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| **MINUTES OF THE PROFESSIONAL DIVISIONS COMMITTEE MEETING**  **AMERICAN NUCLEAR SOCIETY**  **Wednesday, November 14, 2012 from 5:30 P.M. to 7:00 P.M.**  **Town & Country San Diego** |

**Members Present:**

**Ex Officio:** Shannon Bragg-Sitton(ANST),Peter Caracappa , Ned Wogman(IR), Todd Urbatsch(MC), Larry Wetzel(NCS), Alireza Haghighat(RP), Xiaodong Sun(TH), Chris Eason (RRS), Sam Glover (BM), Travis Knight (ETWD), Sandra Larson (NCS), Steve Nesbit (NNP), Ryan O’Hagan (HFIC), Nolan Hertel (RPS), Erich Schneider (AA), John Lee(NIS), Lisa Marshall(ETWD)

**At-Large**: Hans Gougar (Chair), Carl Mazzola(Vice Chair,ESD), Brian Collins, Rachel Slaybaugh (Vice Chair), Thomas Snow, Thomas Remick(OP), Paul Wilson, Darby Kimball

**Others Present**: Bonnifer Ballard (staff), James Behrens, Donald Hoffman (ANS President-Elect)

**Divisions not Represented: ??**

1. **PRELIMINARIES**
   1. The Chair called the meeting to order at 5:30PM. Attendance was recorded and a quorum was present.
   2. The Minutes of the June27, 2012 meeting were approved by voice vote.
2. **MEETING AND STAFF REPORT**
   1. Bonnifer relayed a mild decrease in attendance at this meeting that is likely due to the recent DOE-ordered restrictions on travel by members who are working on government contracts or grants.
3. **OLD BUSINESS**
   1. **75th Anniversary of Fission** (James Behrens – [Lead](mailto:jwbehrens@comcast.net)) - The Board passed a resolution in November 2011 to celebrate the anniversary at the next (Nov. 2013) Winter meeting. Jim is to work out coordination with the National Academies of Science and Engineering (NAS and NAE) – both are willing. Hans conveyed the expectation of the Chair and the Board of Directors that divisions organizing sessions or other activities for the November meeting work the anniversary into their events. ANS is planning to have the best papers related to the anniversary compiled in a special publication (probably a book) and strongly urges participants to submit content. The Call for Papers for the November meeting will also request papers devoted or related to this anniversary.

**⇒ACTION** – Each Division Chair or Designee of Divisions planning sessions at the Nov. 2103 conference provide the PDC Chair with a description of their activities in support of the anniversary by or during the June PDC meeting.

* 1. **Strategic Plan & Membership**– President-Elect Don Hoffman provided an update on the implementation of the new Strategic Plan which he is managing. He has enlisted the help of the Planning Committee to coordinate and track progress and is looking for Divisions to. Don has laid out 11 goals derived from the Plan and that will transform ANS including turning the ANS into the Society of choice for all nuclear professionals. Don thanks everyone for their support.

**⇒ACTION** –Each Division Chair or Designee must provide 1- and 5-year Tactical Plans to HQ (and the PDC Chair) by May 2013 that indicate how the Strategic Plan is being implemented in the Division. These should include plans for supporting the 75th Anniversary of Fission at the November meeting and

* 1. **Guidelines for Forming Technical Group** – Shortly after the November meeting in Chicago, it was brought to the PDC Chair’s attention that a document providing guidelines of rthe formation of ANS Technical Groups existed and was in conflict with similar guidelines in the Professional Divisions Manual. Hans decreed that the Manual will be the ‘official’ word on the subject.
  2. **Merger of ESD and DD&RD** – Carl Mazzola, acting on behalf of ESD, gave a summary of the merger of the Decontamination, Decommissioning, and Reutilization Division with the Environmental Sciences Division. The Executive Committees of the two Divisions have merged scope, drafted Rules, developed interim budget and post-merger budgets, and proposed a new name, the Decommissioning and Environmental Sciences Division. The scope of the new D&ESD will be a straightforward combination of those of the existing Divisions, including scholarships and topical meeting sponsorsips. Currently, DD&RD has 2 scholarships and sponsors one topical meeting. ESD has one scholarship and sponsors no standalone topicals. The new group will have 3 scholarships and 1 standalone topical.

**MOVED:** The PDC approves the plan to merge the ESD and DD&RD by January 1,2013. (Mazzola/Wilson)

**AMENDED:** The PDC endorsed the plan to merge the ESD and DD&RD by January 1. (Only the Board has approval authority). The Motion carried unanimously.

* 1. **Division Performance Metrics** – An effort to update the Division metrics, placing orpe emphasis on goals to be set by the divisions rather than fixed criteria has been underway for a couple of years. Tom Snow and Ray Klann (NPC) provided background information at the PDC Workshop held on the previous Saturday evening. Hans called for the creation of smaller task forces or working groups to tackle specific issues. These were further developed in this meeting

1. **NEW BUSINESS**

Improvement of PDC and Division Performance Metrics – Hans noted 1) the lack of progress toward updating the Division Performance Metrics, and 2) inefficiencies in the way PDC business is conducted, particularly with regard to the use of IT. Gougar proposed a divide and conquer approach with specific issues to be tackled by Task Forces (Working Groups, Subcommittees, whatever) .

