**Minutes ANS-NE EC Meeting**

**4:00 pm April 19, 2022**

**Virtual Meeting**

**Attendees:** D. Martin, B. Kalantari, C. Roy, C. Adey, S. Stam, B. Capstick, B. Graber, E. Danaher

**Discussion Items:**

1. **Quorum –**:Declared (Y/N) Yes
2. **Approval of last meeting minutes – (Chair/Secretary) (Y/N)** Approved
3. **Chair Report (C.Roy/Others)** 
   1. Status of Charitable Use of ANS-NE Funds: Concentrate on student engagement; B. Capstick/N. Glucksberg to follow up with Sukesh and the NE University nuclear program directors.
4. **Treasurers Report (**C. Adey) The Fidelity account has been closed and the funds of $10,247.72 were added to the checking account. A $35 fee was paid to MA Atty, leaving a balance of $19,746.72; The state tax filing was submitted and the Federal tax filing is in progress.
5. **Secretary’s Report** (D.Martin) Annual report accepted by MA, need to place in archives
6. **Committee Reports/ Discussion**
   * 1. Membership/Program Committee reports (C. Roy) (Attachment A) B. Graber looking at CT section (inactive) to add to our mailing list – mostly Westinghouse; need to get new blood into NE section; contacted MIT several times, but they were not interested; college students – travel distance is an issue; need to look at other nuclear use industries; update of total number of members listed in Att. A requires analysis of meeting attendance records.
     2. Need to appoint a Membership Chair
   1. Program Committee (N.Glucksberg) (Attachment A)
   2. Outreach activities report (D.Kapitz/C. Roy) No report
7. **Open Action Items Status (Attachment B)– (All)**
8. **Activity Calendar near term required open actions and status:**

**March**

Submit list of nominees to Secretary - ***Nominating Committee*** (March 1) Nominating Comm: C. Roy, D. Kapitz, Darvin looking into nominees

**April**

- Send election ballot to membership – Election Committee (April 1)

- Return election ballots to Election Committee - All voting members (2 weeks after ballot issuance)

- 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)

**May**

* Submit Report of election results to Executive Committee - ***Election Committee***
* Prepare initial program schedule for upcoming program year - ***Program Committee***
* Appoint representative to attend ANS Annual Local Section Committee meeting during ANS National meeting – ***Chair*** (May 31)
* Update active paid membership list and send copy to ANS Headquarters (should not identify officers) – ***Secretary***
* Section Annual Meeting – Announce election results and discuss plan for next year - ***Chair***

**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***
* Attend ANS National (Annual) meeting & Local Sections Committee meeting - Section Representative
* 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)***

1. **Next EC meeting: May 12, 2022, 4** pm by Conference call
2. **AdjournATTACHMENT A**

Executive Meeting Report Membership & Program Report

**Membership Committee:**

Stats:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **10/23/14** | **1/20/16** | **10/18/18** | **12/9/19** | **9/14/20** | **1/19/21** | **3/13/21** | **9/14/21** | **11/05/21** | **12/13/21-1/05/21** | **1/26/2022** | **3/18/22** | **4/18/22** |
| Website Hits | 6117 | 7770 | 11217 | 58576 | 80045 | 86163 | 91384 | 96605 | 97463 | 100093 | 100099 | 102326 | 103631 |
| Email List Size | 595 | 704 | 748 | 840 | 909 | 902 | 902 | 941 | 889 | 889 | 889 | 891 | 891 |
| Section Members |  | 218 | 20 | ? | 47 | NA | 44 | NA | NA | NA | NA | 44 | 44 |
| LinkedIn Group Size | 64 | 188 | 144 | 159 | 157 | 160 | 160 | 161 | 167 | 167 | 169 | 169 | 167 |
| LinkedIn invites sent | 3 | 0 | 8 | 3 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 |
| LinkedIn Posts |  | 118 | 7 | 4 | 3 | 5 | 3 | 1 | 2 | 1 | 3 | 2 | 2 |

