

North Central Chapter, Health Physics Society
Minutes of the Business Meeting
April 19, 2013
University of Wisconsin – Madison
Madison, WI

Note: A copy of the business meeting agenda can be found at the end of this report.

- 1.) Gordon Tannahill - NCCHPS President - called the business meeting to order at 12:30 PM
- 2.) Review of Fall 2013 Business Meeting minutes - approved
- 3.) Secretary/Treasurer report was given detailing membership levels and finances for fall 2012 through spring 2013. The report is attached to these minutes
- 4.) The Affiliates report was presented by Gordon Tannahill. Gordon thanked the meeting sponsors – Canberra Industries, Inc.(Andy McLain); Landauer, Inc. (Gary Beardman); Mirion Technologies(Tom Chwierut); F&J Specialty Products(Sponsor only). The Affiliates Report is attached to these minutes.
- 5.) The website continues to be maintained by Mike Lewandowski. Updated reports and membership lists are available online. If a member needs a username or password reminder they should contact Mike directly
- 6.) The use of the radiation instrumentation kit was presented by Mike Lewandowski. The kit had been used six times between the fall and spring meetings.
- 7.) The Science Teacher Award/Grant report was presented by Mike Lewandowski. There were no applications. More outreach may be needed to inform various teacher groups about the grant.
- 8.) The Science Teacher Workshop report was presented by Mike Lewandowski. Dan Miron represented the chapter at a science fair in Waukesha. Dan will also be conducting a Nuclear Science Merit Badge program as a result of the science fair.
- 9.) New members –
 - Jason Timm – Medical College of Wisconsin
 - Brian Crawford
 - Yuanlin Peng – Regions Hospital
 - Samuel Hays – University of Wisconsin - Madison
 - Jonathan Haas – University of Wisconsin - Madison
 - Kelly Gillette – Iowa State University
 - Yuliya Henes – University of Wisconsin - Madison
 - Kevin O’Kelley – University of South Dakota
- 10.) Next election - Ballots for President Elect, Secretary/Treasurer and two Councilor positions are currently available online or via paper.

11.)The 2013 Annual HPS Meeting will be held in Madison, WI. Gordon thanked Mike and Dawn Lewandowski for all of the work they have done to promote and organize the chapter participation in the meeting.

12.)A request for AAHP continuing education credits will be submitted after the meeting.

13.)The fall meeting will be held in the Twin Cities area. Gordon and Gary will work on identifying interested parties.

14.)Other Business – none

Meeting adjourned at 12:40 PM

Respectfully Submitted,
David Paulu, NCCHPS Secretary/Treasurer

North Central Chapter, Health Physics Society
Secretary/Treasurer Report
April 18 & 19, 2013
University of Wisconsin – Madison
Madison, WI

Chapter Membership

- 102 Full Members
- 16 Emeritus Members
- 10 Affiliates

Accounting

Expenses from fall 2012 to spring 2013

Date	Check	\$ amount paid out	Name
10/17/12	cc	\$413.60	
10/16/12	1617	\$51.87	Lewandowski - LAC Expenses
10/18/12	1618	\$400.00	Fall Meeting – room rental
10/9/12	1619	\$478.90	Fall Meeting - catering
10/12/12	1620	\$85.05	Fall Meeting – Executive Council meeting room
11/1/12	1622	\$140.05	Fall Meeting – catering
12/7/12	1621	\$94.53	Fall Meeting – Pres. Elect travel expenses
2/27/13	1623	\$235.17	Lewandowski – LAC reimbursement
Total		\$1,899.17	

Income from fall 2012 to spring 2013

Date	Deposited Amt.	Description
10/31/12- 3/31/13	\$6.38	Interest
10/4/12	\$1,370	Meeting Registration
1/17/13	\$765.00	Annual Dues Payments
3/13/13	\$745.00	Dues Payments, Meeting Registration
Total		\$2,886.38

Checking		
Beginning	\$12,689.43	10/1/2012
Expenses	\$1,899.17	
Deposits	\$2,856.38	
Ending	\$13,676.64	4/1/2013
Money Market		
Beginning	\$11,770.20	10/1/2012
Withdrawals	\$0.00	
Deposits	\$8.65	Interest
Ending	\$11,778.85	4/1/2013
Total Balance		\$25,455.49



North Central Chapter

Affiliate Member Report April 19, 2013 Spring Technical Meeting

Chris Kessler, Affiliate Coordinator

The North Central Chapter of the Health Physics Society (NCCHPS) has 10 active affiliate members for calendar year 2013 to date generating \$250 in annual affiliate dues. A list of the current affiliates is at the bottom of this report. The NCCHPS web site reflects the current affiliate members.

