Minutes of Spring Executive Council Meeting
10 April 2014
Lake Mary, FL

Date: Thursday, 10 April 2014
Time: 4:00pm to 6:00pm
Location: Westin Lake Mary Hotel, Lake Mary, Florida

I. CALL TO ORDER

Attending: Kevin Nelson, President; Howard Dickson, President-elect; Les Hines, Treasurer; Tom Jacobson, Board Member; Rhonda Holtzclaw, Board Member; George Snyder, Venues Director; Kathy Thomas, Secretary; Rodney Nickell (Nominating Committee Member and representing Kurt Geber, FCHPS Newsletter Editor); and CarolAnn Inbornone.
Guests: Mike Phillips, State of Florida, Bureau of Radiation Control
Absent: Jay Maisler, Past-President, and Kurt Geber, Board Member

The meeting was called to order at 4:10 pm by Kevin Nelson, President.

II. APPROVAL OF FALL 2013 MEETING MINUTES

The minutes from the fall executive council meeting at the West Palm Beach Marriott Hotel, West Palm Beach, Florida on 17 October 2013 were reviewed. George Snyder motioned to approve the minutes, and Howard Dickson, President-Elect, seconded the motion. The Fall 2013 minutes were approved unanimously by the Executive Council.

ACTION ITEM: Kathy Thomas will continue to include a section called “Action Item(s)” in each agenda item to identify the person(s) responsible for any follow-up actions. Kathy Thomas will send a final copy of the Fall 2013 minutes to Jason Timm to place on the FCHPS web site.

III. OLD BUSINESS

A. Volunteer Awards

Kevin Nelson stated that the FCHPS could submit a name or names of members who we wish to nominate for awards to the national HPS. The Chapter volunteer award is usually presented at a chapter meeting by the HPS President-elect during his or her chapter visit. Kevin Nelson stated several members of the FCHPS have been selected to receive awards from the national HPS at the Society’s annual meeting in Baltimore, Maryland,
in July 2014. Debbie Gilley will receive the Fellow Award, Josh Mochner, a science teacher at Riverview High School in Sarasota, Florida, will receive the Geoffrey G. Eichholz Outstanding Science Teacher Award, and Wesley Bolch will receive the Distinguished Scientific Achievement Award. Howard is on the national HPS awards committee and had an opportunity to vote on these three nominations.

Jay Maisler and Kevin Nelson nominated Kurt Geber for the FCHPS chapter volunteer award for his work as the FCHPS newsletter editor.

**ACTION ITEMS**: Kevin Nelson will work on requesting the Chapter Volunteer Award plaque from the national HPS office so that the plaque can be presented to Kurt at the Fall 2014 FCHPS meeting.

B. Science Fair Awards (FCHPS and National HPS)

Howard Dickson stated that the deadline for the National Student Science Award is the end of May each year. The FCHPS science fair project must be a radiation or radioactivity-related project at the middle and/or high school level. The FCHPS award is $200 to the student and $200 to the student’s school. The national HPS award provides $1000 to be split among the winners. The FCHPS project nominations are reviewed by Drs. Wesley Bolch and David Hintenlang and they will select the winner of the FCHPS award. Kevin Nelson stated that he did not have any updates on this topic. George Snyder stated that he has sent out letters to the Florida science teachers and he also sent an email to Josh Mochner to encourage him to nominate any of his students that have done a science fair project related to a health physic topic. George stated that Josh has not sent him any student nominations.

**ACTION ITEM**: George Snyder will let the committee know if he receives any nominations for the Science Fair Award.

C. Science Teacher Workshop

Jay Maisler stated at the Fall 2013 Executive Committee board meeting that he has been contacted by the student chapter of HPS/AAPM at the University of Florida plans to offer another science teacher workshop at the University of Florida in Gainesville, Florida. Jay stated that he will meet with Dr. Wesley Bolch about this topic at a meeting in November, 2013. Jay Maisler was not present at the Spring 2014 executive board meeting.

