**AGENDA ANS-NE EC meeting**

**4:00 pm June 22, 2021**

**Conference Call**

Attendees: Bob Kalantari, Dick Martin, Christine Roy, Rob Berg, Steve Stamm, Darvin Kapitz, Chuck Adey, Bob Capstick

**Discussion Items:**

1. **Quorum –**:Declared (Y/N) –No
2. **Approval of last meeting minutes – (Y/N) –** Meeting Minutes approved
3. **Chair Report (D. Kaptiz/C. Roy)** 
   1. Bylaw Update (D.Kapitz)
      1. Membership & Fee Criteria ANS Members, FANs, 8tudents (see Attachment D) Steve, D. Kapitz, C. Roy, and S. Stamm will finalize bylaw change and submit to ANS
   2. Supporting committee volunteers (Membership, program, outreach, audit)- See Attachment C (C. Roy) – C. Roy and D. Kapitz will discuss potential volunteers to ask and complete Attachment C
   3. LSC Meeting Feedback – S. Stamm, C. Roy, and D. Kapitz participated. Excel spreadsheet on a shared drive. C. Roy will provide some management sections. What are our current and previous goals? D. Kapitz will provide financial information
   4. Annual Section Report Plan: - ANS has standard format that will be placed online; each Section will have a shared electronic file
4. **Treasurer’s Report (**Kapitz/ C.Adey) –
   1. **Transition Plan/ status –**

C. Adey and D. Kapitz both have TD signature authority and access to the on-line account.

C. Adey now has all of the old files (hard copy) and one Square; D. Kapitz will get 2nd Square from J. Pappas.

C. Adey and D. Kapitz both have access to the Fidelity account; need to have two persons. authorized to sign on each account; Darvin downloaded form from their web page.

D. Kapitz will confirm the Fidelity accounts and the amount of money in each.

D. Kapitz has setup automatic deposit for ANS funding to NE Section.

* 1. **Audit update** –Audit report is being updated to include Fidelity account. (ACTION: D. Kapitz) – Done

1. **Secretary’s Report** (C. Roy)
   1. **Transition Status** (C. Roy/ D. Martin) – Information has been transferred between C. Roy and D. Martin. Both will discuss today’s meeting notes for consistency.
2. **Committee Reports/ Discussion**
   1. Membership/Program Committee reports (S. Stamm) (Attachment A) – see Attachment A
   2. Program Committee (Attachment A) –Website training for new officers (S.Stamm)
      1. Location of September Meeting –EPM
   3. Outreach activities report (D. Kapitz) – C. Roy conducted Outreach to 1st grade classroom; D.Kapitz will reach out to others.
3. **New Officer Transitions: (Add new Officers)**

Fidelity account access (D. Kapitz/J. Balayan/ C. Adey) –see 4.a above

Vice Chair replacement update (D.Kapitz)

Financial Summary- Add Fidelity Finances (D. Kapitz) - Done

Square credit card reader capability (D. Kapitz, N. Glucksberg, C. Roy, C. Adey, R. Martin, J. Pappas)

Website training for new officers (S.Stamm) – S. Stamm will present training if ANS doesn’t have anything

1. **Open Action Items Status** (Attachment B)– (All)
2. **Activity Calendar near term required open actions and status:**

**April**

* Federal Tax Filing – File Form 990\_N Online (Known as e-postcard) – ***Treasurer*** (due May 15)
* State Tax Filing - Submit Massachusetts Form PC (Public Charities) Annual Report to MA Attorney General with $35.00 filing fee – ***Treasurer*** (due May 15)

**June**

* Appoint Audit Committee (minimum of two members) to review Treasurer's books - ***Chair***
* Turn over records to incoming Officers & Committee Chairs, and send summary report to Secretary for Section's history file - ***Outgoing Officers & Committee Chairs***
* Information System Updates – June 30 - ***Membership Chair***
  + Update the email distribution for [ne@local.ans.org](mailto:ne@local.ans.org) to include new officers and Local Sections Committee liaison.
  + Obtain administration rights for the ANS-NE public website for new section officers
  + Obtain administration rights for the ANS-NE SharePoint archive
  + Provide Manager rights for the ANS-NE LinkedIn Group Webpage
* Nominate committee members and Chairs – ***Chair/ EC Members***
* Approve committee members and Chairs – ***Executive Committee***
* Begin plans for next program year - ***All standing committees***
* Draft budget for next program year - ***Treasurer/ Chair Elect***
* Approve budget - ***Executive Committee***
* Optional - Prepare one-year and five-year plans - ***Executive Committee/Section Development Committee***
* Secretaries report to the Commonwealth of Massachusetts: ***Secretary***
* Update ANS-NE mail list and distribution to the new LSC Liaison assigned to the ANS-NE Section, if needed. Membership Chair
* Decision to either submit full Annual Report or on-line short form report – ***(Executive Committee) (June 15)***

