

North Central Chapter, Health Physics Society
Minutes of the Business Meeting
October 5, 2012
University of Minnesota
Minneapolis, MN

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

- 1.) Rob McTaggart - NCCHPS President - called the business meeting to order at 11:47 AM
- 2.) Review of Spring 2012 Business Meeting minutes - approved
- 3.) Secretary/Treasurer report was given detailing membership levels and finances for spring 2012 through fall 2012. The report is attached to these minutes
- 4.) The Affiliates report was given by Chris Kessler. Chris thanked the meeting sponsors – Canberra Industries, Inc.(Ed Mels), Mirion Technologies(Tom Chwierut). The Affiliates Report is attached to these minutes.
- 5.) The LAC report was presented by Mike Lewandowski. He recognized the contributions of the LAC members. The current focus of the LAC is communication and promotion. A list of things to do, places to eat, and other points of interest are being posted to the LAC website. There is also a facebook page for promotion.
- 6.) The website continues to be maintained by Mike Lewandowski.
- 7.) The use of the radiation instrumentation kit was presented by Mike Lewandowski. The kit had been used four times between the spring and fall meetings with two upcoming reservations.
- 8.) The Science Teacher Award/Grant report was presented by Mike Lewandowski. There were no applications.
- 9.) The Science Teacher Workshop report was presented by Mike Lewandowski. Gary Yarrow and Rob McTaggart
- 10.)New members –
 - Dawn Lewandowski
 - Joanna Henning – University of Minnesota
 - Audrey Evelan – 3M
 - Scott Huneycutt - Monticello NGP
 - Justin Jensen – Iowa State University
 - Xianan Liu - Iowa State University
- 11.)Next election - President Elect, Secretary/Treasurer and two Councilor positions will be open in the spring. Rob encouraged anyone interested to serve on the executive council.

12.) AAHP continuing education credits have been approved for the spring meeting and will be submitted for the fall meeting.

13.) The spring 2013 meeting will be held in Madison, WI in preparation for the national HPS meeting


14.) The new executive council members were introduced – Gordon Tannahill (President), Shari Mask (councilor), Christopher Kessler (councilor)

15.) The CMRR/CCIR tour will occur at 2:00

16.) Other Business – none

Meeting adjourned at 12:37 PM

Respectfully Submitted,
David Paulu, NCCCHPS Secretary/Treasurer



North Central Chapter, Health Physics Society
Secretary/Treasurer Report
October 4 & 5, 2012
University of Minnesota
Minneapolis, MN

Chapter Membership

- 94 Full Members
- 16 Emeritus Members
- 12 Affiliates

Accounting

Expenses from fall 2011 to spring 2012

Date	Check	\$ amount paid out	Name
4/26/12	cc	\$79.50	Hampton Inn – Brookings, SD; EC meeting room
5/10/12	1613	\$150.00	McCrary Gardens Center – SDSU; Room Rental
5/11/12	1614	\$351.56	Aramark Catering - SDSU
6/12/12	1615	\$11.25	McCrary Gardens Center - SDSU; Room Rental Tax
7/18/12	1616	\$58.37	Aramark Catering - SDSU
Total		\$650.68	

Income from fall 2011 to spring 2012

Date	Deposited Amt.	Description
4/30/12	\$1.36	Interest
5/31/12	\$1.09	Interest
6/29/12	\$1.04	Interest
7/31/12	\$1.07	Interest
8/31/12	\$1.07	Interest
9/28/12	\$1.04	Interest
10/4/12	\$1,370.00	Meeting Registration, Dues, 3M Vol. Donation
Total		\$1,376.67

Checking		
Beginning	\$13,333.44	4/2/2012
Expenses	\$650.68	
Deposits	\$1,376.67	
Ending	\$14,059.43	10/4/12
Money Market		
Beginning	\$11,758.53	4/2/2012
Withdrawals	\$0.00	
Deposits	\$11.67	
Ending	\$11,770.20	9/28/12
Total Balance		\$25,829.63

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Report to the Executive Council

September 2012

Submitted by Mike Lewandowski

Web Site

Since the spring meeting, the web site was updated with changes to affiliate members and 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 business or executive council meetings or the 2011 fall and 2012 spring meeting summaries.

