



# N · E · W · S

## PRESIDENT'S MESSAGE

**Jim Tarpinian**

I have two goals for this year and they are (1) to expedite initiatives that are already underway to enhance the professional recognition of the ABHP certification credential and (2) to conduct a self-assessment of the AAHP relative to our strategic plan.

The initiatives needing the most immediate attention include (1) the reaccreditation of our certification by the Council of Engineering and Scientific Specialty Boards (CESB) (2) the issues associated with the AAHP relationship with the ABMP and their certification program for medical health physics (3) the issues associated with the rulemaking on 10CFR35 with regard to the credentials of hospital RSO's and (4) the possible redesign of the Part 2 examination. These are all issues/initiatives that have received a good deal of prior coverage on these pages, so I won't devote much space to them. However, the first issue deserves a little explanation as I wish to ask for help from the membership-at-large.

Members may recall that one of the enhancements that the CESB will be looking for when they review our application to continue accreditation is that we have a policy to select an ABHP Board member to represent the public interest. Other accredited certification boards have such a policy and we are reviewing their processes for selecting someone. The reasoning behind this need is that certification carries an "implied warranty to the public" regarding the technical capabilities and professional conduct of the certified individual. A Board

member to represent the public interest is not a member of the organization, nor does he/she derive any significant remuneration directly associated with the practice of the profession. Typically, a certification board will seek an attorney near its operations base that is willing to do *pro bono* work for them. Also, many times, the position does not have the same term limits that apply to the other Board members. Here's my appeal: If anyone knows of an individual in the greater Washington, D.C. area who

may have an interest in serving in this capacity, please notify me, Howard Dickson, Kathy Pryor, or Nancy Johnson. Also, if any member has an idea of the process we should use to select such an individual, please let one of us know.

Regarding the self-assessment, we are studying a self-assessment tool for nonprofit organizations that is published by the Peter F. Drucker Foundation. Drucker maintains that a nonprofit should review their

strategic plan every 3 to 5 years to test it for relevance and to update the goals as they are achieved or changed.



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**President's Message (Continued from Page 1)**

The AAHP's strategic plan has been in existence long enough to warrant such a review. As a first step we will review our mission statement and evaluate the need for developing an accompanying vision statement and core values.

The mission statement of an organization describes the reason why the organization exists. The vision statement describes what the future will look like when the organization achieves the goals of its strategic plan. The core values are the heart and soul of the organization – these are the values that we share and that bring us together. An organization's statements of mission, vision, and values provide the wellspring for motivation for its members to accomplish the organization's objectives. Also, they provide a touchstone for testing new ideas or initiatives as the need arises.

Drucker warns that nonprofit organizations get into trouble when they stray too far from their mission statement or when their mission statement is too broad. For this reason, it is important that we take the time periodically to review our mission statement, our strategic plan, our goals and current initiatives to ensure they are aligned. Members may find a copy of our mission statement and strategic plan on the AAHP website found at [www.aahp-abhp.org](http://www.aahp-abhp.org). I also encourage you to reread the "Standards of Professional Responsibility for CHPs" published on page 183 of the 2001-2002 Membership Directory of the Health Physics Society. Although we have not adopted an official "Vision Statement" or "Core Values," I'm sure you will see elements of both reflected in this excellent document. Your comments on our strategic plan are welcome. Please write to me at [jetarpin@bhi-erc.com](mailto:jetarpin@bhi-erc.com).

**AMERICAN ACADEMY OF HEALTH PHYSICS  
EXECUTIVE COMMITTEE**

**Minutes of Meeting of February 19, 2002  
Orlando, FL**

- 1.0 Lee Booth called the meeting to order.**  
**2.0 Lee Booth welcomed members and guests.**

**Attendees:**

Lee Booth	Outgoing President
Jim Tarpinian	Incoming President
Howard Dickson	President-elect
Tom Buhl	Outgoing Finance Committee Chair
Tom Essig	Treasurer, Incoming Finance Committee Chair
Liz Brackett	Outgoing Secretary, Director
Kathy Shingleton	Incoming Secretary
Nancy Johnson	Program Director
Dale Denham	Director
Kathy Pryor	Director, ABHP Chair, ABHP Liaison
Les Aldrich	Director/Outgoing Continuing Education Chair
Scott Medling	Director, Web master
Joe Alvarez	Outgoing Director
Chuck Roessler	Past-president
Ken Kase	HPS President-elect Elect

Regis Greenwood	Parliamentarian (Acting)
Dan Burnfield	Incoming Exam Site Committee Chair
Carolyn Owen	Professional Development Committee Chair
Ken Miller	American Board of Medical Physics Liaison
Ed Maher	HPS Liaison
Steve Rima	Newsletter editor
George Anastas	HPS President
George Vargo	

HPS President George Anastas encouraged the AAHP leadership and membership to become involved in the Radiation Safety Without Borders initiative.

