



North Central Chapter of the Health Physics Society
Minutes of the Executive Council Meeting
21 April 2016
Rochester, MN

Attendees: Jan Braun, Lis Devin, Sam Hays, Mike Lewandowski

President-elect Jan Braun called the meeting to order at approximately 6:25 pm. The Council discussed the minutes from the Fall 2015 Executive Council meeting. Following the Fall Meeting, the Council reviewed and commented on the minutes by email. The Council officially approved the Fall Meeting minutes by unanimous approval and decided to review and approve future meeting minutes by email. The Council reviewed and approved new member applications. Two applicants (Jessica Gilles and Bindu Timilsina) are HPS members and are automatically approved. Craig Johnson's application was approved unanimously. Mike Lewandowski presented the Secretary/Treasurer's report. Membership is staying steady. About two-thirds of members have paid dues. That is about normal for this time of the year. Finances are good. This meeting's expenses are expected to be much less than from previous meetings so there is expected to be a net profit from the Spring Meeting. The Chapter's finances would support paying expenses or honoraria for speakers. This has been done in the past and resulted in well attended meetings. Lewandowski then reported on the Radiation Instrument Kit and the other science teacher and student outreach activities. The instrument kit remains well used. Some Chapter members attended a STEM career fair at New Brighton High School and Mounds View High School.

The Council paused to eat dinner and then resumed the meeting.

The Council reviewed the Affiliate Report submitted by Jesse Fillmore. There are 10 Affiliate Members. Four members will be exhibiting at the Spring Meeting. The representative for Canberra has changed from Andy McLain to Steven Mell. Sam Hays reported that he reviewed the web sites of other HPS Chapters. Most of the other Chapter web sites have not been updated in several years. Sam asked the Council for guidance regarding what changes he could make without express Council approval. The Council agreed that Sam has the authority to make changes in format and design to make the web site more active and engaging without prior approval from the Council.

The Council discussed that there is one candidate for the President-elect position and three candidates for the two Councilor position. Scott Huneycutt resigned his Councilor position because he is moving out of the Chapter. The Council discussed options and agreed to leave Scott's position open until the regular term begins at the Fall Meeting. The Council discussed approaching additional candidates at the Spring Meeting in an effort to finalize the slate of candidates and have the ballot prepared as quickly as possible.

Jan Braun reviewed the logistics for the Spring Meeting. Mike Lewandowski noted that the AAHP has granted 4 CECs for the Spring Meeting. Lis Devin graciously volunteered to write the meeting summary for HP News. The Council discussed incorporation. The sample articles of incorporation provided by the state of Minnesota are consistent with the existing Chapter Bylaws. Jan Braun agreed to serve as the registered agent for the Chapter. The Council members in attendance reviewed the incorporation document and signed the incorporation



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document. President Shari Mask and Councilor Jason Timm each signed a separate signature page for the incorporation document.

Potential locations discussed for the Fall Meeting were the University of Minnesota and Hamline University. Lis Devin will explore U of M locations. Jan Braun will talk to Jerry Artz about Hamline as a possibility. The Council discussed the use of hotels and other commercial venues for meeting locations as an alternative to a Chapter member's facility. The additional costs associated with catering and facility charges for commercial venues will influence the costs of future meetings.

There was no additional business for the Council to address.

The meeting was adjourned at approximately 8:45 pm.

Respectfully submitted,
Mike Lewandowski
Secretary/Treasurer



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AGENDA

1	Call to Order
2	Welcome and Introductions
3	Review/Approve Fall 2015 Meeting Minutes
4	Approve New Member Application
5	Secretary/Treasurer's Report – Mike Lewandowski
6	Other Reports – Mike Lewandowski <ul style="list-style-type: none"> • Radiation Instrument Kit • Nuclear Radiation Science Grant • Science Teacher Meetings & Workshops • Science Teacher Award
7	Affiliates Report – Jan Braun for Jesse Fillmore
8	Website Report – Sam Hays
9	Chapter Elections – Mike Lewandowski <ul style="list-style-type: none"> • 2016 Election Status
10	2016 Spring Meeting <ul style="list-style-type: none"> • Program review and Logistics – Jan Braun • AAHP has granted 4 CECs for the meeting, 2016-04-005 • Councilor assignment for HP News article
11	Incorporation – Mike Lewandowski
12	Fall 2016 Meeting Location
13	Other Business
14	Adjourn