Solicitation of affiliate member support for the spring 2013 technical meeting began in February. E-mail contacts of all likely affiliate member sponsors were made. Follow-up telephone calls were made, as necessary, to members that did not respond to the e-mail solicitation.

Three affiliate members agreed to exhibit or sponsor the meeting:

- F&J Specialty Products, Inc. (Frank Gavila) – Sponsor (supplied literature)
- Landauer, Inc. (Gary Beardman) – Exhibitor
- Canberra Industries (Andy McLain) – Exhibitor
- Mirion Technologies (Tom Chwierut) – Exhibitor

A total of \$550 in exhibition/sponsor fees has been collected to defray the cost of the spring 2013 meeting.

2013 Affiliates

Company

Arrow-Tech, Inc.
Canberra Industries
DEQ Technical Sales
F&J Specialty Products, Inc.
HI-Q Environmental Company, Inc.
K & S Associates, Inc.
Landauer, Inc.
Mirion Technologies (Dosimetry Services)
S&G Enterprises, Inc.
Scientific Instrument Sales

Contact

Perry LaFountain
Andy McLain
Jeff Anspaugh
Frank Gavila
Marc Held
Peter Gordon
Gary Beardman
Tom Chwierut
Mark Griffith
Richard Love

North Central Chapter of the Health Physics Society
Report to the Executive Council

April 2013

Submitted by Mike Lewandowski

Web Site

Since the fall meeting, the web site was updated with changes to individual members. Meeting information and minutes from previous meetings were added to the web site. The web site does not have the minutes from the spring or fall business or executive council meetings.

Radiation Instrument Kit

The kit continues to be used routinely. Uses since the last meeting are listed below.

April 2013	Rapid City Central HS, Rapid City, SD
February 2013	NOVA Con "Community Science and Engineering Fair", Waukesha, WI
December 2012	Tiospa Zina Tribal School, Agency Village, SD
November 2012	Iowa State University, Ames, IA
November 2012	Century HS, Rochester, MN
October 2012	Rochester Community and Technical College, Rochester, MN

No action is requested for the instrument kit.

Nuclear and Radiation Science Grant

No applications were received.

Science Teacher Meetings

Dan Miron represented the chapter at a STEM Science Fair on Feb. 16.

Science Teacher Workshops

No workshops were offered.

North Central Chapter of the Health Physics Society
Report to the Executive Council



April 2013

Local Arrangements Committee

Submitted by Mike and Dawn Lewandowski

The LAC has been busy making preparations for the 2013 HPS Annual Meeting in Madison. This summary report provides some details regarding the committee's work.

Membership

Jan Braun	Brian Crawford	Leola DeKock
Audrey Evelan	Victor Goretsky	Dee Kaiser
Chris Kessler	Kimberly Knight-Wiegert	Dan Miron
Cheryl Olson	Doug Poland	Chuck Roessler
Cheryl Rogers	Paul Schmidt	Gordon Tannahill
Rich Vetter	Pete Wildenborg	Ning Zhang
Dawn Lewandowski	Mike Lewandowski	

Subcommittees

Co-chairs	Mike Lewandowski, Dawn Lewandowski
5K Run	Gordon Tannahill
Pub Crawl	Doug Poland , Cheryl Olson
Floor Managers	Jan Braun
Publicity	Mike Lewandowski
Registered Companion Program & Social Tours	Dawn Lewandowski
PEP Proctors	Pete Wildenborg , Kimberly Knight-Wiegert, Chuck Roessler
Logo Product Design	Audrey Evelan
Logo Product Sales	Ning Zhang
Program Committee Liaison	vacant
Night Out	Cheryl Rodgers, Leola DeKock

Subcommittee chairs are listed in bold.

Budget

The stipend to the Chapter for hosting the Annual Meeting is \$3,000. To date \$578.72 has been spent.

Planned Expenditures

Planned expenditures include lunch and parking fee reimbursement for the LAC meeting on 18 April. It is possible that there will be some small expenses prior to the Annual Meeting. Remaining expenses will be for parking fee reimbursement or other miscellaneous expenses for those working the Annual Meeting.

