

North Central Chapter of the Health Physics Society
Minutes of the Business Meeting
27 October 2017
Hotel Metro
St. Paul, MN

The Business Meeting was called to order at 1:01 PM by President Jan Braun. Jan introduced herself and asked for a motion to approve the minutes of the Spring Business meeting. A motion was made by Gary Yarrow and seconded by Sue McClanahan. Jan asked for any additions or corrections to the meeting. Hearing none, Jan asked for a vote of those in favor of the motion. The motion was approved unanimously.

Mike Lewandowski presented the Secretary/Treasurer's report (attached). Mike noted that the number of Chapter members remains constant. The four newest members of the Chapter (Ben Russell, Gibran Macias, Karisa Yang and Avery Schwab) stood and introduced themselves to the Chapter. Mike noted that the number of affiliates as reported on the Secretary/Treasurer's report is wrong. The correct number is 11 as reported by Jesse Fillmore, Affiliate Coordinator. Mike summarized the Chapter's finances. Income is from dues and meeting registrations, including affiliate member registration fees. Jesse Fillmore has done an excellent job of recruiting affiliate members to support our meetings last fiscal year. Expenses include a small fee for incorporating the chapter and an amount for replacing the radiation sources in the instrument kit. The remaining expenses are the routine expenses for meeting food and facility charges. Last year's expenses were less than income so we ended the year in a positive note. Mike noted that about 83% of members have paid their 2017 dues at this time. The preliminary income and expenses for the fiscal year to date were reported. A conscious decision has been made to keep meeting registration dues low and spend down some of the surplus that has been generated over the last year or two. Mike noted the Executive Council has increased support to students to attend Chapter meetings. Mike noted that Chapter members with ideas for spending the Chapter's funds like attending science teacher meetings or bringing in speakers should bring those ideas to the incoming President-elect, Jon Haas, or any member of the Council.

Jan introduced the incoming officers: President-elect Jon Haas, Secretary/Treasurer Jessica Joyce, Councilors Sue McClanahan and Dan Miron. Jan noted that David Paulu will take over as President and Emily Gaither and Bindu Timilsina will continue to serve as Councilors. Jan recognized outgoing Secretary/Treasurer Mike Lewandowski and Councilors Lis Devin and Rob McTaggart.

Jan noted that the Executive Council decided to provide some additional support to Lakeshore Technical College to bring students to this Chapter meeting. Jan noted that the Council will be preparing an ongoing grant process to provide support for future meetings. Jan and David Paulu will work on the process and provide to the Council.

Jan asked Jesse Fillmore to provide the Affiliate report (attached). Jesse summarized the affiliate members and recognized the affiliate members supporting this meeting. Jesse noted his appreciation for the affiliate support at our meetings. Sam Hays presented his report on the website. Sam noted that there have been no substantial changes to the website since the last

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meeting. Sam requested any member who wants to see changes to the website contact him. Sam noted that he will be moving outside of the Chapter in early 2018 and anyone who is interested in being the webmaster should contact him for more information. Sam is willing to continue to maintain the website until another Chapter member steps forward to take over.

Jan asked Mike Lewandowski for a report on the science outreach activities. Mike discussed the Radiation Instrument Kit (report attached). Mike reviewed the kit use and described the replaced sources in the kit. Mike noted that we have not been attending science teacher meetings to generate new interest in the kit. The current use of the instrument kit is by teachers who have heard about the kit at a science teacher meeting or have had some personal contact with a Chapter member. Mike invited anyone interested in participating in a science teacher meeting contact him for more information or to answer questions. Jan noted that the Chapter has money to help cover the costs of attending a meeting. A question from the floor asked about exhibiting at a State Fair. Another comment suggested holding a science teacher workshop and including the kit as part of the workshop.

Jan noted that there are no volunteers to host the Spring Meeting. Any persons interested in hosting the meeting should contact incoming President-elect Jon Haas or any other member of the Executive Council.

Jan noted that the Chapter has money available to pay for a speaker to come to a Chapter meeting. Members with suggestions should contact the President-elect.

Jan discussed the process for nominating members to serve as Councilor or President-elect. Anyone with suggestions for who might be able to serve on the Council should contact her. Any members who is interested in serving should contact Jan. The ballot needs to be put together by the beginning of February. Jan noted that nominations for HPS awards are also coming due. Any members who have suggestions for Chapter nominees should also bring them to Jan. A question from the floor asked about nominations for awards for the American Academy of Health Physics. Any nominations for those awards should also be brought to Jan's attention.

Jan presented the Chapter Volunteer Award to Sam Hays for his work as webmaster and the Spring Meeting along with a long career of service to Chapter starting with his work on the Local Arrangements Committee for the Madison meeting.

