**ANS-NE EC Meeting**

**4:00 pm May 21, 2024**

**Meeting Minutes**

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Attendees:

1. C. Adey 6. B. Capstick 11.
2. R. Burg 7. E. Danaher 12.
3. B. McNeely 8. B. Graber 13.
4. C. Roy 9. J. Balayan 14.
5. B. Kalantari, , 10. M. Rivard 15.

16.

**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. ANS-NE Officer and Executive Committee member ballot results
      1. 18 ballots received.
      2. Chair: Nadia Glucksberg, Vice Chair: Richard Martin, Secretary: Olivia Paradis, Treasurer: Jerry Balayan, Directors: Robert Burg, Brian Campbell, Robert Capstick, Elida Danaher, Ira Goldman, Brandon Graber, Mark Rivard, Tom Hickey, Robert Kalantari, Christine Roy
4. **Treasurers Report (**C. Adey)
   1. ANS NE Bank Account: $15,412.23
   2. Dinner costs: $2,604.53
   3. Receipts: $0.00
   4. ANS HQ Disbursements: $0.00
   5. Proceeds: $0.00
   6. List of voters sent to EC 3/19/2024
5. **Secretary’s Report** (D. Martin) – A draft amendment was sent to EC 3/21/24 for review. Amendment made to incorporate previous ANS-NE EC comments/requests and to update for compliance with latest ANS Board of Directors approved changes to the Society’s Bylaws and Sample Rules for Local Sections. Very limited number of responses received; sent reminder e-mail 4/30/24 requesting response no later than 5/17/24.
6. **Committee Reports/ Discussion**
   1. Membership/Program Committee reports (C. Roy) (Attachment A)
      1. Website maintenance
   2. Program Committee (N. Glucksberg/B. Capstick) (Attachment A)
   3. Outreach activities report (D. Kapitz/C. Roy) – See Attachment B
7. **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.
   2. Web site maintenance / updates
8. **Looking ahead to Activity Calendar 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***
* 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)***
* C. Adey to prepare audit report(s), needs an audit committee
* New England HPS meeting is June 18, 2024

**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
* 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)
* Obtain NE regional Directory from ANS Headquarters and assess for new ANS NE members (Bi-annually) – Membership Chair
* 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
* C. Adey: Update Federal Bank signatures (?)

**August**

* File Certificate of Change of Directors with 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: June 26th , at 4:00 pm** via Zoom
2. **Adjourn**

* **ATTACHMENT A**

Executive Meeting Report Membership & Program Report

**Membership Committee:**

Stats:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2/15/23** | **3/19/23** | **4/25/23** | **5/23/23** | **6/27/23** | **7/19/23** | **8/16/23** | **9/20/23** | **10/18/23** | **11/7/23** | **1/24/24** | **2/29/24** | **3/27/24** | **5/21/24** |
| **Website Hits** | **109815** | **110,428** | **110,961** | **111,934** | **111,669** | **111,870** | **112,156** | **112,749** | **113,435** | **114,178** | **116,212** | **116,948** | **117,583** | **118,644** |
| **Website Hits +/- ∆** | **410** | **613** | **533** | **973** | **0** | **201** | **286** | **593** | **686** | **743** | **2034** | **736** | **635** | **1,106** |
| **Email List Size** |  | **931** | **932** | **933** | **933** | **933** | **933** | **933** | **933** | **935** | **936** | **936** | **962** | **954** |
| **Section Members** |  |  |  |  | **129** | **130** | **122** | **122** | **122** | **123** | **144** | **143** | **128/150** | **128/150** |
| **LinkedIn Group Size** | **185** | **185** | **186** | **187** | **189** | **191** | **191** | **191** | **192** | **193** | **195** | **196** | **197** | **198** |
| **LinkedIn invites sent** |  | **73** | **73** | **73** | **73** |  | **0** | **0** | **0** | **1** | **1** | **0** | **0** | **0** |
| **LinkedIn Posts** |  | **3** | **0** | **2** | **0** | **0** | **0** | **0** | **0** | **2** | **0** | **2** | **1** | **3** |

**ANS NE Section Program Committee 2024 Meeting Schedule**

**May 2024 Status Update**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preliminary Dates** | **TOPIC / SPEAKER** | **SPEAKER STATUS** | **LOCATION** | **ANSNE COORD.** |
| Jan 24, 2024 | Presentation on the Status of Advanced Reactor Technologies by Ben Holtzman, Nuclear Energy Institute Director for New Nuclear – Topic: Future of New Nuclear | Confirmed | SGH and ZOOM Option | B Capstick |
| Feb 29, 2024 | Tour of SGH Applied Science and Research Laboratory by the SGH Laboratory Manager and presentations | Confirmed | SGH - in Person | C Roy |
| Mar 2024 | Meeting was not rescheduled |  |  |  |
| Apr 4, 2024 | Section Networking Dinner – C Roy – date confirmed (5:30 to 8:30) | None | Ruth's Chris Steak House Waltham MA | C Roy |
| May 21, 2024 | Holtec-Hyundai Small Modular Reactor Development Project - Guest Speaker: Brian Zandstra of Holtec International – speaker will be remote | C Adey confirmed date | Remote ZOOM session | C. Adey |
| June -August | Break |  |  |  |
| September 2024 | Presentation by Miss America 2023 and Nuclear Engineering Student Grace Stanke. Joint effort with several organizations and student sections. Date to be confirmed. | TBD | MIT | C. Roy  C. Pimentel |
| October 2024 | Tour of Commonwealth Fusion Devens Facility – date to be confirmed | TBD | In person | B Kalantari |
| November 2024 | Student Presentations on their College Nuclear Programs and Areas of Interest. (MIT); (WPI); (UML); (URI) – date to be confirmed | TBD | TBD | N Glucksberg and B Capstick |
| December 2024 | World Affairs Group Ukraine Nuclear Speaker – D Kapitz | TBD |  | D Kapitz |

**Potential Future Topics**

* Options for 2025:
  + Papers of interest from the June 9-12 Annual Meeting – any EC members attending?
  + Latest Advances in Nuclear Technology Used for Space Exploration – speaker from the ANS Webinar of 8/30/23 – Nadia Glucksberg
  + Presentation by Caylee Cunningham – MIT Doctoral Student in Nuclear Science & Engineering and Ms. Nuclear Energy on Tik Tok – Nadia Glucksberg
  + PFAS: What are they and how are they impacting D&D – Nadia Glucksberg
  + Results of Study on Radon Induced Lung Cancer – Darvin Kapitz
  + Joint Meeting with the Local Health Physics Society – Brandon Graber

**ATTACHMENT B**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS

| **Action ID**  **(Mtg date**  **(M/Y)- #)** | **Description** | **Responsibility** | **Closed**  **(X)** | **Comments** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 5/24-04 | Update active paid membership list and send copy to ANS Headquarters (should not identify officers) | E. Danaher / D. Martin | X | E. Danaher to sent list |
| 5/24-03 | Appoint representative to attend ANS Annual Local Section Committee meeting during ANS National meeting | C. Roy |  |  |
| 5/24-01 | Submit Report of election results to Executive Committee | C. Roy / D. Martin | X | C. Roy to send official email |
| 2/24-01 | Ascertain interest / make arrangements for spring teacher’s workshop(s) (optional) | B.Kalantari | X | B. Kalantari giving presentation at school; teacher aids available |
| 10/23-01 | Update student section officers and faculty advisors on ANS-NE mailing list | N. Glucksberg to send to E. Danaher | X | In progress. |
| 9/23-03 | Send monthly invitations to ANS-NE events | EC |  |  |
| 1/23-04 | Revise by-laws based on new National By-laws and Rules | D. Martin |  | In progress - Draft ANS-NE Section Rules submitted to EC for review 3/21/2024; reminder sent 4/30/24; comments due 5/17/24 |
| 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 submitted presentation slides to EC for review/comment |
| 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 1 to 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 |