Actual Expenditures

Expenses to date are listed in the following table.

Promote meeting	\$ 61.72
Logo merchandise	\$ 83.01
Shirts for LAC	\$ 433.99

North Central Chapter of the Health Physics Society
Report to the Executive Council



April 2013

Communications and marketing

- A web site (http://www.hps1.org/chapters/ncc/docs/2013AM/LAC/lac_index.htm) was established for Chapter members to follow the progress of the LAC. Minutes of the LAC teleconferences are posted on the site.
- A web site (<http://www.hps1.org/chapters/ncc/2013AM/>) was established to promote the meeting to HPS members and the public.
- A Facebook page (<https://www.facebook.com/HPS2013Madison>) was established to promote the meeting to HPS members and the public.
- Seven monthly articles promoting the meeting have been published in HP News. One additional article has been submitted and two more articles are planned.

Summary of LAC activities for October - March

- Details of the following activities are available on the annual meeting web site (<http://www.hps1.org/chapters/ncc/2013AM/>)
 - Publish monthly articles in HP News
 - Arrange six social tours
 - Arrange four technical tours
 - Plan the 5K run/walk
 - Plan the night out social event
 - Plan the pub crawl
 - Plan a program for registered companions
 - Develop a list of restaurants and on-your-own activities for meeting attendees
 - Select polo shirts and hats for sale at the meeting
- Meet with the HPS Program Committee and Secretariat and tour the Monona Terrace and Concourse Hotel
- Prepare the LAC section of the preliminary program for the HPS web site (to be published)

LAC activities planned for April - July

- Continue promotion of the meeting via the web site, Facebook page and HP News articles
- Schedule volunteers for all needed tasks
- Select the menus for the welcome reception and awards banquet
- Select the meeting bag
- Finalize details for the 5K Run and Pub Crawl
- Finalize details for sale of logo merchandise
- Stuff meeting bags

North Central Chapter of the Health Physics Society
Report to the Executive Council



April 2013

Action for the Executive Council

- Formally act on proposal to direct profits from sale of logo merchandise (polo shirts and hats) to the Lakeshore Student Branch of the HPS in return for the Student Branch managing the sales throughout the meeting.

Summary of proposal

The profits from the sale of logo items go directly to the Chapter. The LAC's current plans are to sell 100 hats and approximately 150 polo shirts. We expect to realize a maximum profit less than \$1150 from the sale of these items. I'm sure you realize that selling these at the meeting requires one or two individuals to be at the sales table continuously until the items are sold.

The LAC has proposed delegating the sales of these items to the Lakeshore Technical College Student Branch of the HPS. Some of you might remember when the Chapter became the sponsor of the Student Branch in the 1990s. Since then the Student Branch has waned, but recently, Ning Zhang has revitalized the Branch. The LAC has reached a consensus position that the Chapter donate the profits from the shirt and hat sales to the Lakeshore Student Branch in consideration for the Student Branch being responsible for selling the shirts and hats.

For your information, the expenses of the LAC are estimated to be about \$1200 plus some minor expenses during the Annual Meeting for parking, etc. The Chapter is expected to receive \$3000 from the HPS for hosting the meeting. The LAC expenses will be fully covered by this stipend with ample left over for the Chapter coffers.



NCCHPS - Business Meeting
Thursday, April 19, 2013
Gordon Dining and Event Center
U of Wisconsin-Madison



1	Call to order
2	Welcome & Introductions
3	Review/Approve Fall 2012 Meeting Minutes
4	Secretary/Treasurer Report – David Paulu
5	Affiliates Report – Chris Kessler
6	LAC Update – Mike Lewandowski
7	Other Reports – Mike Lewandowski <ul style="list-style-type: none"> ○ Website ○ Local Arrangements Committee ○ Radiation Instrument Kit ○ Nuclear and Radiation Science Grant ○ Science Teacher Meetings & Workshops
8	New member applications
9	NCCHPS Election Results <ul style="list-style-type: none"> ● Discussion of Ballot count at Annual HPS meeting
10	Spring 2013 details <ul style="list-style-type: none"> ● Review program ● Councilor assignment for write-up in HPS News
11	AAHP Credits for Spring 2013
12	Fall 2013 meeting location
13	Other business
14	Adjourn