

---

---

CINS TRUSTEES

---

---

**DATE:** 19/09/2006  
**TO:** CINS TRUSTEES  
**FROM:** JOSEF ZWANZIGER  
**RE:** MINUTES OF 8 SEPT '06 TELECONFERENCE

---

In attendance: J. Zwanziger, M. Steinitz, L. Clapham, D. Ryan, J. Noel, B. Torrie, C. Adams, B. Gaulin, J. Root, D. Klug

The teleconference began at 5:00 PM ADT.

- 1) Minutes of 15 Oct. 2005 were accepted after several typographical errors were noted for correction. **Action: JWZ to transmit corrections to M. Wells.**
- 2) Matters arising from previous meetings:
  - a. JWZ proposed that the text “CINS will reimburse travel to Chalk River for experiments, and to meetings to disseminate results, up to \$400/person/trip or actual costs, whichever is less, subject to the availability of CINS funds. Only graduate students and post-doctoral fellows will be eligible for this support, with strong preference given to funding graduate students.” be adopted as the policy for travel support. This proposal was approved. **Action: JWZ to transmit text to Alastair McIvor for inclusion on CINS web page.**
  - b. It was noted that while the CNBC is now a separate entity from the Steacie Institute with respect to accounting, it has not been made a separate institute in terms of operation. Therefore, board members for CNBC are not necessary. Two long-time neutron science supporters in Canada, Bruce Gaulin and Mary Anne White, are on the Steacie Institute board and it is hoped that they will support neutron science activities in this capacity as possible.
- 3) Treasurer’s Report from Carl Adams
  - a. The financial reports were reviewed for '04 and '05 and all was found to be in order.
  - b. Several institutions are behind in paying their dues. **Action: C. Adams and M. Steinitz to draft request letters, to cover two years to catch up to the present. Invoices rather than letters will be issued when requested.**
  - c. Financially CINS remains sound and in the black.

- d. The budget for the workshop on instrumentation scheduled for the upcoming AGM was discussed. The original budget of \$1000 for general costs and \$3500 for invited speakers appears too low; a total of \$6000 appears to be necessary. Methods of reaching this goal were discussed, including searching for ways to avoid having to pay \$900 in room fees to UWO and increasing the budget from \$3500 to \$4500 for invited speakers. Both will be done. The possibility that too much time was planned for the meeting was discussed and will be considered by the organizers.
  - e. The treasurer's report as amended by point d above was accepted (moved by M. Steinitz, seconded by D. Ryan).
- 4) Trustee committee membership
- a. The need for a trustee from Univ. of Toronto was noted. **Action: B. Gaulin to contact Young-June Kim to ask if he is willing to serve in this role.**
  - b. J. Zwanziger stated his desire to step down as chair of the Trustees Committee. **Action: B. Gaulin to contact John Dutcher and John Page to see whether they would consider taking on this role.**
- 5) CINS Executive membership
- a. C. Adams' term as treasurer is expiring, and he agreed to be nominated for a second term. Action: at the AGM, the CINS Trustees will nominate Carl Adams for re-election as CINS Treasurer.
  - b. M. Wells' term as secretary is expiring. **Action: JWZ will contact her to see whether she will stand again; if not, Chad Sinclair will be approached.**
- 6) AOB
- a. D. Ryan noted that an NSERC MRS application is being prepared to support activities at Chalk River; progress on the proposal was discussed.
  - b. D. Ryan requested any additional agenda items for the upcoming AGM to be forwarded to him.
- 7) Meeting adjourned at 6:10 PM ADT.

JWZ