Jan presented the State of the Chapter address. She noted that the number of Chapter members remains constant and there continues to be good participation at Chapter meetings. Jan encouraged members to step up to present at meetings, serve on the Council and to nominate others for awards and to serve as officers in the Chapter. Jan recognized Mike Lewandowski for his help coaching her in her role as President.

David Paulu thanked Jan Braun for her work as President of the Chapter and presented her with a plaque commemorating her service.

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Jan asked for any new business from the floor. HPS President-elect Nolan Hertel spoke up to note that anyone who is interested in volunteering on an HPS committee should send him a personal email since he will be filling the committee roster in the next few months.

As there was no other new business from the floor, Jan asked for a motion to adjourn the meeting. A motion was made and seconded. Jan adjourned the Business Meeting at approximately 1:44 PM.

Respectfully submitted,

Mike Lewandowski,
Secretary/Treasurer



**NCCHPS
Business Meeting
27 October 2017
Hotel Metro
St. Paul, MN**

AGENDA

1. Call to Order and Welcome – President Jan Braun
2. Review/Approve Spring 2017 Meeting Minutes
3. Secretary/Treasurer’s Report – Mike Lewandowski
 - a. Introduction of New Members
 - b. Introduction of New Officers
 - c. Fiscal Year 2016-2017 Financial Report
4. Report from Executive Council Meeting – Jan Braun
 - a. Support for Student Attendance at Chapter Meetings – Jan Braun
5. Affiliate Member Report – Jesse Fillmore
 - a. Recognition of Affiliate Member Support for Meeting
6. Website Report – Sam Hays
7. Radiation Instrument Kit Report – Mike Lewandowski
8. Spring Meeting Location
9. Invited Speakers for Next Meeting
10. Nominations for Chapter Officers
11. Nominations for HPS Awards
12. Chapter Volunteer Award Presentation – Jan Braun
13. State of the Chapter – Jan Braun
14. Recognition of Outgoing Officers – David Paulu
15. Other Business
16. Adjourn

Continuing education credits from the American Academy of Health Physics have been applied for. The AAHP granted 5 CECs for the Spring Meeting. The course number is 2017-04-008.

North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

October 2017

Submitted by Mike Lewandowski

Membership Summary

Voting members	104
	15 <i>Emeritus</i>
Student members	1
Affiliate members	13

Note: About 83% of members have paid their 2017 dues

New members:

- Ben Russell, 3M, Maplewood, MN
- Karisa Yang, Lakeshore Technical College, Cleveland, WI

Current Fiscal Year Status

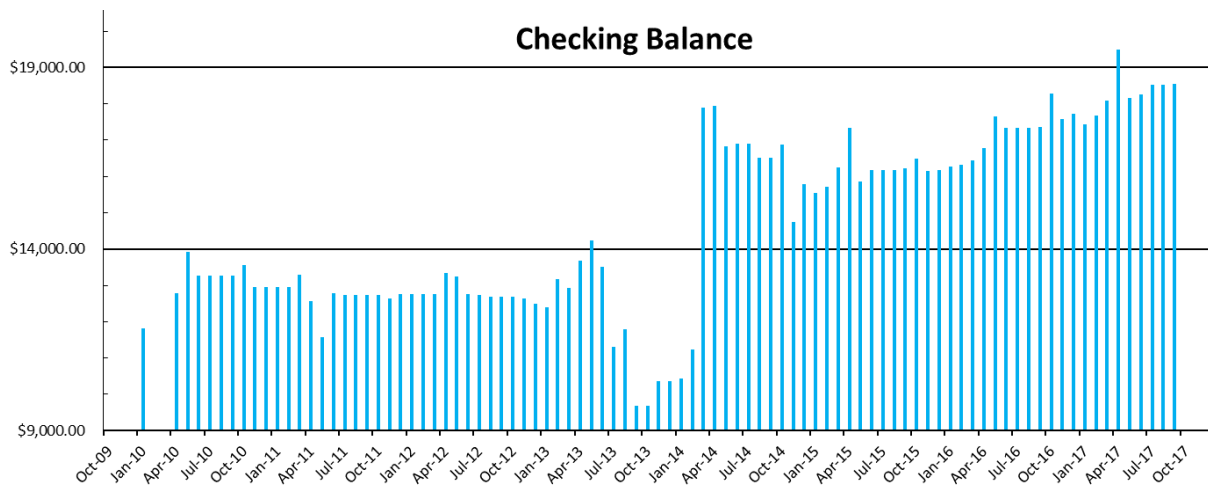
Income: 2017 member dues, 3M volunteer match, meeting registration fees

Expenses: support for LTC students, meeting food, HPS President-elect visit

Negative start to FY2017, due to deliberate choice to keep meeting fees low and spend down balance.