**3.0 Discussion and approval of agenda (Lee Booth)**

The agenda was approved as presented in the Executive Committee's notebook (as provided by Nancy Johnson prior to the meeting).

Tom Essig noted that he (as well as several other

Executive Committee members) received an e-mail last night from an outside company interested in providing a mechanism for involving members when lots of them can't attend meetings. The e-mail will be forwarded to Webmaster Scott Medling for consideration at the summer meeting.

#### 4.0 Approval of minutes from the June 2001 Meeting (Lee Booth)

A minor typo (two 'that's' in a row) was noted in the June 2001 meeting minutes (p.7, as presented in the Executive Committee's notebook). The meeting minutes were accepted as corrected.

#### 5.0 Report of 2002 Officers

##### 5.1 President's Report (Lee Booth)

The Presidents Report is contained in the Executive Committee's notebook and was briefly reviewed.

##### 5.2 President-Elect's Report (Jim Tarpinian)

The message from the President-Elect is contained in the Executive Committee's notebook and was briefly reviewed.

##### 5.3 The Past-President's Report (Chuck Roessler)

Chuck Roessler reported that he had reviewed 2 NCRP draft reports.

##### 5.4 Secretary's Report (Liz Brackett)

The minutes from the previous Executive Committee meeting constitute the Secretary's report and are contained in the Executive Committee's notebook.

Liz noted that the bylaws change that was approved a year ago still need to be balloted.

Ballot Bylaws Change (change a '3' to a '4'...). Nancy Johnson will review the change with Liz Brackett before placing it on this year's ballots.

##### 5.5 Treasurer's Report (Tom Essig)

The Treasurer's Report is contained in the Executive Committee's notebook and was briefly reviewed.

Tom reported that the AAHP is considering investing in bonds (as opposed to CD's) for future investments. (One AAHP CD came due this past year.)

A motion was made to accept all the reports (Dale Denham/Chuck Roessler) and was carried unanimously.

#### 6.0 Installation of 2002 Officers (Lee Booth)

President Lee Booth observed a moment of silence for the passing of Ellen Hochheiser and Walter Carey before 'passing the gavel' to the incoming officers/Directors.

The new president, Jim Tarpinian, acknowledged the contributions of the outgoing Executive Committee.

Jim Tarpinian's three main objectives for next year are to

- ✓ Ensure SOPs are all in place;
- ✓ Make important documents (e.g., bylaws, SOPs) available on-line; and
- ✓ Review and revise the strategic plan. As part of that plan, develop a mission statement, vision statement, core values statement.

#### 7.0 Committee Correspondence and Reports (Jim Tarpinian)

##### 7.1 Appeals Committee (Terry Johnson, via Nancy Johnson)

Terry Johnson was not in attendance; Nancy Johnson indicated there was nothing to report (i.e., there had been no appeals).

##### 7.2 Continuing Education Committee (Les Aldrich)

Les Aldrich reported that the proposal to video tape courses had been withdrawn due to money considerations.

##### 7.3 Exam Site Selection Committee (Dan Burnfield)

Dan stated that the goal is to have all exam sites and related details in place 6 weeks in advance of the test.

##### 7.4 Finance Committee (Tom Essig)

The Finance Committee Report is contained in the Executive Committee's notebook and was briefly reviewed. Tom noted changes made to the budget comparison table (see page 30 in book), where 'investment income' was separated into short-term interest, realized gain, and unrealized gain. The latter two were placed into their own categories since the AAHP doesn't do anything with those values. The interest, however, is part of the real budget. The FY01-02 budget is what was approved in Cleveland. A financial review report is contained in the Executive Committee's notebook. A formal audit is conducted every 3 years. Tom reported that everything looked fine.

Tom noted that an action for the Finance committee is to develop performance benchmarks for evaluating the AAHP investments (Note: This action was originally cast as 'developing performance criteria for the financial advisor'. President Jim Tarpinian recast the action statement as presented above.)

