**Center for Functional Nanomaterials User Executive Committee (CFN UEC)**

**October 3, 2023 Meeting Minutes**

**Attendees:**

- Laiba Bilal
- Nataniel Medina
- Chunyang Wang
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- Shruti Sharma
- Grace Webster
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**___**=discussed

**Meeting location:** Zoom only

**Minutes prepared by:** Nataniel Medina Berríos

**Topics:**

- Nano Day Celebration

    o Coffee sponsorship (which others or capped budget)

    o Image Contest Support (NFT)

    o NNCO event/ Social Media

- 2024 UEC Meeting Sub-Committee Co-Chairs (Workshop, Poster Session, and Awards)

- UEC group photo - finalize date

- Fall BBQ - cost est ~20pp (last one $1200) - potential dates?

- UEC sponsorship criteria

- Initiatives:

    o Calendar of events

    o Inclusive Culture cookies/snacks & coffee

    o Town Halls

- SSURF Meeting

- Updates on last meetings' suggestions:

    o Speaker Series (media highlight)

    o Meeting/engagement with Chuck/CFN Staff - potential topics/agenda

- Reminders:

    o LinkedIn group - post and invites

**Meeting Minutes:**

- Bi-monthly sponsorship of coffee sponsorship
  - 6 times per year.
  - Starting with NanoDay.
  - Around $600 of budget.
  - Maybe include inclusive Culture cookies/snacks & coffee

- Image Contest Support (NFT)

  - Category for "People's Choice Award"

  - UEC sponsor award for People's Choice Award

    - Under $50 budget.

  - Expand audience to nano field network, maybe beyond.

  - Agreement to send reminder of CFN Image Contest.

- Looking for 2024 UEC Meeting Sub-Committee Co-Chairs (Workshop, Poster Session, and Awards)

  - By next week.

- UEC group photo - finalize date

  - Form will be created to choose date.
- Maybe do BBQ in spring with the Users meeting
- Calendar of events for UEC (Open to ideas and discussions)
  - Repeated events for next UEC to prepare beforehand with time.
    - Like Coffee days sponsored by UEC and User's meeting BBQ.
- Speaker series: Jason Khan giving Seminar on October 20 at University of Puerto Rico-Río Piedras.
- Potential dates for meeting with Chuck in November.

**Topics for next meeting**

- Bringing Town Halls back? (Maybe offline discussion required)

- UEC sponsorship criteria. (Possible guidelines)