**Meeting Minutes ANS-NE EC Meeting**

**4:00 pm July 28th, 2022**

**Virtual Meeting**

**Attendees:** D. Martin, C. Adey, N. Glucksberg, B. Capstick, C. Roy, I. Goldman, S. Stamm, R. Burg, E. Danaher, J. Balayan, B. Kalantari

**Discussion Items:**

1. **Quorum –** Declared (Y/N) Yes
2. **Approval of last meeting minutes – (Chair/Secretary) (Y/N)** Yes
3. **Chair Report (C. Roy/Others)** 
   1. Membership Chair – E. Danaher – No Report
   2. Welcome new EC member and sit-in attendee
   3. Navigating Nuclear -
   4. Other –
4. **Treasurers Report (**C. Adey) Provided by e-mail, no changes
5. **Secretary’s Report** (D. Martin) By-laws changes submitted to ANS 7/14/22
6. **Committee Reports/ Discussion**
   * 1. Membership/Program Committee reports (C. Roy) (Attachment A)
     2. Need to appoint a Membership Chair - in progress, need volunteer
   1. Program Committee (N. Glucksberg) (Attachment A) – New Updates
   2. Outreach activities report (D. Kapitz/C. Roy) – C. Roy – Girl Scout Troop, more likely over the winter
7. **Open Action Items Status (Attachment B)– (All)**
8. **Activity Calendar near term required open actions and status (**Need to Update each meeting):

**June**

* Turn over records to incoming Officers & Committee Chairs, and send summary report to Secretary for Section's history file - ***Outgoing Officers & Committee Chairs***
* Update ANS-NE mail list and distribution to the new LSC Liaison assigned to the ANS-NE Section, if needed. ***Membership Chair***

**July**

* New program year starts (July 1)
* New Officers and Directors take office (July 1)
* Approve meeting fees and dues – ***Executive Committee***
* Update bank account signature card to add new chair, treasurer and vice chair (optional) and remove those no longer involved ***– Treasurer***
* Update Fidelity account access for new chair, treasurer and vice chair (optional) and remove those no longer involved – ***Treasurer***
* Optional-Approve one-year and five-year plans (Optimal) - ***Executive Committee***
* Optional-Send copies of one-year and five-year plans to ANS Headquarters (Part of Annual Report) – ***Chair***
* Prepare and Submit Section Annual Financial Statement for Board review – ***Outgoing Treasurer***
* Send list of New Officers and Committee Chairs to: ANS Headquarters, Local Sections Committee section liaison, Local Sections Committee chair and Local Sections Committee Secretary (May be in Annual report)– ***Chair (August 1)***

**August**

* File Certificate of Change of Directors with secretary of state ***– Secretary***
* Submit audit results to Executive Committee for approval - ***Financial Committee***
* Prepare Annual Report, including financial report, and send to ANS Headquarters(either provide full report by August 1 or short form on-line report by August 31) – ***Outgoing Chair with inputs from Program Chair, Membership Chair and Treasurer***
* 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***

**September**

* Start fiscal year;/budget year: We file our taxes on calendar year – ***Treasurer***
* Update Amazon Smile Program Access to new treasurer & vice chair ***– Treasurer***
* Hold first program meeting - ***Program Committee***
* Check status of ANS HQ dues payments to local section. - ***Treasurer***
* Section Members to pay dues for new program year - ***Treasurer***
* Begin membership drive - Membership Committee
* Update student section officers and faculty advisors on ANS-NE mailing list- ***Membership Committee/ Secretary***

1. **Next EC meeting: 8/18/2022** 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** | **11/05/21** | **12/13/21-1/05/22** | **1/26/2022** | **3/18/22** | **4/18/22** | **5/10/22** | **6/7/22** | **7/28/22** |
| Website Hits | 6117 | 7770 | 11217 | 58576 | 80045 | 97463 | 100093 | 100099 | 102326 | 103631 | 104233 | 105285 | 106517 |
| Email List Size | 595 | 704 | 748 | 840 | 909 | 889 | 889 | 889 | 891 | 891 | 891 | 886 | 891 |
| Section Members |  | 218 | 20 | ? | 47 | NA | NA | NA | 44 | 44 | 44 | 44 |  |
| LinkedIn Group Size | 64 | 188 | 144 | 159 | 157 | 167 | 167 | 169 | 169 | 167 | 167 | 167 | 168 |
| LinkedIn invites sent | 3 | 0 | 8 | 3 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LinkedIn Posts |  | 118 | 7 | 4 | 3 | 2 | 1 | 3 | 2 | 2 | 2 | 2 | 2 |