Tom Buhl and Tom Essig did a comparison of AAHP accounts to the Standard and Poor 500 and Dow Jones values. The AAHP accounts appear to be doing pretty well (i.e., they are slightly ahead of the market, although the mix of investments is not necessarily one-to-one.)

Tom Buhl and Tom Essig passed out an addendum to the report that is in the book, adding a 0-75% (instead of 0-50%) combination of equities or fixed income.

A motion was made to accept the change to the Investment Policy (Dale Denham/Les Aldrich) and was carried unanimously.

**7.5 Nominating Committee** (Jerry Martin, Jack Beck via Nancy Johnson)

The Nominating Committee report was accepted as presented in the Executive Committee's notebook. There was no discussion. Tom Essig mentioned that getting candidates for the Treasurer's position was especially difficult because the position requires a travel commitment for a 3<sup>rd</sup> meeting each year (held in DC).

**7.6 Professional Development Committee** (Carolyn Owen)

The Professional Development Committee has been working on the University and Hospital RSO standards. The University RSO Standard has been forwarded to HPS RSO Section and AAHP Executive Committee for their approval. The Hospital RSO standard should be done by June 2002.

There has been some discussion about combining the two standards, but the down side is that it would delay publication of the University RSO Standard by about 6 months. The Hospital RSO Standard does not include the recommendation for BS degree for the RSO. The NRC has provided comments on the standard. Ed Maher expressed concern about publishing a standard that is inconsistent with other organizations (e.g., Nuclear Medicine). The general consensus was that the two standards should be kept separate. The Hospital RSO Standard is being done in conjunction with the Medical Section of the HPS. Jim Tarpinian asked Carolyn Owen to relay to her committee the thanks of the Executive Committee.

Add signature block on first page of the RSO Standard and return it to Nancy Johnson (Carolyn Owen). Nancy Johnson will distribute for signature.

Determine how the University RSO Standard is to be distributed (PDF document on web site? Paper copy available at AAHP booth?) There was no money specifically allocated for publication of this document in this year's budget.

Write an article for the HPS newsletter to advertise the availability of the University RSO Standard. Also contact CRSO and CRCPD for advertising availability (Carolyn Owen).

Get the signature of the AAHP and the RSO Section on the University RSO Standard and then forward the Standard to the HPS Board of Directors for their acceptance (Nancy Johnson).

**7.7 Professional Standards and Ethics Committee** (Otto Raabe via Jim Tarpinian)

Otto Raabe was not present. In his absence, Jim Tarpinian asked for a nomination for the **Joyce P. Davis Award**. Nancy Johnson noted that John Kelly had dealt with difficult situations in a superlative manner. Dale Denham noted that Frasier Bronson also dealt with delicate items in a superlative manner. Jim Tarpinian noted someone will need to champion any nomination. Dale Denham read a letter of appreciation from Joyce's family. They are interested in knowing who the award recipient is each year that the award is given.

**7.8 Liaisons**

**7.8.1 American Board of Medical Physics (ABMP) Liaison** (Ken Miller)

See notes presented in the Executive Committee's notebook. Ken reported that the ABMP met in October and will meet again next week via telephone conference. The next face-to-face meeting will be in April 2002.

Ken reported a major change in that the ABMP has joined formally with American Board of Radiology (ABR) and the ABR has agreed to issue letters of equivalency for ABMP-certification. After July of 2002, no new candidates will be accepted for the three areas of medical physics. Ken noted that it will probably take 5 years to clear the pipeline of existing candidates. Ken asked the AAHP to continue to support the ABMP at the \$1,000 per year level. This funding is in this year's AAHP budget (and is the last of a 5-year AAHP commitment).

Determine if financial support (\$1,000/y) of ABMP is to continue. (Finance Committee to recommend to AAHP Executive Committee in June.)

### 7.8.2 CRCPD (Ruth McBurney)

Ruth was not present so there was no report from the CRCPD.

### 7.8.3 HPS Liaison (Ed Maher)

Ed Maher indicated that several federal agencies (DOE, NRC...), international agencies (IAEA), and local chapters have aligned to support the Radiation Safety Without Borders initiative. Howard Dickson is providing guidance for how chapters can support the initiative. Legal issues (e.g., indemnification) are being looked into by IAEA. Ed Maher asked AAHP Board members to take a leadership role in soliciting support for Radiation Safety Without Borders from chapter and section members. Ed reminded the AAHP of the code of ethics to not practice in an area that one is not accomplished....

