



North Central Chapter of the Health Physics Society
Minutes of the Executive Council Meeting
6 October 2016
Maplewood, MN

Attendees: Eric Abelquist, Jan Braun, Lis Devin, Jesse Fillmore, Emily Gaither, Sam Hays, Mike Lewandowski, Shari Mask, Robert McTaggart, David Paulu, Jason Timm

President Shari Mask called the meeting of the Executive Council to order at 7:47 PM. The meeting agenda is attached. The attendees introduced themselves. Mike Lewandowski provided the Secretary/Treasurer's report (attached). Membership remains constant. About three quarters of members have paid dues. The membership list may be reduced after members who have not paid their dues and do not respond to another solicitation. The Council discussed methods of contacting persons by mail or telephone instead of email to solicit dues payment. The new members of the Chapter were reviewed. The Chapter's finances are strong. The Chapter is no longer spending more money than it takes in. The Chapter has nearly \$30,000 in its bank accounts and using it for meeting speakers would be a reasonable thing to do. The Council discussed the possibility of investing some of the Chapter's funds and determined not to pursue investments at this time. The possibility of using Chapter funds for a scholarship was also discussed. No decision was made with regard to a scholarship.

Mike Lewandowski reviewed the use of the radiation instrument kit. Mike noted that the cobalt sources in the kit should be replaced. The cost for replacing the sources would be about \$300. There have been no contacts related to workshops, the nuclear science teaching grant or the student or teacher award. We should consider attending regional science teacher meetings to further publicize the Chapter's resources.

Jesse Fillmore presented the Affiliate's report (attached). Thermo Fisher is a new member and will be exhibiting at the Fall meeting. Chase Environmental has expressed interest in joining the Chapter and exhibiting at the Spring meeting. There are six Affiliate members sponsoring the Fall meeting.

Sam Hays provided a report on the web site. He updates the site with information as requested by Chapter members. A question of analytics for the web site was asked. Only counts of persons who access the web site is maintained. Sam Hays indicated his interest in continuing as the webmaster. The ability for Affiliate members to pay their annual dues and meeting registration fees will be added to the web site. The Council discussed demonstrating the web site at a Chapter meeting to show members all the useful and interesting information that is available on the site.

Mike Lewandowski reviewed the newly elected officers who will take office at the Fall meeting. David Paulu will become the President-elect. Emily Gaither and Bindu Timilsina will take office as Councilors. The Council discussed the schedule for the next election. The ballot should be assembled by the beginning of February so that the ballots can be counted at the Spring Executive Council meeting. The Council discussed the historic practice of the past President chairing the Nominating Committee and the Bylaws indicate that no sitting member of the Council may serve on the Nominating Committee. Shari Mask graciously agreed to chair the Nominating Committee. The President and President-elect of the Chapter must be members of HPS. A previous Council determined that the Chapter would pay HPS dues for a Chapter President or President-elect who was not already a member of HPS.

President Shari Mask reviewed the agenda and noted that President-elect Jan Braun put together an excellent technical meeting. The Council discussed soliciting presentations and ideas for speakers from Chapter members. Mike Lewandowski reviewed the logistics for the meeting. There are 38 preregistered attendees. The AAHP granted 5 continuing education credits for the meeting. Emily Gaither volunteered to write up the meeting summary for HP News.



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Mike Lewandowski showed the certificate of incorporation for the Chapter. It was mailed to the University of Minnesota and David Paulu brought the documents to the Council Meeting. The Chapter will need to file annually with the state to maintain incorporation. Mike will revise the Secretary/Treasurer's duties to include the state filing to maintain incorporation.

The site of the Spring meeting was discussed. The University of Wisconsin volunteered to host the meeting in Madison. South Dakota State University would also host a meeting. The Council accepted the offer from the University of Wisconsin to host the Spring meeting. Jason Timm and Sam Hays will check on specific dates in late March through April for the Spring meeting. The Council noted that they should avoid Easter weekend and any large events that would be taking place on campus that might make obtaining lodging difficult.

The Council discussed the schedule for submitting nominations for HPS awards. The Council should review the Chapter membership list to see if there are members who are deserving of nominations for HPS awards.

HPS President-elect Eric Abelquist addressed the Executive Council. He noted that the North Central Chapter is doing well and he's looking forward to the Fall meeting.

