

ANBUG executive meeting, 18/05/18

Present: Ian Gentle, Tracy Rushmer, Katy Wood, Tilo Soehnel, Ania Paradowska
 Apologies: Erich Kisi, David Cortie

Agenda:

- Actions arising from July 2017 meeting
 - NCRIS staffing arrangements – is this closed? – *Ian*
 - Travel ANBUG representative to AONSA meeting – *Ian*
 - Update AANSS 2018 – *Katy*
 - Update AONSA School – *David*
- Issues to raise at institute review June 2018 – *Ian + all*
- Advertising ANBUG at meetings – banner & brochures – *Ian/Katy*
- Renewing executive committee, including student rep – *Ania/all*
- Neutrons & Food – *Ian*
- Email address - *Ian*
- Meeting timings – *Ian*
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Item		Action	Owner	Date
NCRIS staffing arrangements	Ian wrote letter	closed		
Travel ANBUG representative to AONSA meetings	No commitment to fund travel for ANBUG rep. Ian to clarify with Chris re previous agreement.	Ian to call Chris	Ian	May 2018
AANSS meeting November 2018	Funding request was submitted to AINSE. Committee would like to hear from organisers next meeting	Website up when Kelly returns	Gail	30/04/18
		Organise Gail to update us next executive meeting	Katy	Mid July
AONSA school November 2018	Anna Sokolova from ANSTO is chairing Dates fixed 12-16 November. ANBUG rep at dinner (Tracy or Ian).	ANBUG rep at dinner	David	July 2018
Ian to attend ACNS institute review	Ian happy to receive points via email before review, early June. Discussed raising travel to international facilities (Ania + others). Help mentoring new users (Katy). ACNS projects		Ian	June 2018

	(Ania).			
Advertising ANBUG at meetings	New ANBUG banner. Ian has updated pdf of old banner from Erich, needs email address. Ania suggested adding photos, then need graphic designer. Katy can organise banner once design done. List of 2018 events where use banner: AANSS, Neutron School, Winter School, Neutrons & Food, Neutron Radiography	ANBUG email address Photo of ANBUG user for banner OR data	David All/Ania	May 2018 May
Travel to international facilities	David highlighted that ACNS/AS should have similar user support, including travel to overseas facilities.	Discuss with Jamie Schulz at PAC	Tracy	May 2018
Renewing executive committee	Open it up early for nominations, executive to short list and then voting. Try and get someone from industry.	Draft email to send to members List of possible industry reps	Tracy/Katy Ania/all	June 2018 June 2018
Neutrons and food	Sponsorship suggestion - \$500 dollars smallest amount. Committee agreed value, Ian requested a tick box 'join ANBUG' on the registration form, which Elliot agreed to.	Arrange sponsorship	Ania/Ian	July 2018
Email address	Need for an anbug email address	Create address	David	May 2018
Executive meetings	Ian prefers we meet every 2 months	Organise next meeting mid July	Katy	July 2018
Actions outstanding from previous meetings below, where no updates				
ANBUG membership	Currently members at ~330. Several noted not obvious when signing up to neutron portal that joining ANBUG is possible. David asked what percentage of ANSTO users join ANBUG?	All memberships to be renewed this year. David will assist with automating the process. Discuss ANBUG membership in new portal with	David/Katy Katy	July 2018 May 2018

		James Hester		
Grant for travel to international facilities	Ania highlighted importance of funding to travel to international facilities. LIEF may not be appropriate, to stay on agenda as standing item.	NA at the moment	Ania	Standing item