Ed also noted that the HPS has a rule on electronic balloting that may be of use to the AAHP. Nancy Johnson—Get a copy of the HPS rule on electronic balloting for consideration by the AAHP.

John Frazier and Ken Kase stopped by to visit. John noted that Academy members provide extensive service on committees and as committee chairs. He thanked the AAHP for their continuing support of HPS operations.

### 7.8.2 NRRPT (Paula Trinoskey via Nancy Johnson)

Paula was not present; Nancy Johnson indicated there was nothing to report from the NRRPT.

### 7.9 Ad hoc Committee on Relationships with Other Certifying Programs (Chuck Roessler)

Chuck Roessler provided a new Section 7.9 handout for the Executive Committee's notebook.

Chuck Roessler asked if the ABMP is viable (provides certifications in Medical Physics and MRI), given the ABR taking over the process for certifications. Ken Miller doesn't know, given the specialization of the ABMP certifications. Medical Health Physics seems to be an orphan.... Chuck noted that examining panel members must be certified by ABMP, ABHP, or ABR.

Ed Maher asked if the ABMP should be brought under the umbrella of AAHP as a specialty section. (Future business??)

President Jim Tarpinian thanked Chuck Roessler for the fine report that he submitted. The question was asked whether the AAHP should continue to support these organizations. The two main issues are specialty (medical) certification and overlapping interests of certifying boards. Medical certification would be a departure from the ABHP's move away from specialty certifications. Chuck Roessler provided suggestions in the report handed out at the meeting.

Ken Kase noted that Chuck's report is well-balanced and appropriately lays out the issues and that the AAHP should continue its relationship with ABMP.

Need to address **Recommendation 1**: "Continue participation with the ABMP in the MHP certification program, but revisit the conditions of such participation and negotiate with the ABMP before entering into a renewed agreement."

Q1: Is the AAHP willing to reconsider specialty recertification?

Q2: What are we certifying people for? (Ed Maher)  
Comprehensive certification prepares people for professional functioning in specialties (power reactors, medical health physics...)

Q3: What does comprehensive certification mean? (Chuck Roessler)

Certification was never intended to imply expertise in a specific area. (Lee Booth)

Perception of others is that the AAHP certification isn't 'good enough' because it doesn't acknowledge 'medical'. (Ken Kase)

The AAHP needs to decide if specialty certifications (e.g., power reactor, medical) are less than or more than comprehensive certification. Address the issue of specialty certification in the AAHP mission/vision statements. Define what "comprehensive certification" means (Jim Tarpinian).

Jim T. read the AAHP mission statement from the Strategic Plan; it does not preclude broadening the scope of the AAHP. Jim's general sense is that inclusive is better than exclusive and that perhaps the time is right to revisit the issue considering the market, customer, and regulatory drivers.

A motion was made (Shingleton/Denham/Aldrich) to establish an ad hoc committee of the AAHP to sit down with ABMP to discuss what the options are for a more inclusive future. The motion was carried unanimously.

Appoint an Ad hoc committee to enter into DISCUSSIONS (not negotiations) with the ABMP to discuss what the options are for a more inclusive future (Jim Tarpinian).

Participate in discussions with the ABMP to determine the options for a more inclusive future. Report back to the Executive Committee at the Tampa Meeting. (Ad hoc committee comprised of Ed Maher and others as appointed by Jim Tarpinian)

A motion was made (Booth/Dickson) to refer the question of ABMP reciprocity for Part I to the ABHP. The motion was carried unanimously.

Ask the ABHP to evaluate whether reciprocity for Part I of the ABHP exam should be granted to the ABMP Part I exam. Report back to the AAHP at the Tampa meeting (Kathy Pryor).

Need to address **Recommendation 3**: "Develop a consistent overall policy on overlapping interest and relationships that would apply as well to other credentialing programs as discussed later in this report."

It was noted that the ABMP is sponsored by the American College of Medical Physics (ACMP) and therefore they should also be included in the discussion.

## **8.0 Reports from the Editor and Webmaster:**

### **8.1 Newsletter Editor (Steve Rima)**

Steve noted that he receives more Newsletter input from non-CHPs than from CHPs. When input is solicited from CHPs (in the newsletter), very little feedback is received. More feedback tends to be received from e-mail solicitations, perhaps because they are easier to respond to.

President Jim Tarpinian asked that Committee Chairs send a paragraph by April 15 to the Newsletter editor (Steve Rima) that explains each committee's purpose and what the committee is up to.

### **8.2 Web page (Scott Medling)**

A report was handed out for inclusion in the Executive Committee's notebook. Scott asked whether the Executive Committee wanted an AAHP member to be able to view (on the web) and update their individual address info contained in the AAHP database. (Scott noted that this info is already available on the HPS page.) General consensus: Yes.

Make personal info (e.g., addresses, phone numbers) available to the individual on the members-only web-site so that updates can be made in real time. (Nancy Johnson will periodically provide updated membership lists to Scott Medling, who will post it on the web.)

Determine if AAHP members want to be able to see all Academy members' addresses (Scott Medling).

Write a couple paragraphs for the Newsletter explaining any changes in web accesses (Scott Medling).

## **9.0 Report of the American Board of Health Physics (ABHP) (Kathy Pryor)**

Kathy Pryor reported that 141 candidates took Part I and 30 people (21.3%) passed. There were 72 new questions on the exam, 37 of which came from exam bank. The passing point workshop held earlier this year indicated a passing point of 95 (which is very similar to other years' tests).

Following the test, five questions were referred for review: Question 28, 44, 118 required no action. Question 90 had 2 correct answers, 130 had all correct answers. Kathy noted that the ABHP has an action to review the method that the passing point is determined.

There was a lot of discussion from the Executive Committee regarding the passing percentage (all generally fitting into the category of speculation since we didn't have any real data in front of us).....

Kathy reported that 86 candidates took Part II, 36 people (44 %) passed. There were no problems with grading.

Reengineering the Part II exam is ongoing, with George Vargo chairing the effort. There are 8 subject areas and about 120 questions in the exam bank, with another 30 that have been turned in but not reviewed. Some chapters are hosting workshops to generate questions. The ABHP expects it will take 3 to 5 years to generate enough questions in the bank. There is no specific time frame for

transitioning to the new Part II if the Board decides to do so. George Vargo is looking for replacements on the ad hoc panel. Let George Vargo know if you (or someone you know) wish to participate on the ad hoc Part II exam panel. There is no money specifically ear-marked for the ad hoc panel. Names for board replacements were submitted.

There were no changes to the Part I panel. There were a couple changes (2 people) on the Part II panel.

The ABHP submitted a number of modifications for the Policy Manual for AAHP approval. These modifications can be found on page 56 of the Executive Committee's notebook.

There was a fair amount of discussion regarding the proposed calculator policy (which disallows programmable calculators and those with more than 8 memory-storage registers.) It was noted that essentially all calculators that have exponents also have more than 8 memory-storage registers, and candidates clearly need to have calculators with exponential capability. Suggestions ranged from eliminating the restriction on calculators all together, to reworking the existing wording.

A motion was made (Pryor/Dickson) to accept the ABHP-recommended policy changes other than #2 (regarding calculator use) and #10 (regarding returning the embosser) and with minor word changes to #6 and #8 as suggested by Nancy Johnson and various members of the Executive Committee. The motion was carried unanimously.

Following the meeting, Kathy Pryor and Scott Medling met to determine a better set of words for the calculator policy. They propose to KEEP the deleted lines on the top of p. 57 in the Executive Committee's notebook: "Programmable calculators may be used during the written examination provided that they do not contain pre-programmed Health Physics related functions or Health Physics data. All data registers and all programs shall be erased immediately before the beginning of the examination. Computers are not permitted." The rest of the paragraph will remain deleted. The 'undeleted' text will appear on the form shown on p. 60 of the Executive Committee's notebook, replacing the italicized words currently shown. Candidates will be required to sign a statement certifying compliance with the policy.

Kathy Pryor will ballot the ABHP regarding the newly proposed words for use of calculators on the exam. Ensure Nancy Johnson is provided with the final words for inclusion in the test packets.

On behalf of the ABHP, Kathy thanked Bob Fairchild, Bob Miltenberger, Dick Toohey, and George Vargo, for their significant contributions to the Part I and Part II panels. Kathy also acknowledged the passing of Walt Carey and Ellen Hochheiser.

#### 10.0 Report of the Secretariat (Nancy Johnson)

The Secretariat's report is contained in the Executive Committee's notebook. Nancy noted that there are fewer candidates applying for certification.

