



North Central Chapter of the Health Physics Society
Minutes of the Council Meeting
26 October 2017
3M Center
Maplewood, MN

Attendees: Jan Braun, Jesse Fillmore, Sam Hays, Nolan Hertel, Mike Lewandowski, Sue McClanahan, Rob McTaggart, Dan Miron, David Paulu, and Bindu Timilsina

The Executive Council Meeting was called to order at 8:01 PM by President Jan Braun. The attendees introduced themselves. Jan noted that any additions to the agenda can come under New Business. Jan asked Jesse Fillmore, Affiliate Coordinator, for the Affiliate's report. Jesse's report is attached. Four Affiliate members will support this meeting. The Council discussed fees for Affiliate members who might attend a meeting without actually exhibiting. The Council agreed that anyone may attend the meeting and pay the individual meeting registration fee. However, if an Affiliate member intends to conduct business at the meeting, then the Affiliate exhibit fee needs to be paid. Jesse will draft some language to clearly communicate the options available to Affiliate members and send to David Paulu, incoming Chapter President, for review.

Jan asked Sam Hays, Webmaster, for the website report. Sam noted that there have been no substantial changes to the website since the last meeting. A script has been added to track hits on the website. Sam noted that he will be moving outside of the Chapter's geographical region early next year. Sam is willing to continue to maintain the website until another Chapter member steps forward to take over. Jan noted that she will ask for any volunteers during the Business Meeting.

HPS President-elect, Nolan Hertel, remarked that this was his 5th visit to HPS Chapters and discussed the challenges faced by the HPS and some of the steps that are being taken to address these challenges. Dr. Hertel noted that he will need to fill the volunteer slate for HPS committees. He suggested that interested parties send him a personal email indicating their interest along with responding to the automated volunteer email on the HPS website. The Council discussed the title protection activities that the HPS is working on.

Secretary/Treasurer, Mike Lewandowski, noted that the IRS filing was completed for 2017 and that the annual filing to the state of Minnesota to retain the incorporation status was also done for 2017. Mike noted that although he has prepared the materials to hand off to the incoming Secretary/Treasurer, Jess Joyce, he has not actually met with Jess to hand over the materials. Mike will update the duties of the Secretary/Treasurer to include the annual incorporation filing requirement. Incoming President, David Paulu, has signed the letter allowing transfer of the bank accounts to incoming Secretary/Treasurer, Jessica Joyce. Jan noted that since the incorporation filing, she receives junk mail for the Chapter.

The Council reviewed the three new student member applications received since the last meeting. One of the applications was previously approved by email. There was one question on an application. The individual will be contacted during the meeting to clarify the application. All of the student applications were approved. New members of the Chapter include:

- Ben Russell (HPS member automatically approved)
- Gibran Macias (student member)
- Avery Schwab (student member)
- Karisa Yang (student member)

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Mike Lewandowski summarized the Secretary/Treasurer's report (attached). About 83% of the individual members have paid their dues for 2017. The last fiscal year resulted in a net increase in the Chapter's finances. This fiscal year is starting on a modest deficit with the Chapter subsidizing the cost of the Fall meeting as a way to spend down some of the increases that have occurred during the past few years. One of the reasons for the increase from last year was that the number of Affiliate members exhibiting at the meetings was about twice as many as the historic number. Mike noted that 42% of the 2017 dues payments have been made on PayPal. Mike noted that a large number of people who make their meeting registration or dues payments by PayPal don't return a registration form or a membership renewal form. Jesse Fillmore noted that there may be a way to generate an "invoice" or some other form to meet the same needs as the registration forms. Dan Miron noted that there is a way to use the web site to generate a Google doc that would contain the registration information. There was some discussion regarding revising the membership form. Mike noted that the form needs to be revised to add in the new information for the incoming Secretary/Treasurer.

Mike discussed the Radiation Instrument Kit (report attached). The Council previously approved the purchase of a new isogenerator and gamma sources. There is no need to replace any other equipment. Jan noted that the Chapter's instrument kit is being used as much as the HPS instrument kit. Mike noted that the most recent teacher to use the kit returned it in a condition of disarray. Mike will send a note to the teacher to be a bit more careful in repacking the kit so that it doesn't take so much time to prepare the kit to provide to the next teacher. Mike noted that he is exploring a way to make the kit known to candidates of a local university's Master's in Science Teaching program.

David Paulu, Chapter President-elect, reviewed the technical program for the Fall meeting. Mike reviewed the logistics. The agenda for the Business Meeting was reviewed and no additions or corrections were noted. AAHP continuing education credits have been applied for. Dan Miron agreed to write a summary of the Fall meeting for HP News.

Jan agreed to serve as the chair of the Nominating Committee for officers for next year's ballot. Mike and Rob as outgoing officers also agreed to serve on the Nominating Committee. HPS rules require the Chapter President and President-elect must be HPS members. The Chapter will pay HPS membership fees for any Chapter member elected to that position if they're not already an HPS member.

The Council discussed nominations for Chapter and HPS awards and the Spring Meeting location. The Council should review the descriptions of HPS awards and email the Council with suggestions for awards. Jan will discuss both of those topics during the Business Meeting.

The Council discussed the recent request to support Lakeshore Technical College student participation in this meeting. The Council agreed to provide about \$250 in support to LTC for this meeting. The Council considered formalizing this process and making it available to all educational institutions within the Chapter (U of M, UW, SDSU, LTC, etc.) for their students. The Council discussed encouraging sponsored students to present a brief paper. David agreed to draft a grant process so that professors or students could apply. Dan and Jan indicated that they were willing to help with the process. The Council discussed the HPS student travel grant as a potential model for the process.

