



North Central Chapter Health Physics Society
Minutes of the Executive Council Meeting
8 October 2015
Maplewood, MN

Attendees: Katharine Arzate, HPS President-elect Bob Cherry, Sam Hays, Barbara Hodge, Mike Lewandowski, Shari Mask

Minutes

President-elect Shari Mask called the meeting of the Executive Council to order at 7:47 PM. The attendees introduced themselves. Incoming Councilor Katharine Arzate attended the meeting. An application from a prospective member was circulated among the Council and approved. A motion was made and seconded to approve the minutes of the Spring Executive Council Meeting. The minutes were unanimously approved. Secretary/Treasurer Mike Lewandowski reviewed the membership numbers and the balance sheets from Fiscal Year 2014 and year to date Fiscal Year 2015 (attached). The Chapter's finances are slowly decreasing and Lewandowski attributed that to the challenges in predicting the costs associated with the meetings. Over the last few years the costs associated with the venues have been increasing and efforts to keep registration fees as low as possible sometimes result in small deficits for the meetings. The overall Chapter's finances are very strong with about \$27,000 in the two accounts. A question was raised regarding whether the venue or the technical program had the greater impact on member's decisions to attend the meeting. Both likely contribute to meeting attendance. Employer support and workload are also potential barriers to members attending meetings. The concept of a weekend meeting was considered. The possibility of polling the membership about meeting preferences was considered. HPS President-elect Bob Cherry noted that the South Texas Chapter also covered a large geographic area and they hold meetings on Saturdays.

Lewandowski discussed that a PayPal account was established for people to use to pay for the fall meeting registration. Several people used the PayPal account to pay for their registration. It worked well and will be extended for dues payments. The convenience fee assessed by PayPal was passed along to members and the Council agreed to continue to pass along the convenience fee. For dues payments the fee will be about the same as a stamp.

Lewandowski also reported on the remaining activities that he is responsible for. A summary of those reports is attached. Sam Hays has taken over responsibility for the web site. Lewandowski noted that the calendar for the Radiation Instrument Kit is not working and he will work with Hays to fix that problem. The Instrument Kit is currently in a classroom in Brookings, SD. Lewandowski noted that Chapter members Rob McTaggart and Gary Yarrow have been consistently marketing the kit to science teachers in South Dakota and several requests have been made because of their efforts. A second teacher in South Dakota will be using the kit immediately after the teacher in Brookings.



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Lewandowski previously reported that the HPS instrument kit uses a minigenerator of the same manufacturer and model as the one in the Chapter's kit. The HPS minigenerator failed and Lewandowski contacted the manufacturer regarding any product recalls or recommended working life associated with the kit. The manufacturer reported that failures reported to them have been related to improper use of the kit. There is no working life limitations for the kit. It would be prudent for the Chapter to monitor the status of the minigenerator and replace it when conditions warrant. HPS President-elect Cherry asked about the instrument kits and if they were used in Boy Scout Merit Badge workshops or Girl Scout activities. Chapter members have used the kit for Boy Scout Merit Badge workshops in the past.

The Affiliate Member report was submitted by Chris Kessler (attached). President-elect Mask indicated that Kessler is stepping down from the position of Affiliate Member Coordinator. Kessler has served in that role for 12 years. A volunteer will be solicited from the membership during the Business Meeting.

The special election to replace Victor Goretsky who resigned because he took a job outside the Chapter is ongoing. The Bylaws require the ballot to be open for 30 days. The election will close on Oct. 26. The Council discussed the requirement that the Chapter President-elect and President be members of HPS. One of the current candidates for President-elect is not a member of HPS. Lewandowski noted that this situation is faced by other Chapters and some Chapters choose to pay the HPS dues for the President-elect and President as a way to have individuals participate in leadership roles. Lewandowski noted that about half of the Chapter members are not HPS members. The Council agreed to cover the cost of the HPS dues for a President-elect and President who are not HPS members. The Nominating Committee would have this agreement as a tool if a potential nominee raised HPS membership as a barrier.

