**ANS-NE EC Meeting**

**4:00 pm Jun 27, 2023**

**Meeting Minutes**

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Attendees: D. Martin, C Roy, N. Glucksberg, B. McNeely, C. Adey, B. Graber, B. Kalantari, M. Rivard, R. Burg, D. Kapitz, B. Capstick

**Discussion Items:**

1. **Quorum Declared** (Y/N) Y
2. **Approval of last meeting minutes** (Chair/Secretary)(Y/N) Y
3. **Chair Report** (C. Roy/Others) **–** 
   1. Election result 9 ballots, all for Darvin; ballots are unnecessary because EC can appoint EC members per ANS-NE Section bylaws
   2. Report from N. Glucksberg on attendance at ANS National Local Section Committee Meeting
      1. Discussed status of bylaws, talked about what other sections are doing (funding support available from LSC)
4. **Treasurers Report (**C. Adey) –
   1. ANS NE Bank Account: $ 18,014.95
   2. Dinner costs for 5/23/23 meeting: $ 431.82
   3. Receipts for 5/23/23 meeting: $ 320.00
   4. Proceeds for 5/23/23 meeting: $ -111.80

Note: Balance does not reflect $180 in dinner meeting proceeds held in Venmo acct., nor $35 Mass AG fee not yet cleared.

1. **Secretary’s Report** (D. Martin) – No report
2. **Committee Reports/ Discussion**
   1. Membership/Program Committee reports (C. Roy) (Attachment A)
   2. Program Committee (N. Glucksberg/B. Capstick) (Attachment A)
      1. Commonwealth Fusion Devens Facility - Concern with construction,-still trying to figure out how they can accommodate a tour
   3. Outreach activities report (D. Kapitz/C. Roy) – See Attachment B
   4. B. McNeely to contact other Student sections and verify that ANS-NE meeting invitations are being distributed to their respective members – Update?
3. **Open Action Items Status** (All) – See Attachment B
   1. Need to update meeting registration process to include a receipt e-mail or calendar addition, etc. – Update? B. McNeely will look into how to update the process on the web page; biggest problem is unfamiliarity with web.
   2. NOT discussed in the meeting, but action required: Determine whether to submit full Annual Report or on-line short form Annual Report to ANS.
4. **Activity Calendar near term required actions**

**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)***

**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***

1. **Next EC meeting: July 19, 2023** at 4pm Remote
2. **AdjournATTACHMENT A**

Executive Meeting Report Membership & Program Report

**Membership Committee:**

Stats:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **3/18/22** | **4/18/22** | **5/10/22** | **6/7/22** | **7/28/22** | **9/20/22** | **10/26/22** | **11/11/22** | **1/15/23** | **2/15/23** | **3/19/23** | **4/25/23** | **5/23/23** | **6/27/23** |
| Website Hits | 102326 | 103631 | 104233 | 105285 | 106517 | 107642 | 108170 | 108520 | 109405 | 109815 | 110,428 | 110,961 |  |  |
| Email List Size | 891 | 891 | 891 | 886 | 891 | 894 |  | 894 |  |  | 931 | 932 |  | 933 |
| Section Members | 44 | 44 | 44 | 44 |  |  |  | 126 |  |  |  |  |  | 129 |
| LinkedIn Group Size | 169 | 167 | 167 | 167 | 168 | 182 | 185 | 185 | 185 | 185 | 185 | 186 |  | 189 |
| LinkedIn invites sent | 0 | 0 | 0 | 0 | 0 | ~20 |  |  |  |  | 73 | 73 |  |  |
| LinkedIn Posts | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 2 |  |  | 3 | 0 |  | 0 |

**ANS NE Section Program Committee 2023 Meeting Schedule – June 2023 Draft – Rev 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preliminary Dates** | **TOPIC / SPEAKER** | **SPEAKER STATUS** | **LOCATION** | **ANSNE COORD.** |
| Jan 18 2023 | Future Nuclear Fuel Supply and Reprocessing – EPM Speaker | confirmed by B Kalantari | EPM – and Virtual | B Kalantari |
| Feb 22 2023 | Technical Presentation – Transportation of Nuclear Fuel Rods – SGH Speaker - Ricardo Medina | Speaker & date confirmed by C Roy | SGH Office  In Person Speaker | C Roy |
| March 1 2023 | **Panel on the “Role for Nuclear Energy in Addressing Climate Change: Newton Democratic City Committee Climate Committee Request to NE Section** | **Panel** selected & date confirmed by B. Kalantari | Remote | B Kalantari |
| Mar 22 2023 | MIT Study “Sources of Cost Overrun in Nuclear Power Plant Construction Call for a New Approach to Engineering Design” Speaker - Jessica Trancik | Speaker & date confirmed by D Kapitz | SGH  Virtual Speaker | D. Kapitz |
| April 27 2023 | Connecticut State and New England/New York Support in Response to a Nuclear Detonation in a Simulated Scenario – Speaker Jeff Semancik (CT DEEP Radiation Division Director) | Speaker and date confirmed  by B Graber | Virtual Meeting | B. Graber |
| May 23 2023 | TerraPower's NatriumTM Demonstration Project and Safety Analysis - TerraPower Speaker: Dr. Jun Wang - Senior Engineer | Speaker & date confirmed by  I Goldman | SGH  Virtual  Speaker | I. Goldman |
| June -Augst | Break |  |  |  |
| Sep 20 2023 | Holtec-Hyundai Small Modular Reactor (SMR-160) Development Project | C Adey confirmed | TBD | C Adey |
| Oct 2023 | **Proposed** - Tour of Commonwealth Fusion Devens Facility to be confirmed | B Kalantari to contact/schedule | In person | B Kalantari |
| Week of Nov 11th 2023 | **Proposed** - Student Presentations on their College Nuclear Programs and Areas of Interest. | Student speakers to be confirmed for URI, WPI, MIT & UML | SGH – In person speakers | N Glucksberg and B Capstick |
| Dec 2023 |  |  |  |  |
| Jan 2024 |  |  |  |  |