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Jan noted that at the Spring Council meeting, we discussed a number of potential invited speakers. Jan asked what progress has been made on the suggested speakers from the last meeting. It appears that there has been no progress made with regard to the list of potential speakers generated at the Spring meeting. Jan will ask for ideas from the attendees during the Business meeting.

Jan asked for any other business. As there was no other business, Jan adjourned the Executive Council Meeting at approximately 9:45 PM. The sitting Council reconvened in executive session to discuss the Chapter volunteer award.

Respectfully submitted,

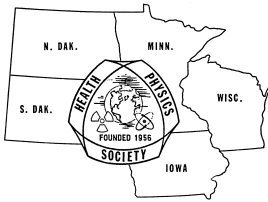
Mike Lewandowski,
Secretary/Treasurer



NCCHPS
Executive Council Meeting
26 October 2017
3M Center,
Building 220
Maplewood, MN

AGENDA

1. Call to Order
2. Welcome and Introductions
3. Agenda
4. Affiliate Member Report – Jesse Fillmore
5. Website Report – Sam Hays
6. HPS President-elect – Nolan Hertel
7. Secretary/Treasurer’s Report – Mike Lewandowski
 - a. IRS filing
 - b. MN incorporation filing
 - c. Handoff to incoming Secretary/Treasurer
8. Radiation Instrument Kit Report – Mike Lewandowski
9. Meeting Review
 - a. Technical program – David Paulu
 - b. Logistics – Mike Lewandowski
 - c. Business meeting agenda – Jan Braun
 - d. AAHP CECs applied for by Mike Lewandowski
 - e. Councilor assignment for HP News article
10. Nominating Committee – Jan Braun
11. Chapter and HPS Awards
12. Spring Meeting Location
13. Support for Lakeshore Technical College student attendance at Chapter Meetings
14. Invited Speakers for Next Meeting
15. Other Business
16. Adjourn



North Central Chapter

Affiliate Member Report October 26, 2017 Executive Council 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

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

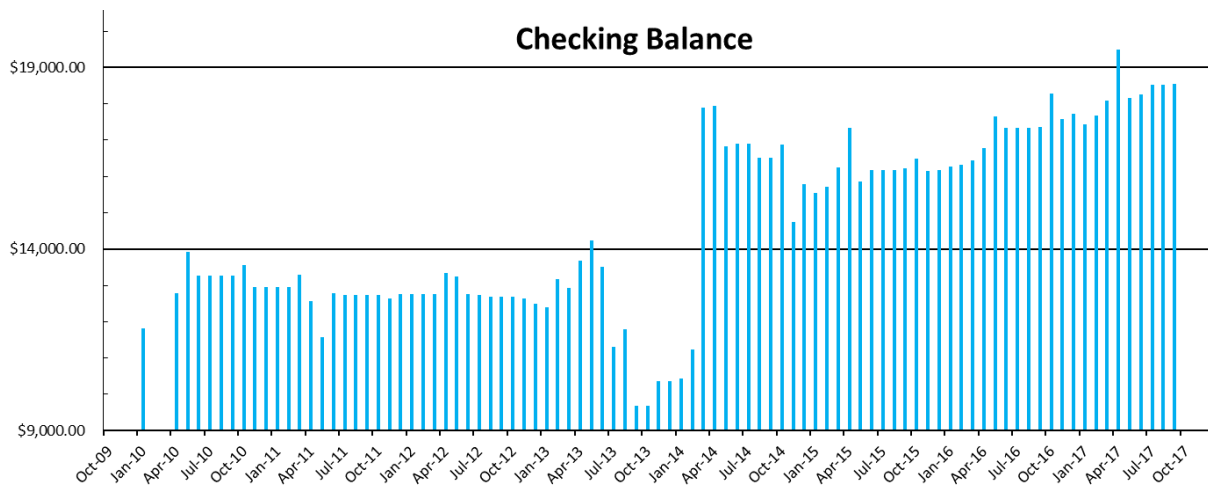
Income: 2017 member dues, 3M volunteer match, meeting registration fees

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



North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

October 2017

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 of the Health Physics Society
Report to the Executive Council
October 2017

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.



**NORTH
CENTRAL
CHAPTER**

NCCHPS Fall Technical Meeting

Friday, October 27, 2017

Hotel Metro

St. Paul, MN

Preliminary Agenda

8:00	Registration and Check-in
8:30	Welcome David Paulu, Chapter President-elect
8:45	Variability in Portable GM Survey Meters Used for Dose Rate Measurement Courtney Oare – 3M, University of Minnesota
9:15	MIBG Therapy for the Treatment of Neuroblastoma Emily Greengard, MD – University of Minnesota Children’s Hospital – Pediatric Oncology
10:15	Break
10:30	Doses to Members of the Public from I-131 Patient Release Nolan Hertel, PhD – HPS President-Elect, Georgia Institute of Technology
11:30	Who is Web Ops Kelly Classic – Mayo Clinic
12:00	Lunch
1:00	Business Meeting
1:45	Break
2:00	Lightweight Protective Garments: Light on Protection? Jeff Brunette, CHP – Mayo Clinic
2:45	Simulation of Neutrino Detection and Background Rejection for a Liquid Scintillator Detector in a Space Environment Rob McTaggart, PhD – South Dakota State University
3:30	Adjourn

Please support our exhibitors and meeting sponsors:

F & J Specialty Products, Inc., Hi-Q Environmental Products Company,

Landauer, Inc., and Mirion Technologies (Canberra)



**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.