



North Central Chapter Health Physics Society
Minutes of the Executive Council Meeting
10 April 2014
Rochester, MN

Attendees: Gary Yarrow, Glenn Sturchio, Victor Goretsky, Barbara Hodge, Chris Kessler and Mike Lewandowski

Minutes

The meeting was called to order at 8:10 PM by President Gary Yarrow. Minutes from the Fall Executive Council Meeting were approved (motion by Gary Yarrow, seconded by Victor Goretsky, unanimously approved). The Secretary/Treasurer's report was presented (attached). Only 64% of members have paid their dues. Victor asked about the ability to pay registration and other fees by credit card. Mike Lewandowski will check on this and report at the next Council meeting. Four new member applications were reviewed and approved by the Council. The new members are: Katharine Arzate, Ken Larson, Shabir Shivji and Elisabeth Woltjer. A question was raised whether affiliate member renewal applications required Executive Council approval. Mike Lewandowski will review the bylaws to determine if approval is needed.

Mike Lewandowski reported on a misunderstanding between the Local Arrangements Committee and the Health Physics Society regarding who received profits from the social program from the Madison HPS meeting. The total amount the chapter received was the \$3000 stipend and the profits from the sale of logo shirts and hats. A check for \$6358 was received from the Health Physics Society. Reimbursement for the shirts for the pub crawl and 5K run is still due from the Society. The net income from hosting the meeting was approximately \$2109.

Chris Kessler presented the Affiliate's Report (attached). There will be four affiliate members at the meeting.

Mike Lewandowski presented reports on the website, radiation instrument kit, nuclear radiation science grant, science teacher meetings and workshops and science teacher award (attached). Gary Yarrow noted that there is a potential use for the radiation instrument kit at South Dakota State University this summer for a teacher training workshop.

Earlier in the spring, Victor Goretsky identified a candidate for the chapter and national science teacher award. David Ropa is a middle school teacher in Madison and has an impressive list of credentials. The Council previously nominated Mr. Ropa for the HPS Outstanding Science Teacher award. The Council officially approved Mr. Ropa as the Chapter's Outstanding Science Teacher award recipient (motion by Mike Lewandowski, seconded by Gary Yarrow, unanimously approved). Gary Yarrow will write a letter to officially notify Mr. Ropa of the award and invite him to the fall chapter meeting.

Mike Lewandowski proposed attending the summer meeting of the American Association of Physics Teachers in Minneapolis (attached). The HPS Science Support Committee will pay the registration fee with the expectation that the Chapter will provide people to staff the meeting and pay any incidental expenses. The Council approved the activity. Mike will lead the arrangements for the meeting and coordinate volunteers.



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Gary Yarrow reported that he had worked with Gen Roessler to previously nominate Dr. Robert Brent for the HPS Distinguished Service Award on behalf of the Chapter.

The status of the Chapter election was discussed. No updates were received from Gordon Tannahill, chair of the nomination committee. The lack of an election is in violation with the Chapter bylaws. The Council noted that this was not a desirable outcome and that the trend over the past two years was troubling. An additional call for nominations will occur at the Business Meeting.

Glenn Sturchio reviewed the agenda for the Chapter meeting. The morning session will be combined with the AAPM chapter. Lunch and the afternoon session will be held in a separate room. Glenn discussed the logistics for the technical tour and the bus that will take tour participants to and from the conference center.

Chris Kessler volunteered to write the article summarizing the meeting for HP News.

Locations for the Fall Meeting were discussed. The University of Minnesota Arboretum was suggested. Barb Hodge will check on dates. The U of M St. Paul campus was another suggestion with a potential veterinary medicine tour.

Glenn Sturchio discussed the idea of presenting the Wissink Memorial Speaker with some commemorative gift. Glenn purchased a Mayo Clinic travel mug for Paul Frame as an expression of the Chapter's appreciation. Glenn will bring ideas for a more commemorative gift for future speakers to the next Council meeting.

As Other Business, a proposal was received from a chapter member to request that the HPS and AAPM have a joint meeting at the national level. The Council agreed to the proposal in principle and noted that there is not a need to add the topic to the Business Meeting agenda.

The meeting was adjourned at 9:32 PM.

Respectfully submitted,

Mike Lewandowski
Secretary/Treasurer



NCCHPS
Executive Council Meeting
10 April 2014
 Hampton Inn
 Rochester, MN

AGENDA

1	Call to Order
2	Welcome and Introductions
3	Review/Approve Fall 2013 Meeting Minutes
4	Secretary/Treasurer's Report – Mike Lewandowski
5	New Member Applications
6	Local Arrangements Committee Financial Settlement – Mike Lewandowski
7	Affiliates Report – Chris Kessler
8	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
9	2014 AARV Meeting in Minneapolis – Mike Lewandowski
10	2014 Election Status
11	AAHP Credits for Spring 2014 Meeting
12	Fall 2014 Meeting Location
13	Spring Meeting <ul style="list-style-type: none"> • Program review • Councilor assignment for HP News article
14	Other Business
15	Adjourn

North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

10 April 2014

Submitted by Mike Lewandowski

Membership Summary

Voting members	118
Emeritus	19
Student members	0
Affiliate members	10

Four new members:

- Katharine Arzate – 3M
- Kenneth Larson – South Dakota State University
- Shabbir Shivji – VA Milwaukee
- Elisabeth Woltjer – University of Minnesota

Financial Summary

Net Assets

Checking Account	\$ 18,523.22
Savings Account	\$ 11,790.59
Total Assets	\$ 30,313.81

Checking Account Summary

Date	Balance	Note
10/1/2013	\$ 9,672.86	Starting Balance
	\$ 10,102.00	Deposits
	\$ 1,251.64	Withdrawals
4/6/2014	\$ 18,523.22	Ending Balance

Savings Account Summary

Date	Balance	Note
10/1/2013	\$ 11,784.73	Starting Balance
	\$ 5.86	Interest (Oct. 2013 – Mar. 2014)
4/6/2014	\$ 11,790.59	Ending Balance

North Central Chapter of the Health Physics Society

Secretary/Treasurer's Report

10 April 2014

Account Details

Expenditures since 01 October 2013

Date	Check No.	Amount	Item
10/24/2013	1629	325.77	Great Basin Graphics – Pub Crawl Shirt Reorder
10/25/2013	1630	98.90	Mike Lewandowski – Pub Crawl Shirt Shipping
10/25/2013	1631	157.64	Heather McCollor – Fall Meeting Expenses
10/25/2013	1632	435.94	Cecils – Fall Meeting Lunch
10/28/2013	Debit Card	25.81	Caribou Coffee – Fall Meeting
10/28/2013	Debit Card	75.00	Best Western – Fall Executive Council Meeting
1/18/2014	1633	106.88	Plaque for G. Tannahill (2012-2013 President)
4/4/2014	Debit Card	25.70	Name tags for meeting
Total		1,251.64	

Pending expenses: \$1,000 stipend to Lakeshore Technical College Student Branch HPS

Income since 01 October 2013

Date	Amount	Item
10/15/2013	415.00	Pub crawl shirt reorder
10/15/2013	201.00	Pub crawl shirt reorder, dues and meeting registration
10/24/2013	880.00	Meeting registration and dues
10/24/2013	190.00	Meeting registration and dues
10/28/2013	120.00	Meeting registration and dues
12/23/2013	65.00	Dues and logo merchandise
1/10/2014	130.00	Dues
1/17/2014	230.00	Dues and meeting registration
1/24/2014	305.00	Dues and meeting registration
1/31/2014	240.00	Dues
2/14/2014	105.00	Dues
2/20/2014	6378.00	Madison Meeting and Dues
2/28/2014	200.00	Dues and meeting registration
3/14/2014	30.00	Dues
4/4/2014	610.00	Meeting registration and dues
	3.00	Interest (October 2013 – March 2014)
Total		10,102.00

North Central Chapter of the Health Physics Society
 Report to the Executive Council
 Local Arrangements Committee
 April 2014



Financial Settlement submitted by Mike Lewandowski

Due to a misunderstanding between the LAC Co-chairs and the HPS Secretariat, the LAC will only receive the profits from the sales of logo merchandise. Any profit or loss realized from the other activities goes to the Society.

The preliminary accounting previously presented to the Chapter (shown below) was incorrect.

Event	Income	Paid by HPS	Directly Paid by HPS	Reimbursed to Lewandowski	Reimbursed to Others	Due NCCHPS
Night Out	\$ 4,434.00	\$ 3,875.80	\$ 3,291.80	\$ 584.00		\$ 558.20
5K Run/2K Walk	\$ 900.00	\$ 314.03		\$ 3.08	\$ 310.95	\$ 585.97
Pub Crawl	\$ 1,845.00	\$ 370.79	\$ 114.00	\$ 256.79		\$ 1,474.21
B-Cycle Bike Tour (Saturday)	\$ 100.00	\$ 100.00	\$ 100.00			\$ -
Shirt/Hat Sales (Cash/Check) handed over to Secretariat	\$ 2,358.00	\$ 1.05		\$ 1.05		\$ 2,356.95
Shirt/Hat Sales (Credit Card)	\$ 1,000.00	\$ -				\$ 1,000.00
Monona Terrace/Overture Center Tour (Monday)	\$ 275.00	\$ 201.94	\$ 30.00	\$ 171.94		\$ 73.06
Capitol/History Museum Tour (Tuesday)	\$ 335.00	\$ 223.92		\$ 223.92		\$ 111.08
Farmers Market/Museum of Contemporary Art Tour (Wednesday)	\$ 300.00	\$ 231.17		\$ 231.17		\$ 68.83
UW Cyclotron Tour (Wednesday)	\$ 285.00	\$ -				\$ 285.00
Kewaunee Nuclear Plant Technical Tour (Tuesday)	\$ 170.00	\$ 63.87		\$ 0.62	\$ 63.25	\$ 106.13
Registered Companion Program	\$ -	\$ 34.65		\$ 34.65		\$ -
Stipend for Host Chapter						\$ 3,000.00
Totals	\$ 12,002.00	\$ 5,417.22	\$ 3,535.80	\$ 1,507.22	\$ 374.20	\$ 9,619.43

The corrected summary of net results is shown below.

