

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

### March 21, 2024 Meeting Minutes

#### Attendees:

- Karen Chen-Weigart
- Nataniel Medina
- Sayantani Sikdar
- Shruti Sharma
- Grace Webster
- Laiba Bilal

    =discussed

Meeting location: Zoom only

Minutes prepared by:

#### Topics:

- Group Picture
- Osgood Award
- UEC Elections/Charter
- User Meeting Planning Updates (Laiba)
- DOE Review/Mtg with Chuck (Shruti)
- Website update for DOE review (sayantani)
- Spring social events : Coffee, other events

#### Meeting Minutes:

- Potential Candidates for targeted outreach:
  - You Zhou ( suggested by Houk)
  - Linda Peteanu (suggested by Mircea)
  - Others from User Meeting sub committees:
    - Atiya Banerjee (introduced by Priscilla, expressed interest in 2023)
- Picture taken of those present on this virtual meeting.
- Osgood Award
  - Announce during Users' meeting and open applications later.
  - Make sure of fund availability for a few years.
    - Usually taken from UEC's account and/or sponsors.
    - Around 23k-24k minimum available now.
  - Awards are usually cash awards.
    - Make it open to students and staff.
  - Are there any restrictions for staff to accept awards?
    - Student and Postdoc category.
- Grace to send statistics on users of the last 5 years.

- Establish requirements and criteria for award.
  - Send to Shruti possible criteria and requirements by early next week.
  - Shruti will send an email so we can reply to with our answers to it.
- Recruiting UEC members.
  - More interest is present in people becoming members.
  - Advertise before elections email drops.
  - Option to ask Priscilla to arrange in a coffee session for someone to speak about UEC elections.
  - Have an independent open meeting (apart from the coffee time) for people interested in being in the UEC to ask questions.
- Website: meeting to be scheduled with webmaster to update the website
- CFN coffee sponsorship discussed and agreed to sponsor the remaining 5 coffees before user meeting/UEC transition.

**Topics for next meeting:**