

State of Texas Chapter of the HPS
Executive Council Meeting Minutes
October 29, 2020; Conducted via Zoom

Attendees:

Erich Fruchtnicht – EC Member
Jennifer Cerecero – EC Member/Committee Chair
Otu Inyang - EC Member
Matt Amen - EC Member
Tracy Tipping - EC Member
Scott Nichelson - EC Member
Doug Johnson – EC Member
Nina Gutierrez-Garcia – EC Member
Amanda Sullivan – Committee Chair
John Hageman – Committee Chair
Linda Morris – Committee Chair
Sandra Ramirez – Committee Chair
Latha Vasudevan – Committee Chair
Alana Woods - Webmaster

Call to Order: 1:00 PM

Minutes from April 2020 EC meeting

Doug moved to approve; Seconded by Erich. All voted in favor of approving the minutes as presented

Past-President's Report (Tracy Tipping)

According to the bylaws, “The retiring President shall submit an oral report of the State of the Chapter to the membership at the Annual Meeting.” Since COVID-19 required that we modify our meeting frequency and format this year, I will submit this report in writing and allow members to read while imagining it is my voice they are hearing.

In general, the chapter continues to do well. Membership numbers are relatively stable and financially, the chapter continues to be in good shape.

We have managed to update a few things in the past year. We updated (completely remodeled) the STC-HPS website. Unfortunately, we are having difficulties getting the new website transferred to the host site and publically launched. This continues to be an action item for the Executive Council. We switched to a new credit card processing method to allow credit card use without going through PayPal (some organizations have restrictions on using PayPal for official business). We updated the meeting fee policy to reflect the needs of our student presenters and family members. In addition, we updated the bylaws to reflect current operations and to provide additional operating flexibility.

With the challenges that COVID-19 brought, the traditional spring student meeting had to be cancelled at the last minute. And with the continuing challenges, the fall meeting shifted to an online format. As with the first time for anything, there were some bumps along the way. However, the group putting the meeting together pulled off a successful virtual STC-HPS meeting. Special thanks to everyone involved and especially to Doug for putting together a great group of speakers and Erich for handling the technical side of hosting this meeting virtually.

There is a strong leadership team continuing to make things happen for STC-HPS. I'm excited by the enthusiasm of the new members joining the leadership team. This will make it easier for me to coast into presidential retirement guilt free.

President's Report (Matt Amen)

The virtual meeting went well and looking forward to future meetings. We had approximately 40 people attend with the maximum being 47 individuals at one time.

President-Elect's Report / Program Committee Report (Doug Johnson)

1. **Lessons Learned from Fall V-meeting.** Requested input from everyone on the quality of our Fall Meeting. There was a consensus that the meeting went well and our numbers were similar to in person meetings.
2. **Discuss Spring 2021 meeting and beyond.**
 - a. **Student presentations next spring.** I am already contacting professors and leaders in our educational facilities.
 - b. Tentative Topic: Imaging/Medical health Physics
 - c. John Hageman, who also chairs the TRAB, will add to the TRAB agenda a promotion for a 2-day DSHS/STP regulatory meeting. Lobby any and all contacts to support that. Let's come up with a list of values to doing this. Working on developing a plan for a Fall 2021 or Fall 2022 DSHS/STC-HPS Meeting.
3. **Goals of President-Elect**
 - a. Enhance recruiting:
 - i. Focus on Regulatory Persons and Rad tech Persons from industry, e.g. Nuclear Medicine, Radiography and Well logging types. There are others? Any business with an RSO is potential. Anyone in Texas with an RRPT is a potential. We need a list.
 - ii. I don't know if virtual is all the future but if we do continue to be virtual, we can blow open the country and the world to STC membership.
 - b. Develop a closer relationship with National. Latha is our "in" and I want several of you to send a note to John Cardarelli. You might thank him and feel out some of the items he outlined during the meeting. I don't want John to think Latha is by herself. Let's get a disproportionate amount of attention. Make a point to tell Latha that you contacted John.
 - c. Push our vendors to be more participatory. Work with them to transition into a virtual world. They have to be able to sell and market to us and in some cases, globally. We need to assist them in figuring out how to navigate a new world and learn from them. Perhaps we can put on a virtual affiliate caucus. Competition may tie some tongues, but it will show them how important they are to us.
 - d. Finances/Treasurer: We have a new Treasurer.

