

Minutes for the 9-21-05 EICHPS Officer's Meeting

Summary: The purpose of this meeting was to start work on the EICHPS sponsored events for the 2005-2006 term. Attending this meeting was:

EICHPS President: Scott Schwahn
EICHPS Vice President: Roy Dunker
EICHPS Secretary: Kristi Moser-McIntire
EICHPS Treasurer: Lawrence Burke

EICHPS-Student Branch President: Kristen Smith
EICHPS-Student Branch Secretary/Treasurer: Maya Keller

Introductions: The meeting was called to order by Scott Schwahn and introductions of each officer were made.

Old Business

Treasurer's Report: Scott asked for a Treasurer's report covering the chapter's bank account. Larry reported that the EICHPS currently has a balance of approximately \$2700.00. Larry will work with the bank to set signature cards for Scott and himself, and will provide Scott with a copy of the latest bank statement.

Documents (by-Laws, etc.): Scott asked if anyone had copies of the bylaws. Larry has copies and will distribute them to each of the EICPS officers.

P.O. Box: EICHPS does have an active P.O. Box; the address is P.O. Box 2694, Idaho Falls, Idaho 83403. There was some discussion on whether or not it would be wise to have the Chapters address assigned to an individual or perhaps the University. At this time the chapter will keep the P.O. Box and Larry will check it at least monthly.

Corporation Paperwork: Scott asked if the chapter had a logo or letterhead. Larry showed the officers old membership cards that have a logo on it. Nothing was available for routine use.

Liability Insurance: Scott spoke with our National chapter liaison, Lisa Bosworth, regarding liability insurance. She indicated that the NHPS has insurance that covers chapter officers.

Membership: Larry reported that not all members had paid their \$10 membership dues. The chapter needs to establish a current list of members and collect dues on a routine cycle. Scott and Larry will work on an official membership list. It was also recommended that the members of the student branch be considered honorary members of the Eastern Idaho Chapter once they have paid their \$5 student branch dues.

New Business

Meetings for 2005-2006: Scott indicated that one of the purposes for this meeting was to set the 2005-2006 calendars in motion. He also suggested that the chapter host on social meeting as a kick-off. Kristi suggested that local vendors may be interested in paying a fee to have booths and that fee could be utilized to buy beverages and snacks for the event. Kristi will provide Scott with a list of local vendors. The following months were identified for meetings:

November: Social Meeting- Scott/Kristi

January: Technical Meeting, not to compete with mid-year meeting – Lawrence

March: John Horan Symposium - EICHPS-Student Branch
May: Student Presentations and annual meeting - Roy
July: Technical Meeting – to be decided

Science Teachers Workshop: Scott reported that he has approximately eight individuals who are willing to help deliver courses to science teachers. Maya indicated that the student branch would be willing to help put together training kits, but cautioned that we may be doing the very same thing that ANS is doing. Her suggestion was to work in conjunction with the ANS. Roy will take lead on this and work with the Student Chapter.

Title Protection: Scott obtained a copy of legislation from the state of Georgia that provides title protection to Health Physicists. He received word from the National Society that they will work on our behalf to ensure title protection. Scott will coordinate how we can assist in this movement.

Website: Currently ISU houses our website; Scott would like the National HPS to host our website. Everyone agreed that this was a good move and Scott will lead this effort.

Minutes: Scott would like meeting minutes distributed to the officers within a week of the meeting date. After everyone has reviewed the minutes, Scott will distribute them to the member list.

Officer Responsibilities: Scott has copies of the Accelerator Section's officers' responsibilities, and he will use that to draft a version for our chapter.

Benefits to Members: We need to offer something for the dues that are paid. Members need to feel that there is some value of actually being a member.

Goals for bank account: We all agreed that we would like to see our chapter have approximately \$5000.00 minimum balance for a safety margin. The uses for the bank account are, or could be, scholarships, travel, etc. The Officers agreed that this chapter should be having a peer audit at least once a year. This is only a monetary audit that will have the officers checking the balance of the books starting from now.

Side note: It was mentioned that it would be nice if on the National Membership dues there was a box one could check and also pay local dues. This may increase our membership. Our Chapter Liaison will be asked to look into this possibility.

Scott asked the student branch officers if they had anything they would like to discuss. Maya stated that the Student Chapter has to stay "active" in ASISU's eyes to receive funding for their organization. One way they can maintain their "active" status is by receiving donations. A couple of things that could be viewed as a donation are: Money to purchase frames and sponsoring members. Another possibility is for the Chapter to donate \$10 to the Student Section for each active student member, which then could be used to pay the Chapter dues. While this is a net zero transaction, the ASISU would see the income as evidence of activity.

Roy brought up Radiation Without Borders, and would like our chapter to sponsor a membership in a foreign country. Scott agreed that this is a positive idea; however, we all agreed that we need an active membership before we can sponsor another country.

Meeting Adjourned.