



**North Central Chapter  
Health Physics Society  
Local Arrangements Committee  
Meeting Minutes  
April 16, 2009  
AmericInn – West Salem  
LaCrosse, Wisconsin**



Members present; Jan Braun, Fred Entwistle, Mike Lewandowski, Dan McGrane, David Paulu, Irene Patrek, Pete Wildenborg, Nick Bates, Glenn Sturchio, Dan Miron, Kimberly Knight-Wiegert, and Stephen Simpson

Meeting was called to order at 2:10 PM

1) Notes and meeting minutes from March LAC meeting were reviewed.

2) Task Group reports

LAC Co-chairs

- Questions regarding annual meeting registration have been brought up. McGrane and Jan with work with the Secretariat to determine what our options are for LAC members. The general guideline is, if your employer will pay your meeting registration then register as you normally would. We will have to determine who may get free registration, and for how many days. June 10<sup>th</sup> is the pre-registration deadline through the HPS web site.
- Preliminary program was completed and uploaded, thanks for everyone's help.
- McGrane and Jan will be sent weekly registration and tour numbers from the Secretariat.

Affiliates

- Any use of affiliates, vendors or sponsors must be routed through the Secretariat.

Facilities Liaison

- The Sunday evening opening reception and the Tuesday awards dinner will be held at the Hilton. David and Andy will start working with the Hilton. They were asked to bring menu options and the budget for the two events to the next LAC meeting.

Financial

- Additional \$220.18 spent on lunch for the March LAC meeting at the MOA.
  - Total expenditures as of 04.16.09 \$1,515.21
  - City of Mpls Pins \$479.25
  - Post it Note Pads: 0
  - 2009 Conf Pens: \$453.71
  - Logo Design & Software: \$90.65
  - Exhibit Expenses {both meetings}: \$35.87
  - Booth Expenses {Pittsburgh}: \$24.94
  - Booth Expenses {San Antonio}: \$42.86
  - LAC Meeting (Hamline): \$35.25
  - LAC Meeting (Hilton-parking): \$32.50
  - LAC Meeting (MOA lunch): \$220.18
  - 5K Permit: \$100.00 (to be reimbursed by Secretariat)

#### Floor Managers

- Starting to gear up, their work will start now and last through the meeting.
- They will be looking at LAC room staffing and signage.

#### Hospitality Room – Local Information

- A community police officer has been secured for the Monday morning welcome presentation to the registered companions in the Hospitality Room.
- McGrane had samples of brochures from Meet Minneapolis that could be stuffed in the meeting bags. Final decision should be made at the May LAC meeting.

#### Night Out

- The original plans to reserve the Mississippi Queen (paddlewheel) had to be changed after the boat was reserved by another group. Paradise Charter Cruises put us on the Paradise Lady (larger, newer boat) for the same pricing arrangement as we had for the Mississippi Queen. We have chartered two school busses from Safeway Bus Company to get people to/from the event. McGrane will check on options for transporting handicapped individuals.

#### Open Mic Night

- The Club Room at Brit's Pub has been reserved. Chase Environmental has contacted the Secretariat regarding sponsorship of the event. Nick is working on a list of potential bands.

#### Pub Crawl

- Nick has the walking route planned (7 bars in less than a mile, all close to the Hilton). He has contacted the bars so they know this event is being planned.

#### PEP and CEL Liaison

- The Continuing Education Committee has given the PEP and CEL schedule to Fred and Travis so they can start recruiting people to fill the proctor spots not taken by CEC members. Fred had the sign-up sheet at the LAC meeting and will bring it to the Chapter meeting on Friday. After today, sign-up will be open to the Chapter.
- Fred and Travis will determine when training will be conducted for the proctors.

#### Program Committee Liaison

- No new news

#### Publicity – Newsletter

- McGrane commented that the article for the June newsletter is needed by Monday. It was suggested that the article cover information about the Pub Crawl and Night Out cruise.
- There may be a July article.

#### 5K Run/Walk

- No new news, everything for the run is set-up but will need to finalize the T-shirt design and ordering, and a few more Chapter volunteers are needed for the day of the race.
- Irene sent a draft SOP to Jan.

#### Shirts-Merchandise

- Dan and Kimberly presented their recommendation for the apparel merchandise vendor, apparel choices, and pricing. The vendor is All About Graphics from the Milwaukee area. The vendor will provide pre-ordering through their web site. No shipping provided, all merchandise has to be picked up at the annual meeting. Limited selection of merchandise will be available for purchase at the annual meeting.
- McGrane will check with the Secretariat regarding an email to the HPS membership to inform them of the pre-ordering option.

### Social Tours

- Jan and McGrane will be receiving weekly updates from the Secretariat detailing the sign-up numbers for the tours.

### Web site

- Mike has added information about a discount from Super Shuttle for meeting attendees.
- As a result of discussion at the last LAC meeting regarding the number of times Brit's Pub was mentioned on the web site, Mike reviewed the web pages and was able to remove some of the references to Brit's.
- Mike has requested all final versions of the newsletter article to put on the web site, McGrane is going to follow-up.
- The tour heading on the web page now links to the tour pages in the preliminary program.

### 3) Open discussion

- Jan brought 6 meeting bag choices and the committee voted for their favorite. She will pass the information along to the Secretariat so they can place the order. The bag selected can be viewed on the vendor's web site: ConventionBags.com (<http://www.conventionbags.com>), item # T-804 in royal blue/black.
- Jan reminded LAC members that their draft SOP's are due May 1<sup>st</sup>.
- If you cannot attend a meeting please send an e-mail and progress report to McGrane and Jan before the scheduled meeting.
- If you are unable to perform the duties assigned to your task group please let McGrane and Jan know immediately.

### 4) Future meeting schedule

- Wednesday, May 20, 2009 @ 3M, noon - 3:00 p.m. Lunch provided.
- Wednesday, June 17, 2009 @ 3M, noon - 3:00 p.m. Lunch provided.
- Friday, July 10, 6:00 p.m. until meeting bag stuffing is done, includes pizza dinner.
- Saturday, July 11 through Thursday, July 16 – keep your schedules open for the Annual Meeting.
- Thursday, July 16, 7:00 a.m., this is the annual LAC breakfast held at the Annual Meeting, all task groups give reports and future LAC co-chairs are invited to attend.

Meeting adjourned at 4:45 p.m.

Minutes submitted by J. Braun.