- i. Where possible I want to evaluate and tighten our financial controls.
 - ii. When was the last time we had any kind of external audit? We will have one done. Maybe National or Burk Associates can help. If someone knows an accountant who will *pro bono* and it maintains ethical boundaries, let's look at it. There are several types of audits, not one size fits all. Article V section 9 allows: *All books and records may be inspected by any member, his or her agent or attorney, for any purpose at any reasonable time.*
 - iii. Treasurer to have access to a functional chapter credit card. He can without notification (but included in his reports) pay for subscription services or one-time costs that are less than \$50. For any expenditure he must email EC but no response is necessary. For costs over \$50 approval is required by EC and the limit on the card must be set at \$1000.
Erich is going to include improving functionality of the Chapter credit card. This may already be understood but I would like to codify it at least reference it in a clear written format
- e. The WEB PAGE. Alana has made a new web page: Texas-HPS.org
 - i. Alana has updated many of the items. We want the web page to do new tricks. things like: Pay dues, complete registrations, send emails, award scholars...
 - ii. We will reclaim our STC-HPS.org URL but that will take a little time. We can advert our new one for now and add the new URL to the old (stc-hps) site.
 - iii. Consider an affiliate to sponsor the web site (and the billet) (Southwest Research Institute did this for years). Cost to be negotiated, freedom to advert may be in a banner at the top to be negotiated, duration three months with a single extension negotiated. The plan is to open it under the domain: "StateofTexasChapter.org". We still own stc-hps.org but it may take a while to prove this and get it transferred. As we get this done, we simply advert the new name and add the old name to the new site once we have it. This has to be resolved.
 - iv. I have asked Alana to include version updates with version history. When we go live it will be 1.0 and changes will be document and new numbers assigned.
 - v. We also need to have a successor program. This applies to the web page but also for things like who has control of the bylaws.
 - vi. John Hageman has served long and well. He has begun to implement his exit strategy. He is looking for his replacement and has part of the plan in place. We need to ID a fresh face who, as John said, can serve the next 30 years. This position, let's call it the Publication office, will be responsible for the web page AND the Billet. Matt will lead a committee comprised of Matt, Latha, Out, and Scott Nicholson to write up a description of the requirements of a Billet Manager/Website Manager so that we can solicit nominations for assistance.
 - vii. Associated with that I want to work with an affiliate, I have one in mind who will sponsor, that is pay for the costs associated with the Billet and our webpage. Something like Southwest Research Institute did many years ago. The EC voted on having an affiliate sponsor the Billet. Erich motion Matt second, all were in favor of asking an affiliate to sponsor.
- f. Next election.
 - i. Canvas our stars. We need more than one candidate for each office and hopefully more. We can campaign for the campaign. Tracy and Otu both

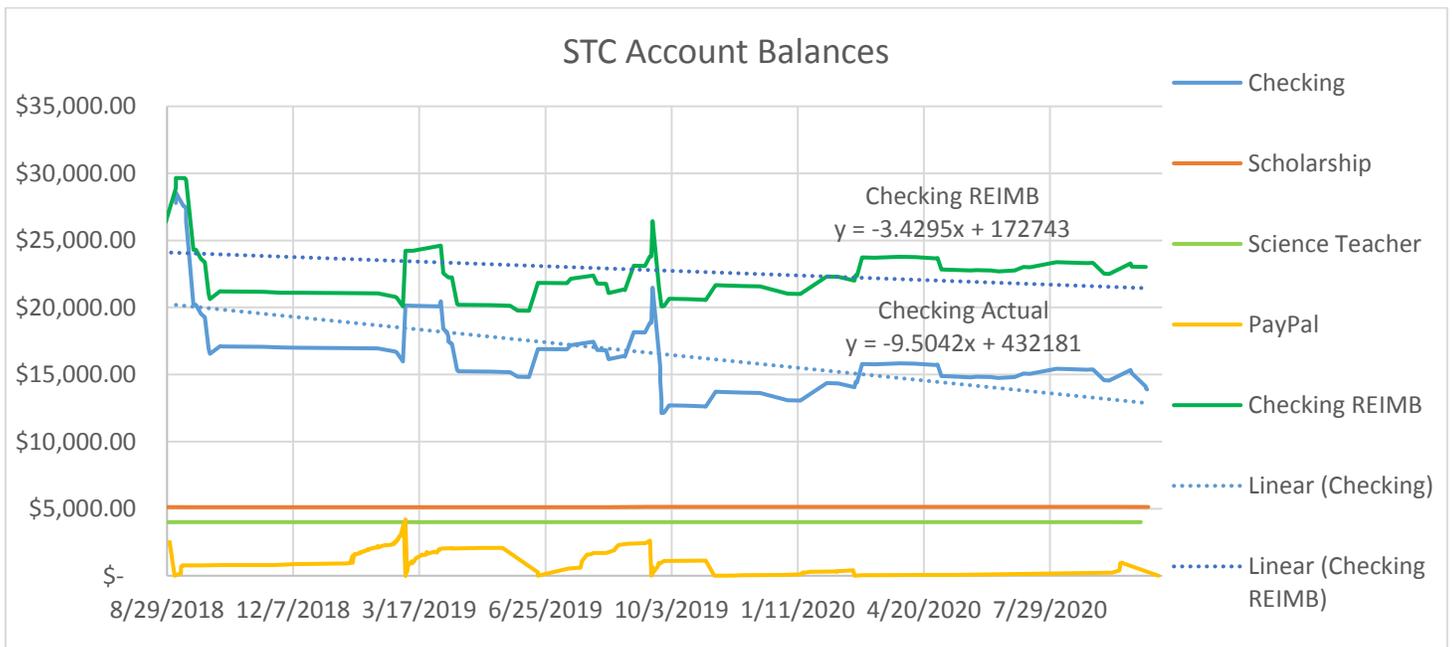
brought up the need to get younger members involved in the chapter and on the executive board.