**Program Committee: PROPOSED Preliminary Meeting Schedule 2021/2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preliminary Dates** | **TOPIC / SPEAKER** | **SPEAKER STATUS** | **LOCATION** | **ANSNE COORD.** |
| Jan 26 | “Seismic Structural Analysis and Design of Nuclear Facilities”  Michael Mudlock/ Christine Roy Simpson Gumpertz & Heger, | Confirmed  Christine Roy | Virtual | C Roy |
| Mar 22 | “Oklo Micro-Reactor” – Dr. Jacob DeWitt CEO and Co-founder – originally scheduled for the February meeting but was postponed | Confirmed  N. Glucksberg | Virtual | N Glucksberg |
| April 19 | “Commonwealth Fusion” - Alex Creely, Head of Tokamak Operations | Confirmed by Bob Kalantari | In-person at SHG Offices and Virtual | N Glucksberg |
| May 5 | “The American Nuclear Society, Nuclear Policy, and Other Stuff" - ANS President Steve Nesbit – in conjunction with the MIT Student Section | Confirmed Bob Capstick | Virtual | R Capstick |
| Sept | “Energy Committee Viewpoints” – Massachusetts State Senate Energy Committee Chair Michael Barrett | Confirmed  N Glucksberg | TBD | N Glucksberg |
| Oct | Sam Brinton – Nominee for Deputy Assistant Secretary of Spent Fuel and Waste Disposition in the Office of Nuclear Energy for the Department of Energy | Confirmed  N Glucksberg | TBD | N Glucksberg |
| Nov |  |  |  |  |
| Jan |  |  |  |  |

**Potential Nov 2022 Meeting Topic/Speaker and ANSNE Coordinators:**

* “MIT/UML/WPI/URI/Three Rivers - Student Presentations on their College Nuclear Programs and Areas of Interest”- N. Glucksberg reached out to the U Mass Lowell program chair Sukesh Aghara to assess potential interest, but no response yet
* “New England Energy Outlook” - ISO New England Speaker–– B. Capstick to contact and coordinate
* C. Adey will contact Pilgrim Decommissioning for a presentation on the decommissioning progress, possible for November2022 or for the 2023 year.
* B. Graber will reach out to Millstone Station for a possible tour/speaker for 2023.
* S. Stamm suggested outreach to New England companies for a meeting to discuss future company staffing needs.

**Potential 2023 Meeting Topics/Speakers and ANSNE Coordinators**

* “Natrium Reactor” – Terra Power Speaker - Ira Goldman to contact and coordinate
* “Results of Study on Radon Induced Lung Cancer”– Darvin Kapitz to contact a speaker to determine interest
* Deep Isolation Project for Nuclear Waste – Bob Capstick to contact and coordinate