President-elect Mask reviewed the technical program for the Fall Meeting. Lewandowski reviewed the logistics for the meeting. The AAHP has granted continuing education credits for the meeting. The course number is posted on the Chapter web site. Barb Hodge agreed to write the summary of the meeting for HP News and to take photos.

The Council discussed incorporating the Chapter within the State of Minnesota. The Chapter Bylaws do not need any changes. Lewandowski noted that the Articles of Incorporation were drafted. An agent with an address in Minnesota is required. Lewandowski contacted Jan Braun who serves as the Executive Secretary for the Chapter to see if she would be willing to serve as the agent for the incorporation filing. The Chapter also needs to determine who will be the initial incorporators. The Board of Directors of the organization are usually the incorporators. A question was raised if incorporation in Minnesota would provide the expected legal shield in the other states within the Chapter. Lewandowski will follow up to determine the



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answer to that question. Lewandowski also noted that the cost of insurance to cover the Chapter would be very expensive, about \$1000 per year. Insurance may not be necessary for this type of organization. The Council decided to pursue incorporation following the special election.

Previously, Victor Goretsky volunteered to host the 2016 Spring Meeting of the Chapter at the University of Wisconsin in Madison. Sam Hays agreed to follow up to see if that is still possible given that Victor has left the University. President-elect Mask noted that the Marshfield Clinic will host the meeting if Madison is not available.

Lewandowski reported that the Chapter was contacted by the Des Moines Visitor's Bureau to express their interest in the HPS having an annual meeting in Des Moines. The Chapter would be the host Chapter. The Council discussed the request and decided to pass along the interest to the HPS Secretariat. Lewandowski will forward the contact to the Secretariat.

President-elect Mask asked for any other New Business. After hearing none, the meeting was adjourned at 9:05 PM.

Respectfully submitted,
Mike Lewandowski
Secretary/Treasurer



NCCHPS
Executive Council Meeting
8 October 2015
 3M Center
 Maplewood, MN

AGENDA

1	Call to Order
2	Welcome and Introductions <ul style="list-style-type: none"> ● Remarks from HPS President-elect Bob Cherry
3	Review/Approve Spring 2015 Meeting Minutes
4	Approve New Member Applications
5	Secretary/Treasurer's Report – Mike Lewandowski
6	Other Reports – Mike Lewandowski <ul style="list-style-type: none"> ● Website ● Radiation Instrument Kit ● Nuclear Radiation Science Grant ● Science Teacher Meetings & Workshops ● Science Teacher Award
7	Affiliates Report – Chris Kessler
8	Chapter Elections – Mike Lewandowski <ul style="list-style-type: none"> ● 2015 Special Election Status
9	2015 Fall Meeting <ul style="list-style-type: none"> ● Program review – Shari Mask ● Logistics – Mike Lewandowski/Shari Mask ● AAHP 4 CECs for the Fall Meeting ● Councilor assignment for HP News article
10	Incorporation – Mike Lewandowski
11	Spring 2016 Meeting Location
12	Other Business
13	Adjourn

North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

October 2015

Submitted by Mike Lewandowski

Membership Summary

Voting members	102	
	14 <i>Emeritus</i>	
Student members	2	
Total	104	
Affiliate members	10	

Note: 11% of members have not yet paid their 2015 dues!

New members:

