

RRSD Executive Committee Meeting Minutes

2013 ANS Summer Meeting

Royal Palm Salon

Hyatt Regency, Atlanta GA

June 16, 2013

Minutes Document Version July 02, 2013

Executive Board Members Present

Reid Kress, Chair

Jim Tulenko, Vice Chair

Mark Noakes, Secretary

Chris Eason, Treasurer

Mitch Pryor, ExCom member and Incoming Treasurer

Richard Minichan, ExCom member and Topical Committee Chair

Executive Board Members Absent

Miles Close

Jeffrey Coughlin

John Jansen

Bruce Legge

Timothy McJunkin

Sean Peterson

Duane Schmoker

Others Attending

Vikash Mishra, University of Arkansas student member,
vmishra@uark.edu, 479-595-4416.

Jim Byrne, DD&R, 2014 Joint Embedded Topical lead.

The meeting was called to order at approximately 12:10PM.

1. Preliminary Business

The new members coming in were discussed. None could attend this meeting. Stephen Canfield, Matthew Cole, and Leonel Lagos are the new members. It was noted that Leonel was not on the welcoming letter.

Mark Noakes will take an action item to investigate why Leonel Lagos was not on the welcoming letter.

Sean Peterson, Mitch Pryor, and Duane Schmoker are the departing members. Mitch Pryor was the only departing member in attendance.

2. Approval of Previous Meeting Minutes

Minutes of the last executive committee meeting held in San Diego, CA were approved as distributed.

3. Treasurer's Report

Chris Eason presented the details on the 2012 expenditures. Chris reported that \$500 had been spent on student support to date for 2013.

Jim Tulenko made the recommendation to cap student support at \$2000 per year.

Reid Kress noted that the budget would be due to ANS HQ in September instead of November this year.

Expenditures will be minimal; no further expenses are expected until Fall.

As incoming Treasurer, Mitch Pryor has the action item to work with Chris Eason to provide the necessary budget paperwork in September.

4. 14th Topical Meeting Update (2014)

ANS HQ has approved the embedded topical for June 2014 in Reno, NV. Steve Tibrea will be the program chair. We will have three rooms for sessions. We will need roughly seven sessions with six papers per session.

There was some confusion on the details of the costs and features of the embedded topicals.

Rich Minichan will take an action item to resend the financial and logistics features of the embedded topicals.

We need to identify a plenary speaker from either DD&R or RRSD. There was no resolution or action item at this time.

The next steps are to generate the call for papers and to prompt technical program chairs to solicit papers.

Mark Noakes will take an action item to discuss topical sessions based on previous conferences with Steve Tibrea and Sue Aggarwal.

5. Report on the ANS President's Workshop

Reid Kress and Jim Tulenko reported on the Saturday PM and the Sunday AM meetings. Results include:

ANS announced that they have been losing money for several years. Corrective actions need to be taken.

ANS will back away from international support.

ANS will not offer free support to other societies.

RadWaste magazine has not been making money; it will be repurposed or deleted.

The NEED fund, scholarships, and congressional fellows need to be reconfigured.

The group insurance plan will be dropped.

Virtual meetings and conference attendance were discussed but no resolution was made.

6. RRSD Report to the Board of Directors

Reid Kress will make a presentation to the Board of Directors on Wednesday. No problems are anticipated.

UPDATE July 02, 2013. The Board of Directors presentation went exceptionally well. The Board raised no concerns but indicated that they may ask how we are recruiting students since our efforts there have been exceptionally successful. They also asked how ANS could learn more about and/or become involved in additive manufacturing.

Mark Noakes will take an action item to pursue this interaction and to possible suggest a plenary speaker for the ANS Summer meeting in Reno, NV from ORNL's Manufacturing Demonstration Facility's Additive Manufacturing program.

7. Old Action Items Update

Most action items (see appendix) were completed or repurposed.

8. ANS Report on RRSD Metrics

ANS HQ has not distributed current metrics so this topic was not discussed at this time.

9. Web Page

As Mitch Pryor migrates to Treasurer, RRSD needs a new web page manager. ANS indicated that they will actually administer the website. The new RRSD staff member can work in Microsoft Word. Mitch will retain the responsibility until a new executive committee member becomes available.

10. Newsletter

John Jansen will be asked to do the newsletter going forward as Sean Peterson retires.

Reid Kress takes an action item to ask John Jansen to be the newsletter chair.

11. Student Activities

Nathan Gibson, 2013 Student Conference Co-chair, led a four member presentation thanking RRSD for supporting the student conference which had a 660 student member attendance from 54 different universities and 88 international students. There were 181 student presentations and 65 posters presented.

The next student conference is April 2014 at Penn State. Catherine Perego presented the plans for the next conference. RRSD volunteered to support the conference with judges.

A comment was made that we should pursue bringing student members onto the executive committee.