**Potential additional 2023/2024 Meeting Topic/Speaker and ANS NE Coordinators**

* Results of Study on Radon Induced Lung Cancer – Darvin Kapitz
* PFAS: What are they and how are they impacting D&D – Nadia Glucksberg
* Joint Meeting with the Local Health Physics Society – Brandon Graber
* Dr. Katy Huff (Assistant Secretary of Energy - Office of Nuclear Energy) – Christine Roy
* Transatomic Power - Leslie Dewan Co-founder – Christine Roy
* National Academies of Science Report on the Merits and Viability of Different Nuclear Fuel Cycles and Technology Options and the Waste Aspects of Advanced Nuclear Reactors*”* – the ANS perspective on the Report - Bob Capstick
* Presentation on Advanced Reactor Technologies, Marc Nichol, Director, New Reactor Deployment, Nuclear Energy Institute – Bob Capstick
* ANS June Annual Meeting presentations: e.g. “Recent Advancements in Artificial Intelligence in Nuclear Space”; “Connecting the Workforce to Nuclear” – also Grace Stanke was a speaker

**ATTACHMENT B**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS

| **Action ID**  **(Mtg date**  **(M/Y)- #)** | **Description** | **Responsibility** | **Closed**  **(X)** | **Comments** |
| --- | --- | --- | --- | --- |
| 6/23-08 | Submit Annual Report, send to ANS Headquarters by Aug 31 | EC |  | In progress |
| 6/30/07 | Decide to submit either Full Annual Report or on-line short form Annual Report to ANS | EC |  | Action required |
| 6/23-06 | Secretary’s report to Commonwealth of Massachusetts | D. Martin |  | due November 1 |
| 6/23-05 | Approve budget for upcoming year | EC |  | Incorporating comments |
| 6/23-04 | Audit committee review treasurer’s books | I. Goldman, B. Graber |  | Draft report sent to Brandon; need to compile all records for Ira/Brandon audit |
| 6/23-03 | Prepare and submit Section Annual Financial Statement for EC review | C. Adey |  | In progress |
| 6/23-02 | Approve meeting fees and dues | EC |  | Pare back dinner food order; Dues Pending bylaws change |
| 6/23-01 | New Officers and EC members (Directors) take office (July 1) |  | X |  |
| 5/23-05 | Announce election results | C. Roy | X |  |
| 5/23-04 | Update active paid membership list and send copy to ANS Headquarters (should not identify officers) | D. Martin |  | In progress; will get updated list out over next week or so; final pending bylaws changes |
| 5/23-02 | Prepare initial program schedule for upcoming program year | N. Glucksberg / B. Capstick |  | In progress |
| 5/23-01 | Submit report of elections to EC | C. Roy / D. Martin | X |  |
| 4/23-04 | State Tax – File Form PC Annual Report to MA AG, $35 fee – Due May 15 | C. Adey |  | In progress; difficulty in on-line access |
| 4/23-03 | Federal Tax – File Form 990 on-line – Due May 15 | C. Adey |  | In progress; difficulty in on-line access |
| 1/23-05 | Update Section membership list and forward to National | E. Danaher, D. Martin |  | In progress Check National Bi-Laws, see 5/23-04 |
| 1/23-04 | Revise by-laws based on new National By-laws and Rules | D. Martin |  | After National bylaws changes published |
| 1/23-03 | Update membership list and send copy to ANS Headquarters (full mailing list with members identified; should not identify officers | E. Danaher, D. Martin |  | In progress Check National Bi-Laws; see 5/23-04 |
| 1/23-02 | Obtain NE regional Directory from ANS Headquarters and assess for new ANS-NE members | E. Danaher |  | In progress ANS e-mail to Chuck – fwd to E. Danaher |
| 10/22/01 | Update student section officers and faculty advisors on ANS-NE mailing list | E. Danaher |  |  |
| 8/22-01 | Prepare and Submit Section Annual Financial Statement for Board review | C. Adey |  | In progress |
| 1/22-01 | Update programs list on ANS-NE web site, 1st page for 2022-23 presentations | N. Glucksberg  B. McNeely |  | In-progress. |
| 5/20-02 | Outreach: Contact area schools to provide nuclear information by webcast or in person.  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  C. Adey to send 3 letters (Carver, Plymouth and Silver Lake) will follow up. |
| 04/19-10 | Outreach: Contact scout troop leaders | ALL |  | C. Roy used navigating nuclear resources for a scout course that may be used again |
|  |  |  |  |  |

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 | E. Danaher |
| 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 |
| **Special Committees** |  |  |  |  |
| Nominating R12.2/R13.2 | 3+ | < Dec 25 | Propose slate of nominees and prepare ballots. | C. Roy, D. Martin |
| Election Inspection R12.5/ R13.2 | 2+ | < Feb. 28 | Send out ballots, tally results and recommend winners to chair. | C. Roy, D. Martin |
| **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 |
| 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 |