

State of Texas Chapter of the HPS
Executive Council Meeting Minutes

May 17, 2019; Conducted via Online Teleconference

Attendees:

- Billie Harvey – EC Member
- Jay Poston - EC Member
- Otu Inyang - EC Member
- Latha Vasudevan - EC Member
- Matt Amen - EC Member
- Tracy Tipping - EC Member
- William Pate - EC Member
- Erich Fruchtnicht - EC Member
- Ken Krieger – Committee Chair
- Amanda Sullivan – Committee Chair
- Jennifer Cerecero – Committee Chair
- Sandra Ramirez – Committee Chair

Call to Order: 9:06 AM

Student Assistance: The proposed budget for student assistance and how the funds were to be allocated was presented:

STC-HPS Student Assistance Budget (Proposed) 2019-2020			
TOTAL EXPENSES			Estimated
			\$5,700.00
Education Grants	Estimated	Student Paper	Estimated
Associate Degree*	\$1,000.00	First Place X 3	\$750.00
Undergraduate	\$1,000.00	Second Place X 3	\$300.00
Graduate	\$1,000.00	Third Place if Assoc Not Awarded	\$150.00
Total	\$3,000.00	Total	\$1,200.00
Travel Grants	Estimated	Science Fair	Estimated
Student Award	\$1,000.00	Plaques	\$350.00
\$250-\$500 each		Cash Awards	\$50.00
		Shipping	\$100.00
Total	\$1,000.00	Total	\$500.00

It was discussed that the student assistance committee can provide funding to students (within the scope of the budget) without requiring EC approval each time; the line-items within the budget are estimates as to how the money will be spent but there is flexibility to adjust how the funds are spent

based upon identified needs. Both Tracy and Jay stated that proposal is in line with current budget as planned. Erich made a motion to accept the proposed budget for the student travel grant. Seconded by Sandra. All voted in approval of the proposed budget. Jay will send check to Alexander Perry who will receive a travel grant.

Updating membership application/renewal form: The Nuclear Power Institute (NPI) wanted to have access to the STC HPS membership list. It was discussed that one of the benefits of Affiliate membership is that they would have access to our membership list, and that as of now the NPI is not an Affiliate member. Tracy mentioned the option to have the ability for members to opt-in the having their contact information publicly available. Will discussed the logistical challenges that might be associated with this since we rely upon the membership information as retained by National HPS, and that as of right now there is no place in their membership data to have people opt-in. It was discussed that membership directory information is not currently publicly available but is only available to STC-HPS members who are able to login to the STC-HPS members-only website. Within the directory, they can limit access to their personal information. The STC-HPS website also has published a privacy policy that states that information collected will not be transferred to third party outside of STC-HPS without prior consent. The EC consensus was to follow our previous existing privacy policy.

Website: Tracy sent out the link to the new STC-HPS website; gather comments on the format/design of the website. Provide comments to Will by the end of the month.

Meeting Fee Policy: Tracy presented the proposed update to the Meeting Fees Policy. Key changes included formalizing that student presenters at the annual student meeting shall have their meeting fees waived, that science fair winners and one guest shall have registration fees for the meeting waived, and that additional guests of student presenters shall pay a registration fee applicable to the Student Category of the meeting to help cover costs of food. The meeting fee policy as presented is below:

STATE of TEXAS CHAPTER

HEALTH PHYSICS SOCIETY

POLICY REGARDING MEETINGS AND FEES ASSOCIATED WITH ATTENDING

The purpose of this policy is to establish clear guidance and uniform application of procedures regarding the payment and collection of fees from persons attending meetings and other activities conducted and/or sponsored by the State of Texas Chapter of the Health Physics Society (hereafter referred to as STC-HPS).

It shall be the intent, except as noted below, that each person attending a meeting and other activity of the STC-HPS, including presenters, shall pay the fees set by the STC-HPS for the event according to the status of the person (i.e., member, student member, affiliate member, non-member), to the activities included (i.e., if a meal or tour or other activity is optional, the person may or may not choose to participate), and to the time of payment (i.e., if a reduced fee is set for early registration, the registration and payment must be received

on or before the early registration cutoff date). Except as noted below, representatives of Affiliate Members shall pay the fees set for members.

Except as noted below, exceptions to this policy shall only be approved by a majority vote of the Executive Council on a case-by-case basis.

EXCEPTIONS:

1. The President-Elect of the national Health Physics Society, in connection with his/her official visit to the STC-HPS, shall not be required to pay fees.
2. Persons employed by and assisting in tours at facilities visited in connection with the STC-HPS activity shall not have to pay any fee associated with the tour; however, each such person would be required to pay for other meals/activities in which he/she participates.
3. At the annual Affiliates' Fair, each Affiliate Member in good standing shall be provided exhibit space at no cost and afforded the opportunity to make a presentation at the meeting. One representative of the Affiliate shall have the registration fees for the meeting waived. Each additional representative from an Affiliate Member's organization shall pay the Member fee for the meeting.
4. Representatives of colleges, universities, and non-profit organizations wishing to have exhibit space and/or make a presentation, whose organization is not an Affiliate Member in good standing, shall pay the fee applicable to the individual's membership category and an additional fee of \$20 above costs for the booth/presentation time.
5. At the annual student presentation meeting, student presenters shall have the registration fees for the meeting waived.
6. At the annual student presentation meeting, a science fair winner and one guest (typically the family member that drove them to the meeting) shall have the registration fees for the meeting waived.
7. At the annual student presentation meeting, guests of student presenters (other than the one allowed in 6.) shall pay the fee applicable to the Student category for the meeting. These guests are typically attending to support the student presenter instead of to acquire professional knowledge or CEUs. Payment of the student fee helps cover the cost of food and logistics for the meeting, yet is not overly burdensome on the people that come to support their student.