The Council discussed the cost of meeting venues in order to obtain a benchmark for meeting spaces so that it would be easier to know what to expect for the cost of meetings. The cost of food is about the same for facilities, but some facilities have additional costs for the meeting room and audio visual costs. Recently the costs per person have been about \$45 for external locations (i.e., Minnesota Arboretum, Science Museum of Minnesota) and less than \$30 for institutions that do not have space charges. The Council could also consider subsidies from the Chapter finances. The Council determined that a target of about \$30 per person for the cost of a meeting should be considered typical and the registration cost should be set to break even. If a particular meeting venue would result in a per person cost significantly more than that, the Council should be consulted to determine if Chapter funds should be used to subsidize the meeting.

A suggestion was made for creating a guide for what to expect for new members who attend Council meetings. The Council determined that anything we could do to make participating on the Council more comfortable for a prospective officer would be a worthwhile endeavor. Shari Mask agreed to draft a brief description of what new Council members could expect.

The meeting was adjourned at 9:22 PM.

Respectfully submitted,

Mike Lewandowski
Secretary/Treasurer



NCCHPS
Executive Council Meeting
6 October 2016
 3M Center
 St. Paul, MN

AGENDA

1	Call to Order
2	Welcome and Introductions
3	Review/Approve New Member Applications
4	Secretary/Treasurer's Report – Mike Lewandowski
5	Other Reports – Mike Lewandowski <ul style="list-style-type: none"> • Radiation Instrument Kit • Nuclear Radiation Science Grant • Science Teacher Meetings & Workshops • Science Teacher Award
6	Affiliates Report – Jesse Fillmore
7	Website Report – Sam Hays
8	Chapter Elections – Mike Lewandowski <ul style="list-style-type: none"> • 2016 Election Results • 2017 Nominations Committee
9	2016 Fall Meeting <ul style="list-style-type: none"> • Program review – Jan Braun • Logistics – Mike Lewandowski • AAHP CECs for the meeting, 2016-10-004 (5 credits) • Councilor assignment for HP News article
10	Incorporation Status – Mike Lewandowski
11	Spring 2017 Meeting Location
12	Nominations for HPS Awards
13	Comments from HPS President-elect, Eric Abelquist
14	Other Business
15	Adjourn

North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

October 2016

Submitted by Mike Lewandowski

Membership Summary

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

Note: About three-quarters of members have paid their 2016 dues

New members:

- Angela Leek, Iowa Department of Health, Ames, IA
- Jason Rusch, University of Wisconsin, Madison, WI

Current Fiscal Year Status

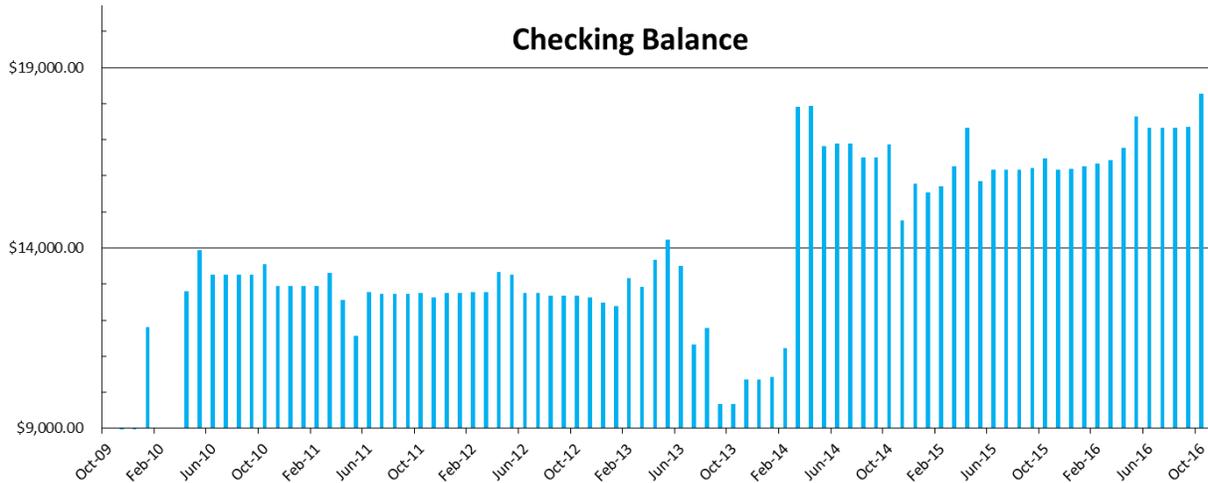
Income: \$39.99 (4 members paid 2016 dues), \$1,075 meeting registration fees

Expenses: \$70 filing fee to incorporate Chapter, meeting food, HPS President-elect visit

Positive start to FY2016, mostly due to Affiliate Member support for the Fall Meeting.

