the Powder Diffraction Contribution to ACNS.**