Let Nancy Johnson know if there are any changes needed in the roster.

Jim Tarpinian asked if an Executive Session was needed. No one needed/wanted one.

#### 11.0 Old Business

##### 11.1 10 CFR Part 35-Specialty Boards for RSOs (Ed Maher)

Ed Maher handed out a letter (handout 11.1) to the NRC regarding 10 CFR Part 35-RSO requirements, stating that AAHP met the spirit (if not the letter) of the Part 35 requirements. The letter was sent on Feb 15, 2002. Ed noted that lots of organizations are upset with Part 35, asking why more rulemaking is necessary. Ed wrote a letter to the NRC last July in response to rulemaking. No response has been received, but neither is one expected, as the comment was made as part of a public comment period.

Ask Keith Dinger (HPS Liaison to Capitol Associates) to keep AAHP apprised of AAHP-related issues when dealing with Capitol Associates (e.g., let the AAHP know when legislation affecting certified health physicists or AAHP interests is being considered.) Ensure that any actions the AAHP take are consistent with our tax status. (Ed Maher)

Draft a letter for Jim Tarpinian's signature regarding the AAHP's expression of interest in joining with the Society of Nuclear Medicine and the American College of Nuclear

Physicists to participate in their task force regarding the implementation of Part 35. (Lee Booth)

### **11.2 Outreach to Inactive CHPs (Lee Booth/Nancy Johnson)**

Nancy Johnson reported the results of the effort to contact inactive CHPs.

- 5 people were deceased.
- 10 requested inactive status.
- 12 (plus 5 or 6 phone calls) wanted recertification info.
- 21 people requested emeritus status.

Nancy felt the effort was worthwhile and is considered closed.

### **11.3 Title Protection Act (Regis Greenwood/Lee Both)**

Effort is considered closed.

### **11.4 Embosser update (Alvarez/Medlilng)**

Effort is considered closed.

### **11.5 Academy Logo (Denham/Tarpinian)**

See the Executive Committee's notebook for example logo. Suggest replacing "American Academy of Health Physics" on the proposed logo with "AAHP"; take out filigree and wreath. (Dale Denham)

### **11.6 Revision of SOP 4.5 for Use of CHP Designation (Regis Greenwood)**

SOP 4.5 Revision 2 is contained in the Executive Committee's notebook. Review SOP 4.5, Revision 2 and provide comments to Regis Greenwood by April 15. (Executive Committee).

Regis noted that the AAHP seal will be used to confirm the signature. Regis thanked Steve Rima who did much of the work.

### **11.7 Addition of CESB Accreditation to ABHP Stationery— Nancy Johnson**

See the handout in the Executive Committee's notebook. This effort is considered closed.

### **11.8 CESB Public Member at Large for the ABHP— Jim Tarpinian**

The CESB requires that a public member-at-large be appointed to the ABHP so that the user is represented. There are standards for this type of representation (e.g., the public member cannot be compensated), and the AAHP would have to do a bylaw change. With a good selection process, George Vargo believes the Board would be strengthened by the addition of a public member-at-large. Jim Tarpinian noted that the AAHP Executive Committee appoints people to the ABHP; this would not be an elected position.

Form a three-person ad hoc committee to develop a process for selecting a Public Member-at-Large for the ABHP. (Jim Tarpinian). One member each should come from the AAHP Nominating Committee, Executive Committee (Howard Dickson), and ABHP Board (Kathy Pryor)).

Find a person from the AAHP Nominating Committee to serve on ad hoc committee. (Kathy Pryor)

Develop a process for selecting a Public Member at Large for the ABHP. (Ad hoc committee comprised of Howard Dickson, Kathy Pryor, plus AAHP Nominating Committee person).

### **12.0 New Business**

#### **12.1 AAHP Technical sessions in Tampa (Lee Booth)**

A session on radiological accidents is planned, including a "lessons learned" talk from Dan Strom.

#### **12.2 Proposal for Self-Assessment (Jim Tarpinian)**

Jim wants the Executive Committee to do a self-assessment of the AAHP strategic plan, given that our demographics have changed somewhat, the goals are not clearly stated.

Jim read from a United Way statement: Values reflect 'essential qualities'; Vision 'projects future role and aspiration (5-year look)'. Mission states the 'purpose the organization seeks to accomplish, people it seeks to serve...'