Radiation Instrument Kit

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

November 2012	Iowa State University, Ames, IA
October 2012	Rochester Community and Technical College, Rochester, MN
September 2012	Watertown Senior High School, Watertown, SD
September 2012	Century High School, Rochester, MN
August 2012	South Dakota State University, Brookings, SD
May 2012	Central High School, Rapid City, SD

No action is requested for the instrument kit.

Nuclear and Radiation Science Grant

No applications were received.

Science Teacher Meetings

The 3M Teacher's Workshop is 5 October 2012. Depending on when the chapter meeting ends, Mike Lewandowski may set up a display to market chapter offerings to workshop attendees.

Science Teacher Workshops

No workshops were offered.

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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

Leola DeKock	Victor Goretsky	Dee Kaiser
Chris Kessler	Kimberly Knight-Wiegert	Dan Miron
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
Floor Managers	to be determined
Publicity	Mike Lewandowski
Hospitality	Dawn Lewandowski
PEP Proctors	Pete Wildenborg, Kimberly Knight-Wiegert, Chuck Roessler
Logo Product Sales	Ning Zhang
Open Mic Night	Victor Goretsky
Program Committee Liaison	Chris Kessler
Night Out	Cheryl Rodgers, Doug Poland

Subcommittee chairs are listed in bold.

Budget

The stipend to the Chapter for hosting the Annual Meeting is \$3,000. To date \$51.87 has been spent.

Planned Expenditures

Planned expenditures prior to the next Chapter meeting include purchasing logo polo shirts for the LAC members (approximately \$400) and refreshments and parking fees for LAC members at a day-long meeting to be held concurrent with the HPS Program Committee Madison Task Force meeting in Madison in February 2013.

Actual Expenditures

Expenses to date include \$40.90 for promotional items raffled off in Sacramento and \$10.97 for shipping materials to Sacramento for the promotional booth. A request for reimbursement for those expenses was submitted on 24 September 2012.

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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.
- An article introducing Madison as the meeting site was submitted to HP News and accepted for publication in the October issue.

Significant progress is being made on the Pub Crawl, 5K Run, Registered Companions Program (Hospitality) and Night Out.

Summary of LAC activities for July - September

- Staff the LAC (see membership list and subcommittees)
- Promote the Madison meeting at the HPS Annual Meeting in Sacramento
- Interact with and learn from the Sacramento LAC
- Launch a web site and Facebook page to promote the Madison meeting
- Submit an article for HP News
- Launch an LAC web site to provide updates for all Chapter members (see LAC meeting minutes on web site for details of LAC discussions)
- Develop tentative plans for the 5K Run (9 July 2013)
- Develop tentative plans for the Registered Companions Program
- Develop ideas for the Pub Crawl and Night Out
- Develop ideas for logo merchandise and use of student workers to sell logo merchandise

Planned significant activities for October - March

- Communicate details of the Madison meeting and market Madison in HP News articles
- Finalize details for the 5K Run, Night Out, Pub Crawl and Registered Companion Program
- Meet with the HPS Program Committee in Madison in February to tour the Madison Concourse Hotel and Monona Terrace Convention Center
- Draft the local arrangements section of the Annual Meeting Preliminary Program

Action for the Executive Council

- Plan the 2013 Spring Meeting for Madison



NCCHPS Business Meeting

Friday, October 5th, 2012
 University of Minnesota CMRR
 Minneapolis, Minnesota



AGENDA

1	Call to order –Rob McTaggart, NCCHPS President
2	Review/approve Spring 2012 meeting minutes
3	Secretary/Treasurer Report – David Paulu
4	Affiliates Report – Chris Kessler
5	2013 Annual HPS meeting in Madison, Wisconsin <ul style="list-style-type: none"> o Local Arrangements Committee
6	Other Reports – Mike Lewandowski <ul style="list-style-type: none"> o Website o Radiation Instrument Kit o Nuclear and Radiation Science Grant o Science Teacher Meetings & Workshops
7	New members
8	Next NCCHPS election
9	AAHP Credits for Spring 2012, Fall 2012
10	Spring 2013 meeting location and date
11	New Officers for NCCHPS
12	Other business
13	Center for Magnetic Resonance Research Tour
14	Adjourn