Erich made a motion to accept the policy. Ken Krieger seconded. All voted in favor of the policy change.

Bylaw changes: Tracy presented proposed changes to the STC-HPS Bylaws. The changes include:

- Typographical, grammatical, and format errors were corrected throughout.

- Name of chapter was updated throughout.
- Address of registered office updated.
- Article I, Section 1 – “or “STC-HPS” deleted. This item generated the most comments...some for and some against. After reviewing bylaws from other organizations and a legal dictionary definition of hereinafter (“in a subsequent part or from this point on in this document”), I recommend the deletion stand. The bylaws establish the legal name of the corporation and for convenience, in the rest of the document, the legal name is shortened to “Chapter.” This does not preclude us from referring to the State of Texas Chapter of Health Physics Society as STC-HPS since abbreviations are commonly used. **Not actually a change to the bylaws; the EC was supportive of maintaining the current wording in the bylaws.**
- Article III, Section 2 – “A membership application shall be completed for the purposes of populating the Chapter membership directory” added.
- Article V, Section 7 – “...select two nominees...” changed to “...select one or more nominees...”
- Article V, Section 12 – “...designate two representatives...” changed to “...designate one or more representatives...”
- Article VI, Section 2 – “...consisting of a Chairman and two (2) other...” changed to “...consisting of a Chair and at least two (2) other...”; “...vote of at least three (3) members of the committee.” changed to “...vote of a majority of the committee members present.”
- Article VI, Section 4 – “...shall select two nominees...” changed to “...shall select one or more nominees...”
- *Article VI, Section 5.* The Nominating Committee shall submit in writing the names of the nominees to the Secretary **in a reasonable time, ideally about** sixty (60) days prior to the Annual Meeting of the Chapter.
- Article VII, Section 1 – “...at least four (4) regular meetings...” changed to “...at least two (2) regular meetings...”
- EC agrees with the March 1st as the deadline to pay dues in order be eligible to vote

There was a discuss surrounding, since we are the State of Texas Chapter, if we would change our approach to meetings to instead of having 2-3 large central meetings, would we plan to have smaller, more frequent regional meetings. It was asked if we had the capacity do be able to do something like regional meetings? It was stated that although that would be an ideal to work towards, currently it doesn't appear as though the EC would have the bandwidth to be able to coordinate separate regional meetings. However, the EC is making the conscious effort to locate Chapter meetings in areas outside of our historic meeting locations. For example, last year we had a meeting in Granbury and the next meeting will be in the Dallas area.

Erich moved to accept the changes to the bylaws with changes discussed; Ken seconded the motion. All voted in favor of accepting the changes to the bylaws with changes discussed.

Will Pate will make the updates to the draft bylaws and then work to distribute the proposed bylaws to the chapter for voting.

Latha mentioned that National Rules Committee wants to get a copy of the bylaws once approved.

Charter Revision Issues: Latha contacted Parliamentarian and Rules Committee Chair for National and who provided recommendations for the draft charter sent out in 2017. Rules Committee went through it and provided a 6-page document with revisions. Asked if the changes from the recommendations had

been made to the Charter. The name change has been made, so it is not clear what else additional information is required by National HPS. HPS creates the certificate saying there is a Charter, and the original Charter has been provided back to National HPS. Tracy appointed Latha as Chair of an Ad-Hoc committee for Update of the Charter, with Jennifer and Amanda assisting to sort out exactly what is going on, what is necessary, etc.

Other items:

Matt Amen asked some questions related to the planning of meetings:

- Do we have a budget; we try to break even.
- Asked is there a maximum amount per night for the hotel? They typically ask for the State rate.
- Asked if the topic has to be approved by the Executive Council? Not standard practice.
- Asked if having physicians/techs to present want to also get CEUs; should go through Doug Johnson to coordinate.
- Who will lead the breakfast meeting if EC leadership is not going to attend? Typically it depends upon who will attend; usually the highest ranking member of the EC.

Discussion on setting up a Constant Contact registration page and using that to keep track of registrants rather than just email correspondence. Once details on the Breakfast meeting have been finalized, a Constant Contact page will be setup and distributed to the membership.

Minutes Approval: Will Pate moved to approve the minutes with edits; Latha Seconded; all voted in favor of approval with the exception of Ken Krieger who abstained from the vote.

Meeting for Billet: Ken asked if John might have interest in publishing an article on the meeting he attended in April. EC said that there would be interest so send it into John.

Motion to adjourn made by Latha at 10:17 AM