**ANS NE Section Program Committee 2022-2023 Meeting Schedule - May 2022 Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preliminary Dates** | **TOPIC / SPEAKER** | **SPEAKER STATUS** | **LOCATION** | **ANSNE COORD.** |
| July 25, 2022 | Science writer Jim Conca (via Holtec Pilgrim) presentation on options for the temporary and permanent disposal of spent nuclear fuel | Confirmed by  C Adey | Virtual at noon | C Adey and N Glucksberg |
| Sept 2022 | “Energy Committee Viewpoints” – Massachusetts State Senate Energy Committee Chair Michael Barrett | Date to be confirmed  N Glucksberg | TBD | N Glucksberg |
| Oct 2022 | Sam Brinton – Deputy Assistant Secretary of Spent Fuel and Waste Disposition in the Office of Nuclear Energy for the Department of Energy | Date to be confirmed  N Glucksberg | TBD | N Glucksberg |
| Nov 2022 | Student Presentations on their College Nuclear Programs and Areas of Interest | To be confirmed - MIT and UML interested so far | TBD | N Glucksberg and B Capstick |
| Jan 2023 |  |  |  |  |
| Feb 2023 |  |  |  |  |
| Mar 2023 |  |  |  |  |
| Apr 2023 |  |  |  |  |
| May 2023 |  |  |  |  |
| Jul 2023 |  |  |  |  |
| Aug 2023 |  |  |  |  |

**Potential Nov 2022/2023 Meeting Topic/Speaker and ANSNE Coordinators:**

* Presentation on Low Dose Radiation by HPS President John Cardarelli (Current HPS National President) - joint meeting with the local HPS section – suggested by Steve Stamm
* 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
* Millstone Station/Dominion Speaker regarding new nuclear opportunities – **Brandon Graber** to contact and coordinate
* Outreach to New England companies regarding future staffing requirements – **Steve Stamm** raised at the April 2022 meeting
* Future Nuclear Fuel Supply and Reprocessing – EPM Speaker – **Bob Kalantari** to contact and coordinate
* Transatomic Power - Leslie Dewan Co-founder – **Christine Roy** to contact and coordinate
* Meredith Angwin – Author of "Shorting the Grid" - Matt MacCaughey ANS NE Section member suggestion (friend of **Dick Martin**)
* New England Energy Outlook - ISO New England Speaker–– **Bob Capstick** to contact
* ANS President Dr. Steven Arndt, “How ANS is advancing nuclear science and technology and how you can help”, possibly with local student section - **Nadia Glucksberg** lead

**ATTACHMENT B**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS

| **Action ID**  **(Mtg date**  **(M/Y)- #)** | **Description** | **Responsibility** | **Closed**  **(X)** | **Comments** |
| --- | --- | --- | --- | --- |
| 7/28-01 | Nominate two ANS-NE members for Audit Committee | J. Balayan |  | In progress |
| 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 for 2022-23 presentations | N. Glucksberg |  | In progress |
| 10/16-01 | Submit 2021-22 Preliminary audit results for EC approval. | C. Adey | X | Completed |
| 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 |  | In progress - Proposed amendment submitted 7/14/22 to ANS By-Laws and Rules Committee for review. Sent follow-up e-mail for status 8/10/22 |
| 8/21-02 | Prepare 2021-22 Budget Estimate. Get needed fiscal input from ANS HQ | C. Adey/ D. Kapitz |  | In-progress –, 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 is account representative; use ANS-NE e-mail address; reaching solution with Amazon |
| 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 -  C. Adey will verify who is Manager of the account. N. Glucksberg will use her Square at the meeting; should have a backup |
| 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 sent out draft letter to EC for comment/approval |
| 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 |  | In progress – D. Kapitz has reopened talks with Westborough; C. Adey sent out 3 letters No responses to date |
| 04/19-10 | Contact scout troop leaders | D. Kapitz, C. Roy |  | In progress - C. Roy will contact her daughter’s troop, more likely over the winter |
| 4/20-01 | Student Conference Funding Program Applications- No action to be taken with respect to funding attendance and any meetings until November. | N. Glucksberg |  |  |

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 |