**July**

* New program year starts (July 1)
* New Officers and Directors take office (July 1)
* Approve meeting fees and dues – ***Executive Committee***
  + Members: $35.00\*  
    Students: $20:00\*  
    Spouse: $35.00\*  
    Non-members: $45.00\*
  + FANS Meeting discount fee(2021-2022 Season): $20.00 (good through 8/2022):
    - **Please pay at meeting!**
* **\*$5.00 discount for early registration (Before requested date)**
* Optional-Approve one-year and five-year(Optional) plans - ***Executive Committee***
* Optional-Send copies of one-year and five-year plans to ANS Headquarters (in Annual Report) – ***Chair***
* Prepare and Submit Section Annual Financial Statement for Board review – ***Outgoing Treasurer***
* Send list of Officers and Committee Chairs to: ANS Headquarters, Local Sections Committee section liaison, Local Sections Committee chair and Local Sections Committee Secretary – ***Chair (August 1)***
* Prepare Annual Report, including financial report, and send to ANS Headquarters(either provide full report by August 1 – ***Outgoing Chair with inputs from Program Chair, Membership Chair and Treasurer***

**August**

* File Certificate of Change of Directors with MA secretary of state ***– Secretary***
* Submit audit results to Executive Committee for approval - ***Financial Committee***
* Determine key student university schedule and ANS national schedule to prevent conflicts with section program – ***Program Committee***
* Finalize Program through January 31- ***Program Committee*** Confirm program schedule for upcoming year and reserve meeting room(s) for Sept/Oct. - ***Program Committee***

1. **Next EC meeting: July 27, 4:00** pm by Conference call
2. **Adjourn**

**ATTACHMENT A**

Executive Meeting Report Membership & Program Report

**Membership Committee:**

Stats:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **10/23/14** | **1/20/16** | **10/18/18** | **12/9/19** | **2/27/20** | **5/18/20** | **9/14/20** | **10/20/20** | **1/19/21** | **2/10/21** | **3/13/21** | **5/15/20** |  |
| Website Hits | 6117 | 7770 | 11217 | 58576 | 64637 | 71427 | 80045 | 80658 | 86163 | 88043 | 91384 | 95,451 | 95,753 |
| Email List Size | 5185 | 704 | 748 | 840 | 844 | 844 | 909 | 902 | 902 | 902 | 902 | 902 | 941 |
| Section Members |  | 218 | 20 | ? | 26 | 26 | 47 | 47 | NA | NA | 44 | 44 | 49 |
| LinkedIn Group Size | 64 | 188 | 144 | 159 | 159 | 157 | 157 | 158 | 160 | 160 | 160 | 160 | 161 |
| LinkedIn invites sent | 3 | 0 | 8 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| LinkedIn Posts |  | 118 | 7 | 4 | 4 | 2 | 3 | 3 | 5 | 4 | 3 | 4 | 2 |

**Program Committee: PROPOSED Preliminary Meeting Schedule 2021/2022 (NEED VOLUNTEERS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preliminary Dates** | **TOPIC / SPEAKER** | **SPEAKER STATUS** | **LOCATION** | **ANSNE COORD.** |
|  |  |  |  |  |
| Mid Sept XX | EM2 advance reactor design, (Bob Schleicher, Chief Scientist, General Atomics ??) | Prliminary |  | M.MacCaughey |
| Early Nov XX | Fusion/Fission ; (Fatima Ebrahimi, Depart. of Energy's Princeton Plasma Physics??) | Prliminary |  |  |
| Late Jan XX | Seismic Structural Analysis and Design of a Nuclear Facilities  Michael Mudlock/ Christine Roy Simpson Gumpertz & Heger, or  Results of Study on Radon Induced Lung cancer ((Joel Popkin (MD at St Vincent's Worcester??) and Don Nelson (retired physics professor at WPI??) | Prliminary |  | C.Roy;  D.Kapitz |
| Late Feb XX | Energy Comm. View Points (MA Congressman??) | Prliminary |  |  |
| Late Mar XX | Cape Wind Project Overview (Rosalie) | Prliminary |  | C.Adey |
| May XX | U.S. Climate Policy (Phil Giudice, Special assist.to president??) | Prliminary |  |  |

