

HPS Decommissioning Section
Executive Board Meeting Minutes

June 30, 2010

Attendees: E. Bailey, J. Berger, W. Glines, J. D. Ottley, S. Roberts, T. Rucker

I. Discussion

Dave Ottley suggests collecting a brief resume from each Section Board Member and Officer, with the intent of being able to call on Subject Matter Experts as needed. Wayne Glines agreed. Tom Rucker suggests collecting similar data from all members. Dave cautioned against that, stating we don't want to overwhelm members with requests for information and will likely not be able to utilize that much data anyway.

Dave presented a plaque to Jim Berger recognizing his service to the Section.

Ed Bailey stated that the HPS will be providing instructions to all Sections on how to perform electronic balloting. This should standardize the process and clear up confusion. Dave suggested evaluating the bylaws again, and possibly inquiring with Eva Hickey on the development of "generic" bylaws that each Section can follow. Wayne stated that the current bylaws do not address what to do if irregularities occur in the election process. Dave provided a summary of the issues that occurred during the 2010 election, including:

- Only 29 members voted, whereas in previous elections almost twice that number of members voted. Sarah stated that this was most likely due to malfunction of the electronic ballot on the first day it was rolled out.
- The ballot was sent out to members late.
- There were only two members of the nominating committee (bylaws require three members)
- Dave had to run the election because the Secretary/Treasurer (Sarah) was on the ballot
- A candidate (Dick Toohey) was not a member when he ran for office (which is contrary to bylaws) (refer to Article VI.1, 2nd paragraph)
- There were four nominees for the Board (as opposed to the two required by the bylaws)

Wayne took the action to revise bylaws and charter as needed.

Dave asks what we can do about declining membership. Ed inquired as to whether or not the decline follows the trend of declining membership in the HPS. The answer was not known. Dave asked what we would do with data if we determine who dropped out of the Section. Wayne and Tom agreed that the Section should, at a minimum, send an email to those people advertising the list of benefits of being a Section member. Wayne suggested that overall we need to do a better job of advertising benefits to members. Dick was volunteered to take the action of requesting a list of people who are still HPS members but did not renew Section membership.

Dave stated that the \$1000 spent on the DVD project is still showing up in the Section's account, but that this is an obligated cost. Dave suggested that the

Section should pursue collecting video clips for possible inclusion in the DVD. Sarah volunteered to identify video available in Oak Ridge.

Wayne inquired as to whether or not the Section should engage in the midyear meeting on instrumentation. Sarah and Wayne will take the action to evaluate this.

Wayne suggested that the Board should consider expanding the scope of the Section Charter to include other areas related to D&D such as cleanup standards following a radiological terrorist event. Ed suggested that representation of small facility D&D is lacking from our HPS presentations and meetings.

Ed is taking the action of discussing several items with the HPS Board, including development of "generic" bylaws for the Sections, development of "good to know" items for each Section, and the process for vetting the expansion of the scope of the Section.

Jim Berger noted that the IAEA was sorry for backing out on the presentation for this year's Special Session, and is more than willing to make up for this by presenting at a future meeting.

Dave asked if the email survey to membership asking what we can do for them should be pursued (action from last year's Board meeting). All agreed that this should be removed from the action item list.

Dave asks about a topic for next year's HPS meeting. Sarah suggests putting together a quick survey and allowing members to vote. All agreed with this. Sarah volunteered to put together a sample survey and forward to Board and Officers to review. Dave requested that we also include a "check box" to ascertain which members have an interest in presenting at next year's special session.

II. Action Items

- Wayne will lead bylaws and charter revisions.
- Dick was volunteered to request a list of people who are still HPS members but did not renew Section membership.
- Sarah will identify video available in Oak Ridge for possible inclusion in the student DVD.
- Wayne and Sarah will evaluate whether or not the Section will participate in the midyear meeting on instrumentation.
- Ed took the action of discussing several items with the HPS Board, including development of "generic" bylaws for the Sections, development of "good to know" items for each Section, and the process for vetting the expansion of the scope of the Section.
- Sarah will put together a sample survey and forward to Board and Officers to review.