**ATTACHMENT B**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS

| **Action ID**  **(Mtg date**  **(M/Y)- #)** | **Description** | **Responsibility** | **Closed**  **(X)** | **Comments** |
| --- | --- | --- | --- | --- |
| 2/22-01 | Identify and implement charitable donations | R. Kalantari  I. Goldman  D. Kapitz |  | In-progress |
| 1/26-01 | Update programs list on ANS-NE web site, 1st page | N. Glucksberg |  | In progress |
| 10/16-01 | Submit 2020-21 Preliminary audit results for EC approval. | C. Adey |  | In progress – updated draft sent 4/2/22 to S. Ingalls for concurrence |
| 10/16-03A | Update bylaw to reflect appointment of Asst Secretary including action to function as MA Agent. Appointed by chair and confirmed by EC. | D. Martin/ D. Kapitz |  | D. Martin submitted bylaws revision to EC for approval; 2 remaining votes outstanding; as soon as all votes collected, will submit to ANS By-Laws and Rules Committee for review |
| 10/16-03B | File State Annual Report for Non-Profit Corporations with MA Secretary of State | D. Martin |  | **Need to archive** |
| 8/21-02 | Prepare 2021-22 Budget Estimate. Get needed fiscal input from ANS HQ | C. Adey/ D. Kapitz |  | IN-progress – Updated to incorporate comments; sent to EC via e-mail for information; pending comments, will sign and submit to C. Roy for signature |
| 5/21-02A | Update Amazon Smile Program Manager from Jim Pappas to C. Adey/ D. Kapitz | C. Adey |  | In progress - C. Adey will be account representative; use ANS-NE e-mail address; reaching solution with Amazon |
| 5/21-03 | Fidelity account access (D. Kapitz/J. Balayan/ C. Adey) | D. Kapitz; C. Adey | X | Account closed; funds transferred to Section checking account |
| 5/21-04 | Square credit card reader capability (D. Kapitz, N. Glucksberg, C. Roy, C. Adey, R. Martin, J. Pappas)  Verify that Square Account manager has been changed. | D. Kapitz |  | In progress -  Chuck to verify who is Manager of the account N. Glucksberg will use her Square at the meeting; should have a backup |
| 5/21-05 | Add holders and numbers of speaker gifts and Pins to attachment C. Send to 3 past speakers. | D. Kapitz |  | Split speaker gifts – 8 crystals delivered to SGH; EPM has remainder and ANS-NE Flag |
| 5/21-06 | - Federal Tax Filing – File Form 990\_N Online (Known as e-postcard) – Treasurer (due May 15). | C. Adey/D. Kapitz |  | In-progress; need login and password from D. Kapitz |
| 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) | C. Adey/D. Kapitz | X | **Completed** |
| 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. Should send now because the schools will be working on the Fall programs over the Summer. C. Roy will send out e-mail to EC for list of candidate schools to receive the letter |
| 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 |  | Darvin has reopened talks with Westborough |
| 04/19-10 | Contact scout troop leaders | D. Kapitz |  | C. Roy will contact her daughter’s troop |
| 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 | [Need Committee Chair] |
| Program R13.1 | 2+ | < June 30 | Plan and execute section meetings and speakers | N. Glucksberg / B. Capstick |
| 2021 Audit Comm. R13.1/ R13.2 | Treas.+ 2+ | < June 30 | Review the finances for the past program year and identify any discrepancies for resolution | C. Adey / S. Ingalls |
| **Special Committees** |  |  |  |  |
| Nominating R12.2/R13.2 | 3+ | < Dec 25 | Propose slate of nominees and prepare ballots. | D. Kapitz / C. Roy |
| Election Inspection R12.5/ R13.2 | 2+ | < Feb. 28 | Send out ballots, tally results and recommend winners to chair. | J. Balayan / D. Kapitz |
| **Other Committees** |  |  |  |  |
| Outreach 13.2.d. | 1+ | < June 30 | Implement all outreach programs | D. Kapitz |
| High School Programs 13.2.d | 2+ | < June 30 | Implement H.S. outreach program | D. Kapitz / C. Roy |
| Webmaster 13.2.d | 2+ | < June 30 | Maintains the webpage and archive file structure. Oversee required inputs. | C. Roy |
| Scholarship/Student Awards 13.2.d | 3+ | < June 30 | Evaluate student scholarship or other funding requests. | J. Balayan |
| **Special Responsibilities** |  |  |  |  |
| Checking Account Access | 2+ | July 1to June 30 | Write/deposit checks Current Program Year | D. Kapitz / Chuck Adey |
| Fidelity account access | 2+ | July 1to June 30 | **Account Closed** | D. Kapitz / C. Adey |
| Speaker Gift Holders | 1 | 11/5/2021+ | Crystal awards (31);  Section Pins (xx) | D.Kapitz, B. Kalantari, C. Roy |
| Section Banner Holders | 1 | 7/1/21+ |  | R. Kalantari |