Previous Fiscal Year Summary

	1 July 2016	30 June 2017
Checking Account	\$ 17,340.53	\$ 18,268.50
Savings Account	\$ 11,814.87	\$ 11,822.81
Total Assets	\$ 29,155.40	\$ 30,091.31



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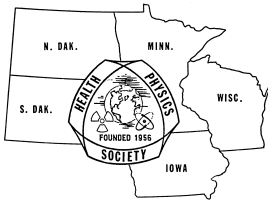
Secretary/Treasurer's Report

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NCHPS Financial Report Fiscal Year

1 July 2016 - 30 June 2017

INCOME		EXPENSES	
Affiliate Dues	\$ 274.86	HPS Pres Elect Visit	\$ 152.14
TOTAL Dues	\$ 740.29	Science Teacher Award	\$ -
2016	\$ 39.99	Science Teacher Meeting	\$ -
2017	\$ 600.00	Incorporation	\$ 70.00
2018	\$ 70.30	Instrument Kit	\$ 565.00
2019	\$ 10.00	Wissink Speaker	\$ -
2020	\$ 10.00	Chapter President Plaque	\$ 92.57
2021	\$ 10.00		
Interest	\$ 16.79		
General INCOME	\$ 1,031.94	General EXPENSES	\$ 879.71
Meeting Income		Meeting Expenses	
Fall Affiliate	\$ 1,000.00	Fall Executive Council Room	\$ -
Fall Registration	\$ 570.00	Fall Facility	\$ -
		Fall Food	\$ 897.92
Fall Meeting INCOME	\$ 1,570.00	Fall Meeting EXPENSES	\$ 897.92
		Fall Meeting NET	\$ 672.08
Spring Affiliate	\$ 949.99	Spring Executive Council Room	\$ -
Spring Registration	\$ 835.00	Spring Facility	\$ 706.85
		Spring Food	\$ 966.54
Spring Meeting INCOME	\$ 1,784.99	Spring Meeting EXPENSES	\$ 1,673.39
		Spring Meeting NET	\$ 111.60
TOTAL INCOME	\$ 4,386.93	TOTAL EXPENSES	\$ 3,451.02
		Fiscal Year NET	\$ 935.91



North Central Chapter

Affiliate Member Report October 27, 2017 Fall Technical Meeting

Jesse Fillmore, Affiliate Coordinator

The North Central Chapter of the Health Physics Society (NCCHPS) has 11 active affiliate members for calendar year 2017 generating \$275 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 Fall 2017 technical meeting began in September. E-mail contacts of all likely affiliate member exhibitors or sponsors were made. Follow-up emails were made, as necessary, to members that did not respond to the initial e-mail solicitation.

Two affiliate members agreed to exhibit at the meeting and two affiliates agreed to sponsor:

- Landauer, Inc. (Eric Annis) – Exhibitor
- Canberra Industries (Steven Mell) – Exhibitor
- HI-Q Environmental Products Co., Inc. (Marc Held) – Sponsor
- F&J Specialty Products, Inc. (Frank Gavila)—Sponsor

A total of \$500 in exhibitor and sponsor fees has been collected to defray the cost of the Fall 2017 meeting.

2017 Affiliates

Company

Canberra Industries
DEQ Technical Sales (Ludlum Rep)
F&J Specialty Products, Inc.
HI-Q Environmental Company, Inc.
Landauer, Inc.
Mirion Technologies (Dosimetry Services)
S&G Enterprises, Inc.
Scientific Instrument Sales
Thermo Fisher Scientific
Dosimeter Badge
Chase Environmental

Contact

Steven Mell
Jeff Anspaugh
Frank Gavila
Marc Held
Eric Annis
Tom Chwierut
Mark Griffith
Richard Love
Nathan Smith
David Sullivan
Janet Baker

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Submitted by Mike Lewandowski

Radiation Instrument Kit

The isogenerator was replaced for a cost of \$248.

Since the last Chapter meeting, the kit was used by:

- Yoshinao Hirai, Pine River High School, MN, (new request), and
- Central Lakes College, Brainerd, MN (repeat request)
- Mike Lewandowski, chapter member (new request)
- Jamie Tucker, Brookings High School, Brookings, SD (repeat request)

The kit has been reserved by:

- Carolyn Gwi, Park High School, Cottage Grove, MN (repeat request)

Nuclear and Radiation Science Grant

No applications were received.

Science Teacher Meetings

No participation in science teacher meetings.

Science Teacher Workshops

No workshops were offered.

Science Teacher Award

No award nominations were received.