



**North Central Chapter, Health Physics Society
Minutes of the Executive Council Meeting October 27, 2005
St. Croix Room, Minnesota Department of Health
Snelling Office Park, St. Paul, MN**

Attendees:

Jeff Brunette, guest Brian Dodd, President-elect - HPS, Nancy Farrington, guest George Johns, Ken Kerns, Cathy Knox, Dan Miron, guest Gary Yarrow and Dan McGrane.

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

Called to order at 7:30 P. M. by President Ken Kerns.

- 1.) April 28, 2005 Executive Council Meeting minutes were reviewed and approved.
- 2.) Dan McGrane presented Secretary-Treasurer's report. It was accepted and approved.

Checkbook balance: \$3,922.37
Money Market fund: \$14,976.82
Total balance: \$18,899.19

89% of the total membership dues for 2005 were received by October 27, 2005. Constant budget items are the \$500.00 Science Teacher Award (if given), the travel stipend of \$300.00 (if the teacher comes to the meeting), the \$500.00 Wissink memorial speaker travel stipend and around \$1,000.00 per meeting for lunches and breaks.

- 3.) We reviewed the affiliate coordinator's report from Chris Kessler. There are 14 affiliate members for 2005. Sponsors for the fall meeting are, Canberra – Dale Elmore, Image Technology Inc. – Barbara Johnson and Global Dosimetry – Tom Chwierut. Our sponsors provided \$450.00 for the fall meeting. A copy of the Affiliate Member Report is on file with the secretary/treasurer.
- 4.) Jeff requested and received four CEC credits for the fall 2005 meeting from the AAHP. The course number is 2005-10-001. We again discussed providing this accreditation information to other professional organizations. Individual members must request this information. The president will handle this task.
- 5.) The staff of Radiation Control, Minnesota Department of Health are hosting the fall meeting at the Snelling Office Park in St. Paul, MN. Jeff Brunette reviewed the slate of speakers on the meeting agenda. The meeting begins at 8:00 AM with registration and will conclude around 3:30 PM. Nancy Farrington will complete the Newsletter write up for this meeting.

Old Business:

1.) *Science and Education:*

Science Teacher Award Committee: As of the meeting date, no applications for Science Teacher Award (STA) have been submitted. Upon review of last spring's business minutes, we noted that the newly formed STA committee of Jason Flora (chair), Gary Yarrow and Mike Lewandowski had committed to redesigning the STA application form. This has not happened. The council agreed to ask Jason and his committee to complete a new draft application and introductory memo within 30 days of issuance of these minutes. Ken will work with science teachers on the local level to help stimulate interest and create science teacher award candidates.

Science Teacher Workshop Committee: No workshops have occurred since October of 2004. Gary Yarrow has a number of interested teachers in his area that may lead to another workshop soon. The council still needs to look into the purchase of some non-regulated norm sources.

2.) *Nominations for HPS awards and offices:* Besides no STA nominations, we have not received any award or officer nominations. A discussion resulted in a decision by the Council to describe the various awards in the business meeting minutes and to instruct member on how to locate the various awards. The Council also decided to have members submit an informal pre-application the Nominations committee who would then help develop the submission to the national HPS.

New Business:

1.) *New Member Applications:* The executive council approved two new individual memberships received in the last six months. The new members are; Mike Borr, North Dakota State University, Fargo, ND. and Michael McGuigan, Ames Lab - US DOE - Iowa State University, Ames, IA.

2.) *Nominating Committee:* The nominating committee for November 2005 through October 2006 is Ken Kerns (chair), Dan Miron, Cathy Knox and Gen Roessler and Mike Lewandowski.

3.) *Spring meeting location:* The Mayo Clinic staff has asked to host the spring 2006 Chapter meeting. Jeff will report with possible dates in the near future. Ken Kerns volunteered to host in the spring of 2007. The state of Minnesota staff said we can use the Snelling Office Park location for the fall meeting again. The Council will keep that in mind but seek a fall 2006 location that we haven't been to in some time.

4.) *Minor Website Changes:* Dan McGrane asked the Council to consider and approve the following minor changes to the website. Dan would like to see 3 links added, possibly on the "meetings" screen that would read as follows:

"I want to host a Chapter meeting."

"I have a topic idea for a Chapter Meeting."

And:

"I have a possible speaker for a Chapter meeting."

Ken suggested that we also add:

"I am interested in serving on the Executive Council."

The Council approved of all four suggestions. Dan McGrane will work with Mike Lewandowski, our webmaster, to initiate the changes.

- 5.) *Review of Secretary/Treasurer Duties:* Dan McGrane submitted an updated secretary/treasurer duties description to the Council for consideration. Most of the changes reflect the use of electronic e-mail for correspondence, balloting, dues and other activities. The Council took the document under review and will comment by November 7th.

Other Business:

There was no other business.

Meeting adjourned at 9:10 pm.

Respectfully Submitted,

Daniel J. McGrane, NCCHPS Secretary/Treasurer



**NORTH
CENTRAL
CHAPTER**

NCCHPS
Executive Council Meeting Agenda
October 27, 2005



Holiday Inn Express Energy Drive, St. Paul, MN.

- 1. Call to order**
- 2. Welcome to Brian Dodd, HPS President-elect**
- 3. Review minutes of October 28, 2004 meeting.**
- 4. Secretary/Treasurer Report**
- 5. Affiliate Coordinator Report**
- 6. CEC Update**
CECs for the fall meeting have been approved and are posted on our website.
- 7. Fall Meeting Details**
George Johns is hosting at The Minnesota Department of Health, Snelling Office Park.
Jeff – review speakers.
Begins at 8 a.m. with registration. Ends at about 3:15 p.m.
Newsletter write-up

Old Business

- 1. Science & Education Committee update**
Nominations for STA.
STW update
- 2. Nominations for HPS awards and offices.**
- 3. Other old business**

New Business

- 1. New member applications.**
- 2. Spring 2005 meeting location**
- 3. Minor website changes**
- 4. Review Secretary/Treasury duties**
- 5. Other**