- ii. Amanda is stepping down as Membership Chair. We need to fill that important position. For membership, it was asked for individuals to promote becoming a member of the STC-HPS including the TCEQ and through the TRAB.
- 4. The by-laws state the Program Committee will have a Chair and at least two members. Is this a matter of record? I have had such great assistance from several of you (Many Thanks!) but I am ignorant of the formal committee itself. (I am ignorant of much so just kindly let me know.)
- 5. I am so charged to be your President-Elect. As I said during the dead part of the meeting, I was recruited to run a long time ago. Maybe it was 20 years or so. One of the vote-counters told me I lost by a single vote. Indeed, I wanted the best for the chapter and thought the other guy/gal would do a better job and voted for him. I deferred for a long time and think I am better for the time. One thing I know. No single person carries an organization. You all, and you newly elected, are and have been doing a superb job. I am glad to be part of the team.

Secretary's Report (Jennifer Cerecero)

- Jennifer sent out chapter emails regarding job postings
- Jennifer worked with Alana on trying to convert over the website through contacting the vendors 1&1 and Network Solutions.

Treasurer's Report/Finance Committee Report (Erich Fruchtnicht)



Notes:

- Travel grants, Scholarships, Presenter Awards
 - 2020 = \$2200.00 (\$1100.00 in 2 checks not yet cashed)
 - 2019 = \$3850.00
- Current Balances as of 10/16/2020:

- Checking: 12,884.37
- Scholarship: \$5,125.73
- Science Teacher: \$3,995.81
- Investment account status
 - Mutual Funds: \$152,296.01 (as of 10/27/2020)
 - Cash: \$94.06 (as of 4/22/2020)
 - Lincoln Financial Group (as of 3/31/2020)
 - 699: \$10485.92
 - 700: \$10485.96
 - 701: \$10497.41
- Notes on current balances
 - No reimbursements to checking account from investments
 - Income solely from donations, memberships, conference registrations

- Sponsorships

	2020-YTD	2019	2018
PayPal	\$ 862.99	\$2008.17	\$ 387.80

- Memberships

	2020-YTD	2019	2018
PayPal	\$ 315.03	\$4798.08	\$4305.87
WePay	\$4001.17	\$2636.06	n/a

- Registrations

	2020-YTD	2019	2018
PayPal	\$ 901.03	\$1606.80	\$1130.33
WePay	Not yet divided out		

- Projected (discussed projections without a Regulatory Conference – larger meeting income)
 - Without reimbursing Scholarships and Awards expenses exceed income
 - Trendline slope = -9
 - Checking account \$0 by 6/29/2024
 - With reimbursement
 - Trendline slope = -3
 - Checking account \$0 by 11/25/2037
- Erich plans on reviewing the previous year’s budgets and expenditures and presenting to the EC a plan for an operating budget at the next EC meeting.