A motion was made and accepted to approve \$500 for student support for the ANS Winter meeting.

A motion was made to allow up to two students on the executive committee, undergraduate and graduate. The motion was approved.

Jim Tulenko will check with ANS HQ per bylaw changes or issues related to adding student members.

Jim Tulenko will check with ANS HQ on whether RRSD can support a specific RRSD student at the conference.

12. Publications

Jim Tulenko discussed making the publication RadWaste Solutions more of a decontamination, decommissioning, and disposal journal. Jim Tulenko asked Jim Byrne to mention this at the DD&R meeting.

RRSD has a session at this conference with five papers. This fulfills our metric for conference support.

13. Blog

Reid Kress has submitted a blog entry to ANS HQ for approval. This metric is fulfilled.

14. Support of 75th Anniversary of Fission (Winter Meeting)

Chris Eason suggested that we market RRSD as the enablers of the nuclear industry and research community.

Chris Eason will work with Miles Close to outline possible RRSD responses to the request.

14. Honors and Awards

The next Ray Goertz award needs to be considered for the 2014 embedded topical. Bill Hamel and Frank Heckendorn will be considered. Other possibilities will be solicited. The deadline will be posted on the RRSD website for January 31, 2014.

Mark Noakes will take an action item to pursue the documentation for the Ray Goertz award for June 2014.

14. RRSD Rules and Bylaws Update

Conference calls should be more official and need to be documented if any business decisions are made. Recent conference calls have been included as an attachment to this document. This practice will be used going forward.

15. Professional Divisions Update

No official input on this line item.

16. Nominating Update

Patrick Goode, Warren Dixon, and LANL students will be approached for membership. Other members will be solicited.

Reid Kress will try to contact Sandia staff to re-establish contact with the SNL robotics staff.

17. Old Business

There was no old business not discussed elsewhere.

18. New Business

Jim Tulenko suggested that RRSD pursue separate topicals at universities. University of Florida and University of Texas at Austin are potential candidate universities.

Jim Tulenko suggested that proxies should be given by members not attending in the future.

Jim Tulenko will distribute a form letter that ANS has used previously for proxy assignment.

Jim Tulenko and Mitch Pryor have an action item to check on possibilities for Texas and Florida as venue for the next topical targeted for 2016.

19. Summary of Action Items

The action items are appended to the minutes.

20. Plaques for Outgoing Members

Plaques were presented to Reid Kress and Mitch Pryor.

Duane Schmoker and Sean Peterson were not present. Their plaques will be mailed to them.

21. CLOSING NOTES:

- The next meeting will be held November 10, 2013 in Washington DC at the Omni Shoreham.
- Conference calls will occur on a bimonthly basis with specific days TBD. Note that there should be an August conference call to settle budget issues since the division budget will now be due to ANS HQ in September.

ATTACHMENTS

Summary of RRSB Executive Committee Conference Calls Nov 2012 to June 2013

The RRSB executive committee holds periodic conference calls to discuss progress on past action items, to continue planning and scheduling for the upcoming topical, and to plan for the next executive committee meeting at the ANS Annual or Winter meeting. In addition, certain business items that require a decision prior to the next planned face-to-face meeting may be addressed. These calls are always attended by a quorum of the executive committee. An attendance roster for each specific conference call is kept with the call notes.

The calls held between the November 2012 executive committee meeting and the June 2013 executive committee meeting and their general topics are summarized below.

- January 18, 2013: Discussed the newsletter and the blog article. Both are ready for release.
- April 4, 2013: Discussed the change in plans for the upcoming topical from a joint topical with DD&R division to a joint embedded topical with DD&R to be tentatively planned for June 2014.
- June 10, 2013: Planned for the upcoming executive committee meeting on June 16th which included determining who would be able to attend and further planning for the 75th anniversary of fission celebration in the fall 2013.

Robotics and Remote Systems Division

2012 – 2013 Action Item List

Item	Date Assigned	Date Completed	Assignee	Action
0624-2	06/24/2012	06/16/2013	Pryor/Eason	Mitch Pryor to look into RRSD hosting a booth and/or other items for the student conference. STATUS: Conference was successfully supported.
0624-5	06/24/2012	06/16/2013	Peterson	Sean Peterson to look into the feasibility of securing a Manipulator for a booth at the topical and student conference. STATUS: The arm was not available for the conference.
0624-6	06/24/2012	06/16/2013	Minichan	Rick Minichan to look into the feasibility of having a workshop at the topical conference. STATUS: Deleted as incompatible with the existing plan to hold an embedded topical June 2014.
0624-8	06/24/2012	06/16/2013	Kress	Reid Kress with assigned responsibility to look into input to the ANS blog. STATUS: A blog entry was submitted to ANS HQ.
0624-9	06/24/2012		Tulenko	Lisa Lockrem will seek additional RRSD member for Young Member's group with new member coming to ANS meetings. STATUS: Jim Tulenko will investigate options.