- Diane Meranda – William S. Middleton VA Hospital, Madison, WI

Previous Fiscal Year Summary

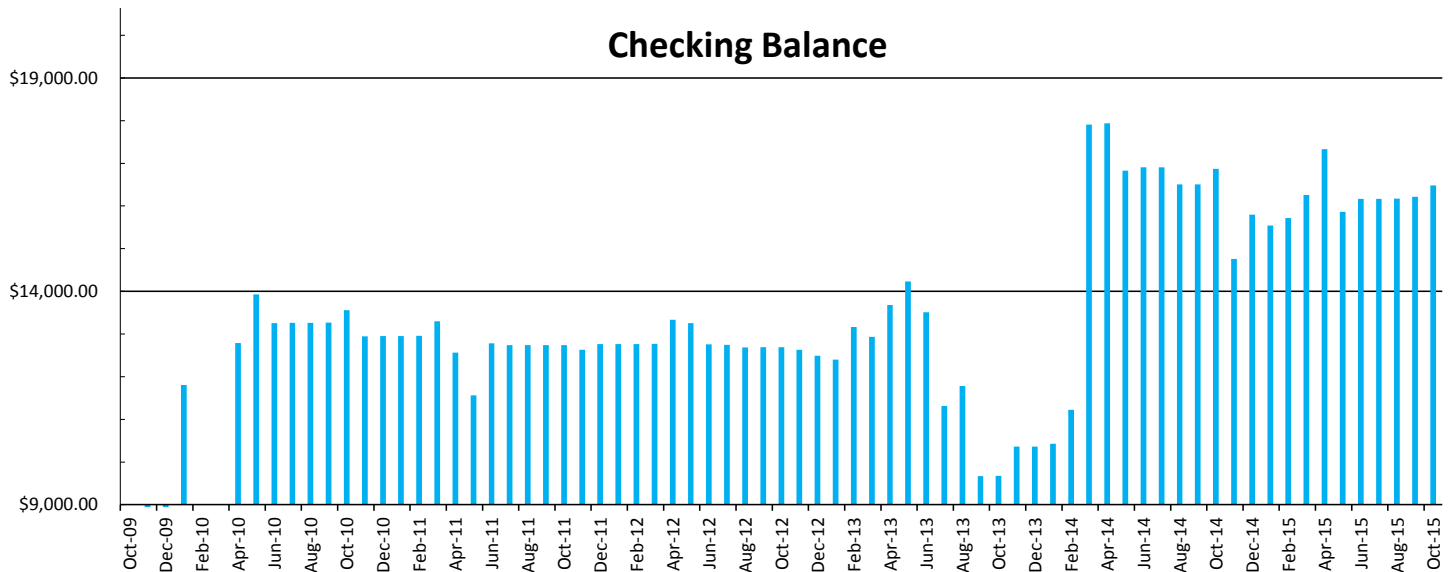
	1 July 2014	30 June 2015
Checking Account	\$ 16,907.25	\$ 16,169.39
Savings Account	\$ 11,793.51	\$ 11,805.27
Total Assets	\$ 28,700.76	\$ 27,974.66

Current Fiscal Year Summary

	1 July 2015	04 Oct 2015
Checking Account	\$ 16,169.39	\$ 15,733.01
Savings Account	\$ 11,805.27	\$ 11,807.82
Total Assets	\$ 27,974.66	\$ 27,540.83

Changes that impact the Chapter's membership

The Chapter has established a PayPal account that members can use a credit card to pay for annual dues and meeting registrations. A small convenience fee is assessed to cover the PayPal charges to transfer money to a bank account.



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Secretary/Treasurer's Report
October 2015

NCCHPS Financial Report Fiscal Year to Date

1 July 2015 - 04 Oct 2015

INCOME		EXPENSES	
Affiliate Dues		HPS Pres Elect Visit	
TOTAL Dues	\$ 40.00	Science Teacher Award	
2015	\$ 20.00	Science Teacher Meeting	
2016	\$ 20.00	Past President Gifts	
2017		Wissink Speaker	
Interest	\$ 4.58	Office Supplies	
2014 3M Volunteer Match	\$ 250.00	Incorporation	
General INCOME	\$ 294.58	General EXPENSES	\$ -
		General NET	\$ 294.58

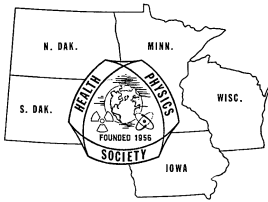
Meeting Income		Meeting Expenses	
Fall Affiliate	\$ 300.00	Fall Executive Council Room	\$ -
Fall Registration	\$ 975.04	Fall Facility	\$ 384.77
<i>Fall Registration Expected</i>	<i>\$ 358.00</i>	Fall Food	\$ 1,346.64
Fall Meeting INCOME	\$ 1,633.04	Fall Meeting EXPENSES	\$ 1,731.41
		Fall Meeting NET	\$ (98.37)
TOTAL INCOME	\$ 1,927.62	TOTAL EXPENSES	\$ 1,731.41
		Fiscal Year NET	\$ 196.21