Affiliate Committee Report (Jennifer Cerecero)

1. Sent updated vendor listing to Alana for the website
2. Sending reminders again for dues for this year for those pending.

The Billet Editor Report (John Hageman)

<u>Date</u>	<u>Location</u>	<u>Topic</u>	<u>Deadline</u> for <i>The Billet</i>
Sept. 28, 2020	Virtual	STC Fall Conference and Affiliates' Fair	NA
April __, 2021 Fri. and Saturday	TBD	STC Student Presentations & Annual Business Meeting	February 5±, 2021
July 25-29, 2021	Phoenix, AZ	66 th Annual HPS Meeting	NA
Sept./Oct. __, 2021	Austin	STC Fall/Regulatory Conference and Affiliates' Fair	July 2±, 2021
April __, 2022 Fri. and Saturday	TBD	STC Student Presentations & Annual Business Meeting	February 4±, 2022
July 16-21, 2022	Spokane Washington	67 th Annual HPS Meeting	NA

The exact schedule for September will be left pending due to the local planning committee having other priorities right now related to COVID-19 response. The President-Elect will work to narrow down the dates for the upcoming meetings.

Student Assistance Committee Report (Linda Morris)

Science & Engineering Fair Participation: The winners of our Spring 2020 fairs were reported at our last executive council meeting. We had one science fair winner who elected to take us up on the offer for a one-year complimentary student membership. Saachit Rathi, Otto Middle School, Plano, TX applied. We had no applicants for the national HPS science fair award.

We can start thinking about volunteers for the 2021 science fair season. All fairs will be virtual this year. Judges will be able to access the projects online but will probably not be able to interview students directly.

Fair	Date 2021	Location	2020 Judges	Website
Science & Engineering Fair of Houston (SEFH)	February	University of Houston	Otu Inyang Janet Gutierrez	sefhouston.org
Central Texas Science & Engineering Fair (CTSEF)	February 16	Texas State Technical College Waco	Linda Morris (no qualifying projects)	ctsef.org
Austin Regional Science Fair	February 9-19	Palmer Events Center Austin	Linda Morris (no qualifying projects)	sciencefest.org
Dallas Regional Science & Engineering Fair	February 19-21	Centennial Hall Fair Park Dallas	UTSW Matt Amen & Team	smu.edu/drsef
Alamo Regional Science & Engineering Fair	February 12-13 (tentative – check website)	St. Mary’s University San Antonio	No judging	arase.org
Texas State Science &	March (check website)	Texas A&M University	No judging of	txsef.org

Engineering Fair	for dates)	College Station	project for 2020	
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Judges will need to register for their respective fairs. Awards, in most cases, are mailed directly to the fairs for distribution.

STC Travel Grants: No travel awards presented in 2020.

2019-2020 Education Grant Awardees: The Chapter has budgeted for three \$1000 awards. Four graduate level students applied. One was disqualified because he was not a member of the STC. It is the recommendation of Student Assistance Committee that awards be made to the following students:

Alexander Perry	TAMU NE
Audrey Nguyen	TAMU NE
Sena Dalak	TAMU NE

Factors considered include major, career goals in health physics, GPA, letters of recommendation, financial information, and involvement in STC. I have their addresses so that the treasurer can send their checks to their homes. Note: Sena Dalak is from Turkey and plans to return after completing her graduate degree.

Neff-Poston Endowed Scholarship Fall 2020: The Nuclear Engineering Department at Texas A&M has selected Alfredo Cortez (cortfrea@tamu.edu) for the award. He also received the award last year although he shared it with another student. Alfred continues his studies an NE major interested in reactor research and criticality safety.

Student Paper Presentations/Fall STC Meeting: Three Texas A& M University graduate students presented two papers at the September STC-HPS meeting. Since the Spring 2020 Student Paper competition was not held, these students were each presented with a \$100 check from the STC. The students are: Andrew Rosenstrom and Ethan Asano presenting on dose coefficients, and Jackson Wagner presenting on neutron counting and background. It is not too early to start planning for the Spring 2021 student paper meeting. I will provide President-Elect Doug Johnson with some contact information for academic program directors so that he can begin soliciting papers for the meeting.

Miscellaneous: The Student Assistance Committee thanks Latha Vasudevan and Karen Blanchard for their work on student-related issues.

Science Teacher Workshop Committee Report (Ken Krieger)

No report.