Proposed Speakers / Topics: (Those that EC Members voiced support for during the EC meeting are in BOLD)

|  |  |
| --- | --- |
| 1. EM2 advance reactor design, Bob Schleicher, Chief Scientist, General Atomics (Matt MacCaughey) 2. Energy Comm. View Points (MA Congressman) 3. “ThorCon” Prof. Robert Hargraves 4. Dr. Farshid Shahrokhi, Framatome Inc., Chair of the NEI HTGR Technology Working Group 5. Dr. Rita Baranwal, Idaho National Laboratory, Director of the Gateway for Accelerated Tech. Dev. 6. Richard Lester, MIT on Circumventing Nuclear Roadblocks 7. High Level Waste Storage (DOE, MIT or Holtec) 8. Energy Storage:NEC Energy Solutions CEO, Steve Fludder 9. NASA Nuclear Drone MacKenzie@jhuapl.edu - DC 10. Energy Storage Research, Peak Power Somerville, Lucy Fan BD 11. Tour of MIT or UML Rx   Rhododendron  TOP- Max height 4 ft  WIDTH Trim back 4 inches  Rhododendron  TOP- Max height 4 ft  WIDTH Trim back 4 inches   1. Radiation: The Facts ”Prof. Robert Hargraves 2. Advanced Rad Detection Approach using Carbon Nanotubes, Nikin Tharan 3. [DIII-D GA-DOE Fusion Research](https://cer.ucsd.edu/research/fusion-energy/_pages/DIII-D.html#:~:text=Located%20in%20San%20Diego%20and,experiment%20in%20the%20United%20States) Program ([Jose Boedo](mailto:boedo@fusion.gat.com), [Eric Hollman](http://cer.ucsd.edu/_profile-pages/hollmann.html), [Rick Moyer](http://cer.ucsd.edu/_profile-pages/moyer.html), [George Tynan](http://cer.ucsd.edu/_profile-pages/tynan.html) ) | 1. How should the nuclear industry get its environment friendly message out (Northeastern Professor Matthew Nisbet) (R.Kalantari) 2. 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) 3. Deep Isolation project for nuclear waste (R.Capstick) 4. Accident Tolerant Nuc Fuel, Kurt Terrani, Oak Ridge 5. ), Catherine Finneran (Eversource) 781.441.8859, and Michele Leone (National Grid) 6. Fusion/Fission ; Fatima Ebrahimi, Depart. of Energy's Princeton Plasma Physics 7. Elysium: Ed Pheil -- e.pheil@elysium-v.com & Carl Perez -- [c.perez@elysium-v.com](mailto:c.perez@elysium-v.com), 8. GEH SMR Canada:Lisa McBride: [grillslisa@hotmail.com](mailto:grillslisa@hotmail.com) 9. Phil Giudice has been tapped to be special assistant to the president for climate policy. 10. Energy Storage; CEO Christopher Ahlberg; Mid-April 2021; Address: 363 Highland Ave #2, Somerville, MA 02144; Phone: (617) 553-6400 - Anne |

**ATTACHMENT B**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS

| **Action ID**  **(Mtg date**  **(M/Y)- #)** | **Description** | **Responsibility** | **Closed**  **(X)** | **Comments** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 5/21-02 | Audit report is being updated to include Fidelity account | D.Kapitz |  | In progress |
| 5/21-03 | Fidelity account access (D.Kapitz/J.Balayan/ C.Adey) | D.Kapitz |  | In progress |
| 5/21-04 | c. Square credit card reader capability (D.Kapitz, N.Glucksberg, C.Roy, C.Adey, R.Martin, J.Pappas) | D.Kapitz |  | In progress |
| 5/21-05 | Collect speaker gifts from S,Aghara. Sam Bader may be teaching again at UML and might be able to help. | D.Kapitz |  | D. Kapitz will talk to S. Aghara |
| 5/21-06 | - Federal Tax Filing – File Form 990\_N Online (Known as e-postcard) – Treasurer (due May 15) | D.Kapitz | X |  |
| 5/21-07 | - State Tax Filing - Submit Massachusetts Form PC (Public Charities) Annual Report to MA Attorney General with $35.00 filing fee – Treasurer (due May 15) | D.Kapitz |  | In progress |
| 5/21-08 | - Appoint Audit Committee (minimum of two members) to review Treasurer's books – for year ending June 30. One should be the incoming treasurer. | C.Roy | X | C.Adey and S.Ingalls appointed |
| 5/21-09 | Turn over records to incoming Officers & Committee Chairs, and send summary report to Secretary for Section's history file - Outgoing Officers & Committee Chairs | Outgoing Officers |  |  |
| 5/21-10 | Applicable Officers and committee chairs fill out the annual section report online. | S.Stamm  D.Kapitz  C.Roy |  |  |
| 5/21-11 | Reimbursement of $15.00 to C. Roy | D.Kapitz, C.Adey | X |  |
| 8/20-04 | Prepare draft letter that can be sent to school managers in our town requesting interest in the Navigation nuclear Program. | D.Kapitz, C.Roy |  | In progress |
| 6/20-04 | Download Square app. | C.Roy; D.Kaptiz, New Officers |  | In progress |
| 5/20-02 | Contact area high and middle schools during the early Summer to provide nuclear information by webcast so it can be included in the Fall school plans.  We have presentations available for use. Also we have people that will give the presentations. Time needed about 1:15. | ALL |  | D. Kapitz and C. Roy |
| 4/20-02 | Appoint 2021-22 committee chairs and issue Assignment Memo. Issue table of all comm. Members to EC. | C. Roy and D. Kapitz |  | Nom comm: D. Kapitz, |
| 2/20-03 | Get setup to accept credit card payments on Square D. | C. Roy, D. Kapitz, New treasurer |  | J. Balayan to manage |
| 06/19-03 | Update Fidelity Account signature authorities.  Jerry to resend required form to D. Kapitz, R.Kalantari and new treasurer. | D.Kapitz, C.Roy  C.Adey/ J. Pappas  J. Balayan, New R.Martin Treasurer  N.Glucksberg |  |  |
| 04/19-10 | Contact Boy Scout troop leaders | D. Kapitz | S | Pandemic deferral |
| 4/20-01 | Student Conference Funding Program Applications- No action to be taken with respect to funding attendance and any meetings until November. | (J. Balayan, C. Roy and J. Nuechterlein) | S | Pandemic deferral: Defer until next face to face national meeting. |