Form an ad hoc committee to reassess the AAHP strategic plan using the Drucker model (Jim Tarpinian). The strategic plan needs to recognize the different customer bases of the ABHP (i.e., not-yet-certified people) and the

AAHP (i.e., CHPs), plus employers, regulators and various others.

Reassess the AAHP strategic plan and, by the Tampa meeting, draft a Mission statement, Vision statement, core values statement, and bylaw language to make the Strategic Planning Committee a standing committee. (Ad hoc committee comprised of Jerry Martin, Jim Tarpinian, Dale Denham, Les Aldrich, Liz Brackett, Howard Dickson.)

### 12.3 Parliamentarian Position (Jim Tarpinian)

According to the bylaws, the Parliamentarian should be selected from the Executive Committee. Regis Greenwood has been functioning in an acting position but is not an Executive Committee member. Regis is running for a Director position and can then formally fulfill the position for the next three years (presuming he wins). Jim Tarpinian suggested tabling this issue for 3 years since it won't likely be an issue again until then. (Roberts' Rules of Order says the Parliamentarian cannot vote.) This potential conflict was not viewed as a problem as there were no Parliamentarian police in the room.

### 12.4 Process used for Executive Committee Approval of Committee Nominations (Jim Tarpinian)

Tom Essig brought up the concern that approval of committee members is often done without knowing much

about the potential member. Perhaps a short biographical sketch could accompany the nomination?

Provide a short biographical sketch for individuals being nominated for committee appointments (Howard Dickson/future President-Elects).

Jim Tarpinian provided an electronic list of AAHP committee appointments that were approved by the Executive Committee via electronic ballot.

Include results of this past year's electronic balloting for committee appointments in this set of meeting notes (Kathy Shingleton/Nancy Johnson).

### 12.5 NCRP letter of thanks (info only) (Jim Tarpinian)

### 12.6 Process for issuing the new RSO qualification standard

### 12.7 Next AAHP meeting

The next meeting of the AAHP Executive Committee will be Saturday afternoon June 15, Sunday June 16<sup>th</sup>, as needed. (Tuesday is Academy day at the annual meeting).

A motion was made (Aldrich/everyone else) to adjourn the meeting. The motion was carried unanimously.

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One of the action items at the Orlando meeting was a call from the AAHP President, Jim Tarpinian, to all Committee Chairs for input for the CHP Corner and News. All Committee Chairs have been requested to supply a brief article about their committee's assignments and progress. The first two of these articles are provided here. Look for additional articles about committee activities in future editions. Ed.

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## Continuing Education Committee

The Continuing Education Committee consists of six (6) Plenary Members of the Academy and has two primary responsibilities. First, the Committee endeavors to identify developments in the field of health physics that certified health physicists should be knowledgeable and encourages continuing education programs discussing these developments. The Committee provides 8-hour

courses for those attending the annual (3 courses) and mid-year (2 courses) meetings. Second, the Committee is responsible for establishing the criteria that govern awarding of continuing education credits in the certification renewal program and for evaluation of and assignment of continuing education credits to the various programs and courses submitted to them.

**Finance Committee**

Membership on the Finance Committee includes the following individuals: AAHP Treasurer, AAHP immediate Past Secretary or immediate Past Treasurer, and an individual designated by the current Chair of the ABHP. Organizationally, the Treasurer/immediate Past Treasurer is a member of the Committee for three years (and serves as its Chair), while the other two positions are rotated annually.

Responsibilities of the Finance Committee include: (1) formulation of the Academy budget for consideration during the summer meeting of the AAHP Executive Committee; (2) development and maintenance of the Academy's investment policy; (3) oversight of the

performance of investment advisors which may be engaged to recommend changes to the Academy's investment portfolio; and (4) oversight of accounting reviews and audits performed of the Academy budget.

Current issues to be considered at the 5/10/02 meeting of the Finance Committee include the following: (1) develop a Budget for '02-'03 Fiscal Year (September 1 - August 31) for presentation to the Executive Committee during its June 2002 meeting in Tampa; (2) Develop Performance Benchmarks for Academy financial investments; and (3) formulate a recommendation (to the Executive Committee) regarding whether the Academy should continue its current level of financial support (\$1000/yr) to the American Board of Medical Physics.

**REMINDER**

Application materials may be obtained from the Academy web page:

[www.aahp-abhp.org](http://www.aahp-abhp.org)

or from the Secretariat, 703-790-1745.

Address contributions for *CHP News* and "CHP Corner" to:

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