Membership Report (Amanda Sullivan)

	Category	2020	Comments	2019	2018	2017	2016	2015
1	Honorary Lifetime Memberships	3	Hageman, Poston, Morris	3	1	1	2	2
2	Individual Memberships	91		103	105	117	111	116
3	Student Memberships	12		14	12	11	62	10
4	Science Fair Winners	0		2	2	3	2	0
	Sub-Total	106		122	122	115	176	127
5	Affiliate Memberships	12		23	16	15	23	22
	Total	118		145	138	135	199	149

(Numbers of 2020 Members above includes New Members listed below)

New Members

Schobe	Emma	Texas A&M University	Regular
Rosentrom	Andrew	Texas A&M University	Student
Dalak	Sena	Texas A&M University	Student
Nguyen	Audrey	Texas A&M University	Student
Kalinowski	Autumn	Texas A&M University	Student
Coleman	David	Texas A&M University	Student
Blanton	Stephanie	UT Health Houston	Regular

Vote on the new members: Erich moved to approve the new members. Matt seconded the motion. All members voted to approve the new members.

Nominations Committee Report (Sandra Ramirez)

Will start engaging with members in January 2021 for the following positions:

President-Elect

Treasurer-Elect

Board Member

Please start reaching out to your friends and other acquaintances to see if they are interested in any of the positions.

Public Relations Committee Report (Latha Vasudevan)

- Submitted several articles for the August 2020 billet.
- Worked with Alana on getting the articles published in the billet on time.
- Announced the plans for the FALL virtual meeting to the HPS
- Provided details and support for hosting the virtual meeting through “GoToWebinar”.
- Solicited speakers for the virtual meeting.
- Reached out to students and encouraged student participation.
- Invited HPS president-elect for the virtual meeting and provided support
- Reviewed scholarship applicants and provided comments to the student assistance chair
- Encouraged new staff to become a member of the chapter
- Submitted Chapter news article for the HPS October news.
- Have captured screen shots of presenters/presentation title page from Sep 28 meeting for publication in the next billet

Comment: Did not get all presenters screenshots as many didn't have their video on. It would be good to reach out to the presenters to submit their headshots to be added along with the others.

The screen shots can be added in our web page or chapter face book.

Same comment as last time: It would be good to get some notification from members for activities they are performing as part of chapter/science fair/outreach/any act of radiation protection/announcements/awards/etc., so that I could then use that information to generate articles for publication in the billet

Chapter Charter Committee Report (Latha Vasudevan)

Latha stated that the name change was accepted by national HPS in April 2020.

Website Update (Alana Woods)

Alana is currently working on updating our website. Until we can sort out the network domain with the various vendors. Our new website can be accessed by going to southtexaschapter.org and texas-hps.org. Members should review the following and provide Alana input on what updates should be made or necessary. Alana presented the option of using JotForm for many of our applications and meeting registrations but there is a limit to less than 100 entries per month to be free. The group would like to discuss this further in the near future.

The Home Page has been updated with the today's meeting

Meeting Registration – can be done using JotForm. See Membership form on friendsofsapl.org - <https://form.jotform.com/friendsofsapl/fosapl-membership>. This form enters all info in a spreadsheet that can be downloaded, and it links to PayPal. When the form is submitted, it goes

to whatever email address you wish. Can be updated without having to change the URL each time.

The Billet – The past Billets have been added to the website. I suggest a more web-friendly version, such as - <http://www.stateoftexaschapter.org/august-2019-billet.html>.

Student Assistance – Application can also be done in JotForm. See the Arts & Letters Nomination Form - <https://www.jotform.com/build/71348191184155>. Can be updated without having to change the URL each time.

Science Teacher Workshop – This page needs to be updated. Again, the form can be done in JotForm.

Past Presentations – The Past Presentations page hasn't been updated in several years.

Membership Information – This page would serve better as a web page instead of a PDF.

Donations – This needs some work. Can be done in JotForm.

Educational Courses – This should be redone as a web page with a form that can be submitted instead of a PDF.

Affiliate Registration/Renewal – currently links to membership renewal

Student Education Grant Application – See Student Assistance above.

Members Only – Can we have HPS update the header on this page to match our new look?

Online Payment Page – Do we need this page?

Revisions – Doug requested this page to keep track of the revisions.

New Business from the Floor

There was no new business to discuss at this meeting.

Motion to adjourn made by Erich at 2:56 PM. Matt seconded the motion. The meeting was adjourned.