NCCHPS Financial Report Fiscal Year

1 July 2014 - 30 June 2015

INCOME		EXPENSES	
Affiliate Dues	\$ 250.00	HPS Pres Elect Visit	\$ 226.48
TOTAL Dues	\$ 880.00	TOTAL Science Teacher Award	\$ 507.16
2014	\$ 100.00	Science Teacher Award	\$ 500.00
2015	\$ 670.00	Postage	\$ 7.16
2016	\$ 100.00	Science Teacher Meeting	\$ 114.00
2017	\$ 10.00	Speaker Gifts	\$ 606.00
Interest	\$ 19.89	Wissink Speaker	\$ 21.47
Madison Meeting	\$ 1,311.46	Stipend to LTC.	\$ 1,000.00
		Office Supplies	\$ 34.89
General INCOME	\$ 2,461.35	General EXPENSES	\$ 2,510.00
		General NET (Actual)	\$ (48.65)

Meeting Income		Meeting Expenses	
Fall Affiliate	\$ 450.00	Fall Executive Council Room	\$ 50.00
Fall Donation	\$ 15.00	Fall Facility	\$ 423.16
Fall Registration	\$ 580.00	Fall Food	\$ 886.59
Fall Meeting INCOME	\$ 1,045.00	Fall Meeting EXPENSES	\$ 1,359.75
		Fall Meeting NET (Actual)	\$ (314.75)
Spring Affiliate	\$ 550.00	Spring Exec Council Room	\$ 90.75
Spring Registration	\$ 780.00	Spring Facility	\$ 523.25
		Spring Food	\$ 1,078.70
Spring Meeting INCOME	\$ 1,330.00	Spring Mtg EXPENSES (Actual)	\$ 1,692.70
		Spring Meeting NET (Actual)	\$ (362.70)
TOTAL INCOME (Actual)	\$ 4,836.35	TOTAL EXPENSES (Actual)	\$ 5,562.45
		Fiscal Year NET (Actual)	\$ (726.10)



North Central Chapter

Affiliate Member Report October 9, 2015 Fall Technical Meeting

Chris Kessler, Affiliate Coordinator

The North Central Chapter of the Health Physics Society (NCCCHPS) has 10 active affiliate members for calendar year 2015 generating \$225 in annual affiliate dues. A list of the current affiliates is at the bottom of this report. The NCCCHPS web site reflects the current affiliate members.

Solicitation of affiliate member support for the fall 2015 technical meeting began in July. 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 at the meeting:

- Landauer, Inc. (Eric Annis) – Exhibitor
- Mirion Technologies (Tom Chwierut) – Exhibitor
- Canberra Industries (Andy McLain) – Exhibitor

A total of \$450 in exhibitor fees has been collected to defray the cost of the fall 2015 meeting.

2015 Affiliates

Company

Arrow-Tech, Inc.
Canberra Industries
DEQ Technical Sales (Ludlum Rep)
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
Eric Annis
Tom Chwierut
Mark Griffith
Richard Love

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Submitted by Mike Lewandowski

Web Site

The web site is currently up to date. Sam Hays will assume the role of web master. The instrument kit calendar is out of date and needs some attention. Mike Lewandowski will work with Sam Hays to get it updated.

Radiation Instrument Kit

A brochure describing the instrument kit was prepared by Shari Mask and posted to the web site.

The kit was used by Chapter members Rob McTaggart and Brian Hinderliter since the spring meeting. The kit is currently in Brookings, SD, for use in a chemistry class. Chapter members Rob McTaggart and Gary Yarrow continue to do an excellent job in publicizing the kit to South Dakota teachers.

Mike Lewandowski contacted the manufacturer of the minigenerator used in the kit and the manufacturer indicated that they do not suspect that the kit is subject to failure.

Nuclear and Radiation Science Grant

No applications were received.

Science Teacher Meetings

No science teacher meetings were attended.

Science Teacher Workshops

No workshops were offered.

Science Teacher Award

No award nominations were received.