* 1. **Student Support Metric task force** – Rachel Slaybaugh is lead and includes John Bess, Mark DeHart, Carl Mazzola, and Ned Wogman. The team will develop a system for evaluating and tracking student support by Divisions that can serve as an indication of Division performance in this area. The system should address the different sizes of divisions and different but comparable types of support activities. Divisions should have the flexibility to set annual goals (in their Tactical Plans) for student support against which performance can be evaluated at the end of the year.

**⇒ACTION**: Rachel - Provide recommendations to the PDC (electronically) by March 31st for feedback and adoption.

* 1. **Young Member Support Metric task force** – Gale Hauck was named, *in absentia* (Hans will contact), lead of the team that includes John Bess, Shannon Bragg-Sitton, Rachel Slaybaugh, Xiaodong Sun, and Paul Wilson. The team will develop a system for evaluating and tracking Young Member participation and support by Divisions that can serve as an indication of Division performance in this area. The system should address the different sizes of divisions and different but comparable types of support activities. Divisions should have the flexibility to set annual goals (in their Tactical Plans) for YM support against which performance can be evaluated at the end of the year.

**⇒ACTION**: Gale - Provide recommendations to the PDC (electronically) by March 31st for feedback and adoption.

* 1. **Topical Meeting Metric task force** – Steve Arndt leads the team that includes Ray Klann (NPC), Shannon Bragg-Sitton, Thomas Remick, and Tom Snow (ex officio). The team will recommend a new system of evaluating Division sponsorship/support of Topical Meetings in a system that addresses resources and the interfaces between the Division and other constituent units involved in the meeting. Divisions should have the flexibility to set annual goals for Topical Meeting activity (in their Tactical Plans) which performance can be evaluated at the end of the year.

**ACTION**: Steve - Provide recommendations to the PDC (electronically) by March 31st for feedback and adoption at the June meeting.

* 1. **Knowledge Transfer** **Metric task force** – Paul Wilson leads the team that includes Darby Kimball, Brian Collins, and Sandra Larson. The team will provide recommendations for an orientation/training program for new PDC members and Division Officers that makes better use of existing resources (e.g. experienced members, IT, the PDC Workshop).

**⇒ACTION**: Paul - Provide recommendations to the PDC (electronically) by March 31st for feedback and adoption at the June meeting.

* 1. **Business Practices** **Metric task force** – Hans Gougar leads the team that includes Ali Haghighat and Sam Glover. The team will provide recommendations for making better use of committee face time (workshop and PDC meetings and the national conferences) and IT. It will address issues such as the PDC website and electronic voting. The team should investigate past efforts in this area that may have been attempted and discarded. The team should also prepare technical and functional requirements for the planned ANS IT upgrade.

**⇒ACTION**: Hans - Provide recommendations to the PDC (electronically) by March 31st for feedback and adoption at the June meeting.

1. **LIAISON REPORTS AND ROUNDTABLE**
   1. Bylaws and Rules – (Darby Kimball) - Rules for some Divisions have yet to be updated to the new standard. BMD, HFICD, IRD, MCD, RPD are still in process. Darby will monitor and report. Hans reported that the Division Sample Rules are to undergo a scrub but that this will not require action on the part of Divisions who have already adopted new Rules. The question of the location of the ‘record’ copy of each individual Division Rules was raised. Hans recommended that the ‘record’ copies reside on the Bylaws & Rules website with appropriate links between it and individual Division websites.

⇒**ACTION**: Hans – Check with HQ on technical issues associated with implementing this policy. Report at the June meeting.

⇒**ACTION**: Hans – Scrub the Division Sample Rules for errors/inconsistencies.Report at the June meeting.

* 1. Membership - no report
  2. Professional Development Coordination – Brian Collins reported about trying to generate deeper involvement. Looking to creating formal continuing education for professional engineers.
  3. Public Information- Brian Collins reported on grassroots initiative in Tennessee. It was very successful and highlighted that showing up matters. Working on small grants program. A successful seminar series was held in Washington,DC.
  4. Public Policy - Paul Wilson reported on successful seminar series in DC. Successful position on exports. Working on scientific integrity in the regulatory process. May need to create a joint statement. Uranium mining is the hot issue, raising the issue of uranium life cycle.
  5. Publications Steering – Ali Haghighat volunteered to be the new PSC liaison.
  6. NPC – Tom Remick reported on the new system for assigning rooms for technical sessions.
  7. Sam Glover reported on the very recent and unexpected death of John Metzger. Ned Wogman will act as Chair of the Isotopes and Radiation Division until a new Chair is elected.
  8. Shannon Bragg-Sitton suggested that divisions consider sponsoring student poster sessions and asked Division representatives to solicit ideas for these sessions and report back to her.
  9. Shannon also raised the issue of page charges for proceedings which may discourage submissions. Hans noted that this is part of a larger issue of meeting costs but encouraged Shannon to pursue the issue with the appropriate staff and committees and report back to the PDC.
  10. One PDC member (please provide a name) noted that printed materials were not allowed to be placed on tables in the registration area as in previous years. This is an opportunity for members to market events and activities. It is not known why this practice was stopped.

The meeting adjourned at 7:10pm.

Respectfully submitted,

Hans Gougar