**RRSD Executive Committee Meeting Minutes**

**Date:** June 13, 2021

**Location:** Video Conference via Zoom

**EC Attendees:** Leonel Lagos, Brian O’Neil, Young Soo Park, Adam Carroll, Anthony Abrahao

**Guest Participants** (attended for a portion of the meeting): Amanda Bachmann, Aubrey Whittington, Katie Mummah, and Farzad Rahnema

Signed proxy forms received from:

E-mails received from:

No Notification:

1. **Call to Order and Welcome O’Neil**

The meeting was called to order at about 1:15 PM EST.

RRSD Chair, Brian O’Neil welcomed the committee.

1. **Approval of Previous Meeting Minutes Carroll**

Adam Carroll distributed the 2020 Winter EC meeting minutes to the EC members for review prior to the meeting via email. The content was reviewed and approved by the EC without corrections. The minutes were posted to the RRSD website, Meeting page (under 2020 Meetings). The minutes were uploaded to the ANS Collaborate website. Adam Carroll sent the approved version to Aubrey Whittington (awhittington@ans.org) for official record keeping on June 15, 2021.

1. **Treasurer’s Report**

A Treasurer’s Report was not presented. Anthony Abrahao is taking over this position and shall email the report to the Executive Committee after he has gained access to the accounts and has the previous reports.

1. **Upcoming Meeting Update O’Neil/Lagos**
* Embedded Topical DESD/RRSD (Winter 2021)
	+ Jim Byrne stepping down from leading the embedded topical, he sent some updated via email (June 14, 2021)
	+ Technical Program Committee has the following expectations (list supplied by Jim Byrne).
		- Solicit paper contributions for the upcoming conference on the assigned technical area
		- Communicate with and assist the technical area chair and publication chair in program organization
		- Participate in paper review process
		- Attend the conference and volunteer to co-chair a session or help manage the Poster Presentations (if any)
		- Participate in evaluating presentations/poster for Best Paper and Best Poster Awards
		- Keep your Technical Program Co-Chair informed of your progress.
	+ If the Topical receive significantly more than 24 papers, a poster session shall be considered
	+ NS Savannah Tour will be on Saturday, in conjunction with the meeting
	+ Regular meetings of the Technical Program Committee to begin on monthly basis, then transition to bi-weekly.
1. **Past Meeting/Activity Summary O’Neil**
* No update.
1. **Chair’s Workshop & Chair Meeting (via Zoom) O’Neil**
* No update.

1. **Old Action Items Update Carroll**

RRSD secretary, Adam Carroll, listed the old action items and went over the status of each item. The following are the completed items. The action items that remain active are listed in Summary of Action Items Section.

* Update RRSD Website with information on Topical Meeting / Call for Papers
* Post approved meeting minutes for Summer 2020 EC meeting
* Archive RRSD presentation for ANS board in ANS collaborate
* Submit Ray Goetz award to ANS
1. **Committee Assignments (past and future) O’Neil**
* No new assignment to Officers and EC chairs, except for Young Soo Park Chairing the topical conference
1. **Web Page Carroll**
* Webpage updates have been completed as requested. Additional info on topical conference / Call for Papers was added.
1. **Newsletter O’Neil**
* The newsletter should remain a twice-a-year production
* With COVID and reduction in content, producing a newsletter has been difficult recently.
* All EC members are to help generate content for the letter
* O’Neil to author a Chairman’s letter for inclusion.
* Include content on upcoming topical meeting

1. **Student Activities**
* New student EC member required; O’Neil has identified a student, Caleb Hatler. Caleb is a Junior at LeTourneau University in Texas and has spent summers at LANL working on mobile robotics for routine contamination survey.

1. **Nominations Legos**
* No new nomination

1. **By-laws Update O’Neil**

Brian O’Neil has gathered all the required documents and made progress on the review and update. He expects to make significant progress before the next meeting.

1. **New Business O’Neil/Legos**
	* Amanda Bachman suggested she could assist with recruiting new EC members or student EC member
	* Potential transition from ANS Collaborate to Teams
	* Student Conference leadership team requested a $500 donation from RRSD.
	* Farzad Rahnema discussed opportunity for us to be a guest editor of Nuclear Science and Engineering. They are looking to produce a special issue. We could forward the best abstracts from the Topical Meeting and allow those individuals to produce a full paper in this journal.
2. **Summary of Action Items Carroll**
* Update by-laws committee (O’Neil)
* Update RRSD website (Carroll)
* Post 2020 Winter meeting minute on RRSD website and archived in the ANS collaborate (Carroll)
* Paused due to Covid-19, internal robotics workshop (O’Neil)
* Check with ANS on Ray Goertz award status, ensure everything is 100% set (Lagos)
* Send Brian O’Neil highlights on Mark Noakes’ career. (Young, Carroll, Legos)
* Solicit papers for 2021 ANS Winter Meeting (All)
* Locate restaurant near ANS Winter Meeting site that prepares wings via a smoking method (Abrahao)
* Confirm appointment of student support chair (All)
* Send Jean Plummer content for the RRSD newsletter (Young, O’Neil, ALL)
* Leo Lagos and Brian O’Neil to schedule a series of planning meeting for the Topical conference.
* Transition financials, email update to Committee on Tressure Report (Abrahao)
* Determine contribution to ANS Student Conference (All)

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| **Date** | **Activity** | **Responsible Member** | **Due** | **Complete** |
| 06/13/21 | Continue with the by-law update | O'Neil |  |  |
| 06/13/21 | Update RRSD website | Carroll | 06/15/21 | Complete |
| 06/13/21 | Post approved 2020 Winter meeting minute on RRSD website; archived in the ANS collaborate  | Carroll | 06/15/21 | Complete |
| 06/13/21 | Send approved 2020 Winter meeting minutes to ANS (Aubrey Whittington) for their records. | Carroll | 06/15/21 | Complete |
| 06/13/21 | Internal Robotics workshop  | O’Neil | 2022 |  |
| 06/13/21 | Confirm with ANS the Ray Goertz award is fully set  | Lagos | 07/31/21 |  |
| 06/13/21 | List of highlights of Mark Noakes’ career, submit to O’Neil | Carroll/Young/Lagos | 11/16/21 | Complete |
| 06/13/21 | Solicit and submit papers for 2021 ANS Winter meeting (DESD/RRSD Topical) | All | 7/12/21 | Complete |
| 06/13/21 | Identify smoked wings restaurant | Abrahao | 11/15/21 |  |
| 06/13/21 | Confirm appointment of RRSD student support chair | All | 12/31/21 |  |
| 06/13/21 | Issue the 2021 Summer Newsletter | Plummer | 8/30/21 |  |
| 06/13/21 | Schedule planning meetings for Topical | O’Neil/Lagos | 8/30/21 |  |
| 06/13/21 | Email EC financial Report | Abrahao | 07/31/21 |  |
| 06/13/21 | Vote on donation to ANS Student Conference | All / O’Neil | 06/30/21 |  |

1. **Adjourn O’Neil**