0624-12	06/24/2012		Tulenko	Tulenko will update RRSD five year plan. STATUS: This is due for the June national meeting.
1111-1	11/11/2012	06/16/2013	Kress	Reid is to consider when/how the ExCom should address \$500 funding for student conference travel. STATUS: Funds were supplied to the student conference.
1111-2	11/11/2012	06/16/2013	Kress	Reid is to explore if it is possible for a private company to donate directly to the RRSD. STATUS: The answer is that private companies can donate to a division through the headquarters office.
1111-3	11/11/2012	06/16/2013	Kress	Reid to investigate the ANS statement that all publications are now available on line. STATUS: The ruling that all government-funded papers must be freely available resolves this issue.
1111-4	11/11/2012	06/16/2013	Noakes	Mark Noakes is to get Bruce Legge's info for final draft of the newsletter to Sean Peterson. STATUS: Bruce Legge has not expressed interest in attending the ExCom meetings. He will not be pursued further.

1111-8	11/11/2012		Noakes	<p>Mark Noakes to pursue Bill Hamel as a potential ANS Fellow candidate.</p> <p>STATUS: Bill Hamel has expressed interest and is still an ANS member. Mark provided contact info to Jim Tulenko.</p>
1111-9	11/11/2012	06/16/2013	Tulenko	<p>Jim Tulenko is to distribute the approved metrics to the ExCom.</p> <p>STATUS: Completed</p>
1111-10	11/11/2012	06/16/2013	Noakes	<p>Mark Noakes is to integrate the new metrics into the final version of the minutes.</p> <p>STATUS: Metrics were noted in the minutes as appropriate.</p>
1111-12	11/11/2012		Noakes	<p>Mark Noakes is to pursue Bill Hamel to refine the details of what interaction IEEE wants with RRSD.</p> <p>STATUS: Info provided to Jim Tulenko for his pursuit of the matter. ANS is apprehensive of any agreement.</p>
1111-13	11/11/2012		Tulenko	<p>Jim Tulenko is to pursue ANS HQ as to what their stance would be on a formal interaction with IEEE.</p> <p>STATUS: Info provided to Jim Tulenko for his pursuit of the matter. ANS is apprehensive of any agreement.</p>

1111-14	11/11/2012	06/16/2013	Schmoker	Duanne Schmoker is to coordinate outgoing member plaques for the June meeting with the first deadline being February 1, 2013. STATUS: Reid Kress took care of plaques.
0616-1	06/16/2013		Noakes	Mark Noakes will delete completed action items from this list after publishing for the June 2013 ANS minutes and will transfer Secretary duties to Chris Eason. STATUS:
0616-2	06/16/2013		Noakes	Mark Noakes will investigate why Leonel Lagos was not included on the RRSD incoming ExCom welcome letter. STATUS:
0616-3	06/16/2013		Pryor	Mitch Pryor will work with Chris Eason to provide the necessary budget paperwork in September. STATUS:
0616-4	06/16/2013		Minichan	Rich Minichan will resend the financial and logistics features of the embedded topicals. STATUS:
0616-5	06/16/2013		Noakes	Mark Noakes will discuss topical sessions with Steve Tibrea and Sue Aggarwal. STATUS:

0616-6	06/16/2013		Noakes	<p>Mark Noakes will pursue interaction with ANS HQ on student recruitment and an Additive Manufacturing plenary speaker for the June 2014 embedded topical.</p> <p>STATUS:</p>
0616-7	06/16/2013		Kress	<p>Reid Kress will ask John Jansen to be the newsletter chair.</p> <p>STATUS:</p>
0616-8	06/16/2013		Tulenko	<p>Jim Tulenko will check with ANS HQ per bylaw changes or issues related to adding student members to the committee.</p> <p>STATUS: From the Board meeting this does not appear to be a problem.</p>
0616-9	06/16/2013		Tulenko	<p>Jim Tulenko will check with ANS HQ on whether RRSD can support a specific RRSD student at the conference.</p> <p>STATUS:</p>
0616-10	06/16/2013		Eason	<p>Chris Eason will work with Miles Close to outline possible RRSD responses to the ANS HQ 75th Anniversary of Fission for the Winter Meeting.</p> <p>STATUS:</p>
0616-11	06/16/2013		Noakes	<p>Mark Noakes will pursue documentation necessary for the 2014 Ray Goertz award.</p> <p>STATUS:</p>

0616-12	06/16/2013		Kress	Reid Kress will contact Sandia to attempt to re-establish contact with the SNL robotics program. STATUS:
0616-13	06/16/2013		Tulenko	Jim Tulenko will distribute a form letter that ANS has used previously for meeting proxy assignment. STATUS:
0616-14	06/16/2013		Tulenko	Jim Tulenko and Mitch Pryor will check on possibilities for future topicals at the University of Texas and the University of Florida. STATUS: