**Minutes for ANS-NE meeting**

**5:00 pm July 9, 2018**

**Conference Call**

**Attendees:**

S. Aghara; G. Brown; B. Capstick; N. Glucksberg; R. Kalantari; D. Kapitz; S.

Stamm, J. Pappas, J. Nuechterlein, C. Roy, D. Martin, S. Boakye

**Discussion Summary:**

1. **Quorum Declared after all participants joined**
2. **Minutes Approved:** Unanimous approval of previous EC meeting minutes (including correction by Sam Boakye)
3. **Chair Report (S.Aghara)**
	1. June LSC Meeting (D.Kapitz)
		1. June LSC meeting had discussions of dormant sections
		2. Annual reports are due
		3. August 1st drop dead date for good standing. We can submit to be eligible for merit
	2. ANS-NE Record Management update (D.Kapitz)
		1. We distributed copies of draft comments
		2. It was agreed to specify that treasurer was to hold receipts for three years and they did not have to be posted to records web site.
		3. C.Roy to review and comment
4. **Treasurers Report** (Last meeting results) - (J.Pappas)
	1. Jim submitted the treasurers report, it was approved
5. **Secretary’s Report** (D.Kapitz) (Attachment A)
	1. Punchlist of what was done recently
	2. Turned over examples of Mass Annual Report, Mass Change of directors, and crib notes on Secretary tasks to Christine Roy.
	3. Annual Report is due to Massachusetts November 1st. Change of directors can be submitted soon after new directors are installed. Bob and Darvin are going to do the financial audit report. It was agreed that the audit report should be due shortly after July 1st even though the fiscal year ends August 31st so that the new officers are starting with audited finances.
6. **Officer Transitions (2018-2019)**
	1. Each of the officers are to review the list of their responsibilities and set up a conference call with the previous officer to discuss transition.
		1. Chair (S.Aghara/Stamm or Kalantari)
		2. VChair (D.Kapitz/ Aghara)
		3. Secretary (C.Roy/ Kapitz)
7. **Open Action Items Status** (Attachment A)– (All)
8. **Committee Reports/ Discussion**
	1. Membership/Program Committee report (Stamm) (Attachment B)
	2. Outreach activities report (Kapitz) (Attachment A)
	3. Outreach activity options consist of the following:
		1. Outage at Plymouth
		2. Post at local news papers
		3. People in public could come to a presentation, maybe Joe Kennedy
		4. Contact local teacher for outreach demonstration. C.Roy in contact with Burlington High School Chemistry teacher who is interested and will follow-up in fall.
		5. D. Kaitz (Westboro), may contact Waltham schools
9. **Activity Calendar near term required open actions and status:**
	1. S.Stamm to update Activity Calendar and distribute to officers for review. He will look at:
		1. Schedule for Financial Audit
		2. Schedule for Annual Report Submittal
	2. Trivia Night – Decided on Copper House Tavern Option in Waltham, $26 + gratuity = $32 per person. It was agreed not to increase fees for this event but to absorb the costs. Date set for Thursday September 13th. Joel is in charge of leading contact with Copper House and the Trivia Game.
	3. Membership Report (Attachment C)
	4. Other upcoming events (Attachment C)
		1. Make Nuclear Cool Again October at EPM
		2. Bob to contact Representative Joe Kennedy’s office with respect to opening the meeting to the public.
		3. Seabrook meeting in Spring
10. **New Business**

None

1. **Next EC meeting:**

September 13th, 2018

1. **Adjoin**

**ATTACHMENT A**

OUTGOING SECRETARY’S FINAL REPORT 7/4/2018

1. Turn Over to Incoming Secretary (Christine Roy)

Provided copies of last year’s Massachusetts Annual Report and Change of Directors Report. Also provided information on the Massachusetts non-profit site (ID, password, link, etc).

1. Document Retention Procedure

A draft white paper has been created and provided to the board for discussion.

1. June Secretaries report to the Commonwealth of Massachusetts

An Annual Report and Change of Directors Report must be provided to the State of Massachusetts. The Annual Report is due by November 1. No date for the Change of Directors could be found. It was provided last year at around the same time as the Annual Report. It is suggested that the Change of Directors be transmitted soon after the new officers take office.

1. Financial Audit

This will be performed when the 2017-2018 financials are finalized. This is expected to be performed in August

1. Outreach Activities Report

Last year contacted the Boston Globe. There is no dedicated science reporter and interest seemed minimal. Provided information to local Plymouth paper for meeting on impacts of plant closings.

Discussion was conducted on inviting general public to our meetings. For example, would there be the option for public attendees to forego the dinner and just attend the presentation. More effort need to be expended next year on this issue.