Previous Fiscal Year Summary

	1 July 2015	30 June 2016
Checking Account	\$ 16,169.39	\$ 17,340.53
Savings Account	\$ 11,805.27	\$ 11,814.87
Total Assets	\$ 27,974.66	\$ 29,155.40



North Central Chapter of the Health Physics Society
 Secretary/Treasurer's Report
 October 2016

NCCHPS Financial Report Fiscal Year
 1 July 2015 - 30 June 2016

INCOME	EXPENSES
Affiliate Dues \$ 275.00	HPS Pres Elect Visit \$ 293.31
TOTAL Dues \$ 595.45	
2015 \$ 39.99	
2016 \$ 500.17	
2017 \$ 55.29	
Interest \$ 17.81	
3M Volunteer \$ 250.00	
General INCOME \$ 1,138.26	General EXPENSES \$ 293.31
	General NET (Actual) \$ 844.95
Meeting Income	Meeting Expenses
Fall Affiliate \$ 475.00	Fall Facility \$ 384.77
Fall Registration \$ 1,228.04	Fall Food \$ 1,346.64
Facility refund \$ 34.91	
Fall Meeting INCOME \$ 1,737.95	Fall Meeting EXPENSES \$ 1,731.41
	Fall Meeting NET (Actual) \$ 6.54
Spring Affiliate \$ 550.00	Spring Food \$ 650.75
Spring Registration \$ 430.00	
Spring Meeting INCOME \$ 980.00	Spring Meeting EXPENSES (Actual) \$ 650.75
	Spring Meeting NET (Actual) \$ 329.25
TOTAL INCOME (Actual) \$ 3,856.21	TOTAL EXPENSES (Actual) \$ 2,675.47
	Fiscal Year NET (Actual) \$ 1,180.74

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Report to the Executive Council
October 2016

Submitted by Mike Lewandowski

Radiation Instrument Kit

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

- Randell Kruger/Shari Mask, Marshfield HS, Marshfield, WI (new request)
- Yoshinao Hirai, Central Lakes College, Brainerd, MN (new request)
- Jamie Tucker, Brookings High School, Brookings, SD (repeat request)

The kit has been reserved by:

- Yoshinao Hirai, Pine River High School, MN, (new request), and
- Central Lakes College, Brainerd, MN (repeat request)

The cobalt sources used in the kit are decaying to low levels and replacement should be considered. The replacement cost will be around \$300.

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.



North Central Chapter

Affiliate Member Report October 7, 2016 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 2016 generating \$225 in annual affiliate dues. Another new affiliate member, Thermo Fisher Scientific (Nathan Smith), is expected to join the chapter at the fall meeting. 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 2016 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.

Five affiliate members agreed to exhibit at the meeting and one affiliate agreed to sponsor:

- Landauer, Inc. (Eric Annis) – Exhibitor
- Mirion Technologies (Tom Chwierut) – Exhibitor
- Canberra Industries (Steven Mell) – Exhibitor
- DEQ Technical Sales-Ludlum (Jeff Anspaugh)—Exhibitor
- Thermo Fisher Scientific (Nathan Smith)—Exhibitor
- HI-Q Environmental Company, Inc. (Marc Held)—Sponsor

A total of \$850 in exhibitor fees has been collected to defray the cost of the fall 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.
K&S Associates
Landauer, Inc.
Mirion Technologies (Dosimetry Services)
Radiation Protection Products
S&G Enterprises, Inc.
Scientific Instrument Sales

Contact

Perry LaFountain
Steven Mell
Jeff Anspaugh
Frank Gavila
Marc Held
Peter Gordon
Eric Annis
Tom Chwierut
Scott Valene
Mark Griffith
Richard Love