Event	Paid by NCCHPS	Received from HPS	Due NCCHPS
5K Run/2K Walk	\$ 398.86		\$ 398.86
Pub Crawl	\$ 912.60		\$ 912.60
Shirt/Hat Sales (Cash/Check) handed over to Secretariat		\$ 2,358.00	
Shirt/Hat Sales (Credit Card)		\$ 1,000.00	
Stipend for Host Chapter		\$ 3,000.00	
Totals		\$ 6,358.00	\$ 1,311.46

The chapter is still due reimbursement for the cost of the shirts for the 5K and the Pub Crawl.

The details for the logo merchandise sales are as follows.

Madison Meeting	
Expenses	\$ 2,529.98
Income	\$ 3,363.00
Profit	\$ 833.02
Post-meeting Order	
Expenses	\$ 424.67
Income	\$ 460.00
Profit	\$ 35.33

The net expense paid by the chapter for LAC activities is \$ 759.44.

The net income for the chapter for hosting the meeting is \$ 2,108.91.

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Income	
Logo Merchandise	\$ 833.02
Post Meeting Shirt Sales	\$ 35.33
Stipend	\$ 3,000.00
Subtotal	\$ 3,868.35
Expenses	
LAC Expenses	\$ 759.44
Stipend to LTC Student Branch	\$ 1,000.00
Subtotal	\$ 1,759.44
Net Income	\$ 2,108.91



North Central Chapter

Affiliate Member Report April 11, 2014 Spring Technical Meeting

Chris Kessler, Affiliate Coordinator

The North Central Chapter of the Health Physics Society (NCCHPS) has 10 active affiliate members for calendar year 2014 to date generating \$250 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 spring 2014 technical meeting began in February. E-mail contacts of all likely affiliate member sponsors were made. Follow-up telephone calls were made, as necessary, to members that did not respond to the e-mail solicitation.

Four affiliate members agreed to exhibit or sponsor the meeting:

- Landauer, Inc. (Eric Annis) – Exhibitor
- Canberra Industries (Andy McLain) – Exhibitor
- Mirion Technologies (Tom Chwierut) – Sponsor
- F & J Specialty Products, Inc. (Frank Gavila) – Sponsor

A total of \$500 in exhibition/sponsor fees has been collected to defray the cost of the spring 2014 meeting.

2014 Affiliates

Company

Arrow-Tech, Inc.
Canberra Industries
DEQ Technical Sales
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

North Central Chapter of the Health Physics Society
Proposal to the Executive Council
April 2014

Submitted by Mike Lewandowski

Summary:

The Summer Meeting of the American Association of Physics Teachers is being held in Minneapolis, MN, from 26 July – 30 July. The HPS Science Support Committee is willing to pay the exhibit fee for a booth at the meeting in return for the North Central Chapter providing persons to staff the booth. The HPS would provide the marketing banner, table covers and hand out materials. Incidental costs (i.e., parking, meals) would be the responsibility of the Chapter.

Benefit to the Chapter:

This is another opportunity to meet regional physics teachers and market the radiation instrument kit, the nuclear science teaching grant and the science teacher award. Andy Johnson is presenting at the meeting and may be able to put in a plug for the Chapter during his talk.

Schedule:

<u>Sunday, July 27</u>	
10:00 AM – 6:00 PM	Registration and Set up
8:00 PM – 10:00 PM	Exhibits Open
<u>Monday, July 28</u>	
10:00 AM – 6:00 PM	Exhibits Open
<u>Tuesday, July 29</u>	
10:00 AM – 4:00 PM	Exhibits Open
4:00 PM – 5:00 PM	Tear down

Staffing needs:

At least two people at the booth while the exhibit hall is open. Two full meeting registrations and six additional exhibit hall badges are provided as part of the exhibition fee.

Budget:

Item	Detail	Cost	Extended Cost
Parking	3 days at \$12 per day	\$36	\$36 - \$84
Lunch	2 days at \$10 per person	\$20	\$40 - \$80
Dinner	1 day (7/27) at \$15 per person	\$15	\$30
		Total	\$106 - \$194

Volunteers:

Mike Lewandowski and Duane Hall have volunteered. Additional volunteers are welcome.