The websites of other local sections regarding outreach were examined. Other than selected events by a few chapters, little could be found on outreach programs.

1. ANSNE Boy Scout Merit Badge in March with UML

This did not occur in the 2017-2018 year. This will be pursued in 2018-2019.

**ATTACHMENT B**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS

| **Action ID****Mtg date(M/Y- #)** | **Description** | **Responsibility** | Closed(X) | **Comments** |
| --- | --- | --- | --- | --- |
| 7/18-07 | Revise documwent retention procedural and submit for EC ballot. | D.Kapitz |  |  |
| 7/18-06 | Correct and issue May Minutes. | S.Stamm |  |  |
| 7/18-05 | Contact October speaker and discuss extent of outreach for meeting attendees.  | R.Kalantari |  |  |
| 7/18-04 | If agreed by speaker contact local news sources to advertise October meeting. | D.Kapitz, C.Roy,  |  |  |
| 7/18-03 | Review Officer position Descriptions and review with outgoing officers. | Incoming Officers |  |  |
| 7/18-02 | Review and update ANSNE Activity List | S.Stamm/ New Officers |  |  |
| 7/18-01 | Send new officer list to LSC | S.Aghara/ S.Stamm |  |  |
| 5/18-22 | Make reservations with Kings in Burlington or alternate facility | J.Nuechterlein | X | Shifting to Copper House Tavern in Waltham |
| 5/18-21 | Send previous audit material to auditors (S.Stamm) | S.Stamm | X | Completed after meeting |
| 5/18-20 | Contact a previous adjunct professor for suggestions for a new ANS WPI point of contact  | S.Aghara |  | WPI program dwindling Sukesh to follow up furtherfor WPI liaison for meetings/ items of general engineering interest. |
| 5/18-118 | Review the e-mail list | S.StammJ.Bilayan |  | ongoing |
| 5/18-18 | Send the document retention procedure to the ANS Local Section Executive Committee for review | D.Kapitz | X | New item to finalize  |
| 5/18-17 | Investigate having the student function this year be a movie at (Independent theater) PC Tran accident simulator in November.  | S.Aghara |  | $300 or $500?; Theater in Lowell  |
| 5/18-16 | Update bank account signature card to add new chair, treasurer and vice chair (optional) and remove those no longer involved | Treasurer | X | Sukesh, Bob, Steve & Jim are the current signatories. No changes required. |
| 5/18-15 | * Add Activity list and visit counter to the website .
 | S.Stamm | X | Completed after meeting |
| 5/18-14 | File Certificate of Change of Directors with secretary of state. | Secretary |  |  |
| 5/18-13 | Update Treasurer and Secretary contact information on the membership application form on the web site | S.Stamm | X | Application updated and installed. |
| 5/18-12 | Update the web site to reflect May meeting completion and addition of presentation. | J.Bilayan |  | Presentation added |
| 5/18-11 | Send list of Officers T.Coyle, ANS Headquarters, Local Sections Committee section liaison, and Local Sections Committee  | Chair / S.Stamm/ D.Kapitz |  | Darvin to confirm if and what he sent. |
| 5/18-10 | Update ANS NE Website Officers list-  | S.Stamm | X | (June 30) |
| 5/18-018 | Ms. Jaworowski at DOE for October meeting | R.Kalantari | X | Completed after meeting |
| 5/18-08 | Prepare and submit Section Annual Financial Statement for Board review by July 7, 2018 | J. Pappas | X | Approved 7/9/2018. |
| 5/18-07 | Prepare Annual Report, including financial report, and send to ANS Headquarters by August 1 | J.Pappas | X | Sent to ANS LSC on 7/10/2018 |
| 5/18-06 | Review and update section e-mail list.  | S. StammJ. Balayan |  |  |
| 5/18-05 | Work to reschedule a Seabrook tour. | D. KapitzS.Aghara |  | Consider for spring 20118 |
| 5/18-04 | Update ANSNE Officer list on Website by June 30. | S.Stamm | X | Completed July 7 |
| 5/18-03 | Assigned representative to attend Local Section Meeting in June. | S.Aghara | X | Completed after meeting. Darvin Called in. |
| 5/18-02 | Send list of paid up members to Tracey Coyle, ANS HQ | J.Pappas |  | Check to see if needed |
| 5/18-01 | Nominate ANSNE Committee Chairs for 2018-118 | S.Aghara |  |  |
| 1/18-10 | Perform financial audit. | D. Kapitz/R. Capstick |  | Jim to distribute financial info during next two wks. |
| 1/18-08 | Assess ANSNE participation and develop plan for Boy Scout Merit Badge in March with UML | D.Kapitz |  |  |
| 18/2017-07 | Design Team Mentor – B.Currier and S. Aghara to propose options | S.Aghara |  | Sukesth to send out recommendartions |