North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

April 2016

Submitted by Mike Lewandowski

Membership Summary

Voting members	105
	16 <i>Emeritus</i>
Student members	2
Affiliate members	10

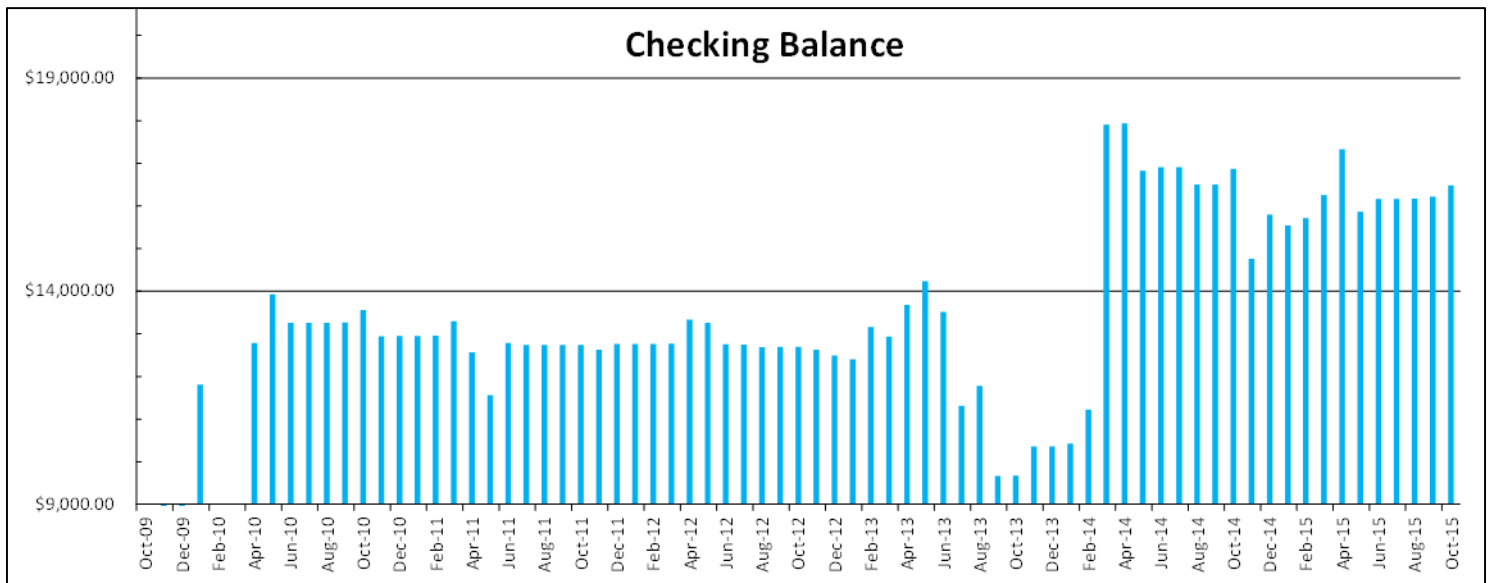
Note: About two-thirds of members have paid their 2016 dues

New members:

- Bindu Timilsina, University of Wisconsin-Madison, Madison, WI
- Craig Johnson, 3M Company, St. Paul, MN
- Jessica Gillis, Los Alamos National Laboratory, Los Alamos, NM
- Connor Benson, University of Minnesota, St. Paul, MN
- Kathryn Van Schyndel, University of Wisconsin-La Crosse, La Crosse, WI

Current Fiscal Year Summary

	1 July 2015	31 March 2016
Checking Account	\$ 16,169.39	\$ 16,783.85
Savings Account	\$ 11,805.27	\$ 11,812.53
Total Assets	\$ 27,974.66	\$ 28,596.38



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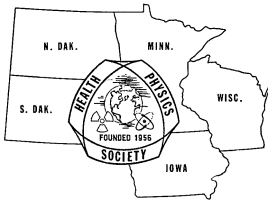
NCCHPS Financial Report Fiscal Year to Date

1 July 2015 - 31 March 2016

INCOME	EXPENSES
Affiliate Dues \$ 100.00	HPS Pres Elect Visit \$ 293.31
TOTAL Dues \$ 360.17	Science Teacher Award
2015 \$ 60.29	Science Teacher Meeting
2016 \$ 299.88	Past President Gifts
2017	Wissink Speaker
Interest \$ 13.32	Office Supplies
2014 3M Volunteer Match \$ 250.00	Incorporation
<i>Dues (Est.)</i> \$ 325.28	
General INCOME \$ 1,048.77	General EXPENSES \$ 293.31
	General NET \$ 755.46

Meeting Income	Meeting Expenses
Fall Affiliate \$ 450.00	Fall Executive Council Room \$ -
Fall Registration \$ 1,228.04	Fall Facility \$ 384.77
Fall Facility Refund \$ 34.91	Fall Food \$ 1,346.64
Fall Meeting INCOME \$ 1,712.95	Fall Meeting EXPENSES (Actual) \$ 1,731.41
	Fall Meeting NET \$ (18.46)
Spring Affiliate \$ 150.00	Spring Executive Council Room \$ -
Spring Registration \$ 60.00	Spring Facility \$ -
<i>Reg. & Affiliate (Est.)</i> \$ 640.00	Spring Food (Estimated) \$ 600.00
Spring Meeting INCOME \$ 850.00	Spring Meeting EXPENSES \$ 600.00
	Spring Meeting NET \$ 250.00
TOTAL INCOME \$ 3,611.72	TOTAL EXPENSES \$ 2,624.72
	Fiscal Year NET \$ 987.00

italics indicate estimated values



North Central Chapter

Affiliate Member Report April 22, 2016 Spring Technical Meeting

Jesse Fillmore, Affiliate Coordinator

The North Central Chapter of the Health Physics Society (NCCHPS) has 9 active affiliate members for calendar year 2016 generating \$225 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 2016 technical meeting began in February. E-mail contacts of all likely affiliate member exhibitors or 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 and one agreed to sponsor at the meeting:

- Landauer, Inc. (Eric Annis) – Exhibitor
- Mirion Technologies (Tom Chwierut) – Exhibitor
- Canberra Industries (~~Andy McLain~~) – Exhibitor (Steven Mell)
- HI-Q Environmental Products Co., INC. (Marc Held) – Virtual Exhibitor

A total of \$550 in exhibitor fees has been collected to defray the cost of the Spring 2016 meeting.

2016 Affiliates

Company

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

Contact

Perry LaFountain
~~Andy McLain~~ (Steven Mell)
Jeff Anspaugh
Frank Gavila
Marc Held
Scott Valene
Eric Annis
Tom Chwierut
Mark Griffith
Richard Love

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Radiation Instrument Kit

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

- Carolyn Burns, Deuel High School, Clear Lake, SD (repeat request)
- Carolyn Gwi, Park High School, Cottage Grove, MN (new request)
- Carrie Cox, Chamberlain High School, Chamberlain, SD (new request)

The kit has been reserved by:

- Yoshinao Hirai, Central Lakes College, Brainerd, MN (new request)

Requests unable to be filled because of conflicting dates:

- Nicolas Elias, Century High School, Rochester, MN (repeat request)

Nuclear and Radiation Science Grant

No applications were received.

Science Teacher Meetings

Chapter members participated in STEM fairs at Irondale (New Brighton, MN) and Mounds View (Arden Hills, MN) High Schools.

Science Teacher Workshops

No workshops were offered.

Science Teacher Award

No award nominations were received.