Notes: S= Suspended; X=Completed

**ATTACHMENT C**

ANS-NE Committees & Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMMITTEE NAME**  **Bylaw References** | **# MEMBERS** | **APPONTMENT DATE** | **FUNCTION** | **ASIGNEE/ COMMENTS** |
| **Standing Committees** |  |  |  |  |
| Membership R13.1 | 2+ | < June 30 | Maintain and grow the membership list  Maintain & grow the LinkedIn group |  |
| Program R13.1 | 2+ | < June 30 | Plan and execute section meeti8ngs and speakers |  |
| Audit R13.1/ R13.2 | Treas.+ 2+ | < June 30 | Review the finances for the past program year and identify any discrepancies for resolution |  |
| **Special Committees** |  |  |  |  |
| Nominating R12.2/R13.2 | 3+ | < Dec 25 | Propose slate of nominees and prepare ballots. |  |
| Election Inspection R12.5/ R13.2 | 2+ | < Feb. 28 | Send out ballots, tally results and recommend winners to chair. |  |
| **Other Committees** |  |  |  |  |
| Outreach 13.2.d. | 1+ | < June 30 | Implement all outreach programs |  |
| High School Programs 13.2.d | 2+ | < June 30 | Implement H.S. outreach program |  |
| Webmaster 13.2.d | 2+ | < June 30 | Maintains the webpage and archive file structure. Oversee required inputs. |  |
| Scholarship/Student Awards 13.2.d | 3+ | < June 30 | Evaluate student scholarship or other funding requests. |  |
| **Special Responsibilities** |  |  |  |  |
| Checking Account Access | 2+ | July 1to June 30 | Write/deposit checks Current Program Year | Darvin Kapitz, Chuck Adey |
| Fidelity account access | 2+ | July 1to June 30 | Money transfers and investment selection checks Current Program Year | Jim Pappas |
| Speaker Gift Holders | 2+ |  | Crystal awards  Section Pins |  |
| Section Banner Holders |  |  |  |  |

**ATTACHMENT D**

ANS-NE Membership & Fee Criteria:

**Member Benefits**:1) Reduced meeting price; 2) Vote in ANS-NE election and section motions; 3) Ability to hold Chair or Vice Chair positions.

**Friends if ANS-NE (FANS) Benefits**: 1) Reduced meeting price; 2) Vote in ANS-NE election and section motions; 3) Ability to hold officer and executive committee positions other than the Chair or Vice Chair positions.

**Membership / Fee Criteria**

|  |  |
| --- | --- |
| **Member Class** | **Criteria** |
| **ANS-NE Member** | ANS National member that has selected ANS-NE as their local section and has attended at least one ANS-NE meeting during that program year. |
| FANS | Person that has paid the annual FANS discount fee (currently $20) (and attended at least 2 ANS\_NE meetings during that program year??) |
| Student Section Member | Student that has attended at least 2 ANS-NE meetings during that program year |

Questions:

1. Should we require FANS to attend meetings or just pay the fee?
2. Should we grant students membership status bases on meeting attendance.
3. Who and how are we going to track meeting attendance if this is a requirement?