**ATTACHMENT C**

Executive Meeting Report Membership & Program Report 7/8/2018

**Membership Committee:**

Stats:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **10/23/14** | **6/17/15** | **1/20/16** | **1/25/17** | **5/15/17** | **18/7/17** | **11/21/17** | **1/21/18** | **2/26/18** | **5/16/18** | **7/8/18** |  |  |
| Website Hits | 6117 | 71185 | 7770 | 18465 | 10085 | 10386 | 10741 | 101852 | 11154 | NA | 274 |  |  |
| Email List Size | 5185 | 703 | 704 | 723 | 746 | 747 | 752 | 748 | 751 | 751 | 754 |  |  |
| Section Members |  | 50 | 218 | 27 | 41 | 0 | 21 | 27 | 31 | 36 | NA |  |  |
| LinkedIn Group Size | 64 | 83 | 188 | 125 | 126 | 130 | 131 | 134 | 137 | 1318 | 142 |  |  |
| LinkedIn invites sent | 3 | 0 | 0 | 1 | 1 | 5 | 2 | 2 | 4 | 2 | 1 |  |  |
| Linkedin Posts |  | 5 | 118 | 12 | 2 | 15 | 8 | 13 | 7 | 13 | 6 |  |  |

Activities: Updating list for April & May meeting registrations; Framatome purchase of Invensys, and Imperia purchase of Altran

**Program Committee: Preliminary Meeting Schedule 2018/19**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preliminary Dates** | **TOPIC / SPEAKER** | **SPEAKER STATUS** | **LOCATION** | **ANSNE COORD.** |
| Sept. 13 | Social Function / Section Meeting-  | NA | Copper Hse Tavern, Waltham | J.Nuechterlein |
| Oct. 18, | “Make Nuclear Cool Again”. Suzanne Jaworowski of DOE | Confirmed | EPM | R. Kalantari |
| Nov. 14-16 | Student Function, (Independent theater) PC Tran accident simulator)(Sukesh) |  | Lowell Theater? | S.Aghara |
| Jan 29-31 |  |  |  |  |
| Feb 19-21 |  |  |  |  |
| Mar 19 or 21 | John F. Kotek, NEIVice President, Policy Development and Public Affairs |  |  |  |
| Apr 16-17 | Seabrook Meeting & Tour (Joint with NEHPS) |  | S.Aghara |  |
| May 14-16 | Speaker TBD/ Annual Section Meeting |  |  |  |

Proposed Speakers / Topics: (Need to cull to 8 topics for Program Year ) (Those that EC Members voiced support for during the EC meeting are in BOLD)

1. **Energy Committee View Points (Congressman Joe Kennedy)(Bob Capstick)**
2. **MEMA Headquarters/Bunker in Framingham Tour & Presentation (John Giarrusso, Planning, Nuclear and Preparedness Section Chief, 508-820-2040) (Bob Capstick)**
3. **“ThorCon” Prof. Robert Hargraves**
4. Dr. Farshid Shahrokhi, Framatome Inc., Chair of the NEI High Temperature Gas-Cooled reactor Technology Working Group
5. Dr. Edwin Lyman, Senior Scientist, Union of Concerned Scientists
6. Nick Irvin, Southern Company Services, NEI Molten Salt Reactor Technology Working Group
7. Dr. Rita Baranwal, Idaho National Laboratory, Director of the Gateway for Accelerated
8. Innovation in Nuclear John Kotek, DOE (G.Brown)(R Capstick)
9. Richard Lester, MIT on Circumventing Nuclear Roadblocks
10. High Level Waste Storage (DOE, MIT or Holtec)
11. Fusion/Fission (Ed, E.pheil@elysium-v.com518-488-7786)
12. Idiosyncrasies of Zircaloy Fuel Tube (M.Volk)
13. Tour to MIT or UML Rx
14. Radiation: The Facts ”Prof. Robert Hargraves
15. **Advanced Rad Detection Approach using Carbon Nanotubes, Nikin Tharan**
16. How should the nuclear industry get its environment friendly message out (Northeastern Professor Matthew Nisbet) (R.Kalantari)
17. Results of Study on Radon Induced Lung cancer (Joel Popkin (MD at St Vincent's Worcester) and Don Nelson (retired physics professor at WPI) (D.Kapitz)
18. Deep Isolation project for nuclear waste (R.Capstick)