**ACTION ITEM**: Jay Maisler will continue to work with the students and Dr. Wes Bolch, University of Florida, on the science teacher workshop.

D. Membership Campaign and Survey

Kathy Thomas and Kevin Nelson distributed copies of a draft of a membership survey to the executive board members. Kevin stated that he got the idea for a membership survey because the number of FCHPS members attending the meetings has been declining. Thus the committee thought it would be a good idea to survey the membership to find out what the chapter could do to increase the attendance at meetings, and to find out what the members like and don’t like about the meetings and to get feedback from members to find out how we can change the meeting to make it more attractive for them to attend.
Kevin Nelson recommended that the chapter work with national HPS to send out the survey electronically to all the FCHPS members. Kevin will talk about the survey at the business meeting after the technical session tomorrow. He asked the board members to let him know if anyone has any other topics and/or questions that could be added to the survey. Rhonda Holtzclaw had a comment about question #1 should read “3-4” instead of “3 or more” and another answer “5 or more” to be added for those members who have attended more than 4 meetings. Rhonda also recommended that another reason “conflict with work/home schedule” be added to the list of possible reasons why a member for not attending a meeting. Rod Nickell stated that another question #5 could be added at the end of the survey that would be an open question to the membership asking for suggestions for improvements, such as “opportunities for improvements” or “what FCHPS could do to hold a better meeting.” Another suggestion was to add one more field under question #4 for “other” where members could list other topics of interest not already on the list.

**ACTION ITEM:** Kevin Nelson will work on getting electronic survey process with the national HPS secretariat office and/or the support committee so that the survey could be sent out electronically via email to the FCHPS membership.

### E. Investment Update

Howard Dickson sent out a package about the current FCHPS investments to the current executive board members. Howard stated that he had noticed that the FCHPS investments are in a single category, mainly electric power and utilities and that he recommends that the FCHPS consider diversifying their stock holdings. Howard stated that it appears that the FCHPS is interested in holding a dividend-bearing package of stocks. Howard put together a package of stocks that he followed for six months and shows the performance of the stocks in the handout. Howard recommends that the chapter consider hiring an investment advisor to put together a new stock portfolio. Howard has worked with the advisor, Neal Abravanel, CFP, who is employed by the national HPS, and Howard stated that he would be willing to manage the FCHPS stock funds for a fee of 1% per annum of the stock holdings. The other option would be to continue managing the investment funds ourselves and saving the $600-700 commission fee. Kevin Nelson noted that it appeared that the stocks that Howard has selected were considered long term and Howard agreed that the stocks would probably not be changed very much from year to year. Kevin Nelson stated that the FCHPS investments are used as a cash reserve that would only be used to resolve a short-term deficit in the budget. Howard is concerned that the energy stocks will be interest sensitive down the road and recommends that the portfolio should be diversified. George Snyder asked if the stocks were set up could the portfolio stay the same over the next 3-5 years without management from a person knowledgeable in trading. Howard stated that the FCHPS treasurer would be involved in selling and buying stocks and that he has paperwork that will allow he and Kevin to trade the stocks as required. Kevin Nelson stated that the general membership should vote on this proposal to trade the present stocks for a more diversified portfolio. The board unanimously decided to present the proposal to trade the energy stock holdings for a more diverse set of stocks to the membership at the business meeting.

### IV. NEW BUSINESS

#### A. 2014 FCHPS Election Results

Kevin Nelson asked Les Hines to announce the results of the 2014 FCHPS elections. Les stated that the President-Elect is Mike Phillips, the treasurer is Adam Weaver, and the new board member will be Rodney Nickell. Kevin congratulated the new board members and stated the he reviewed the membership statistics from 15 years ago and for this year and found that members of the BRC have consistently comprised about 1/3 of the FCHPS
membership. Kevin hopes that the chapter will continue to have BRC participation in the meetings in the future. Kevin thanked Les Hines and Rhonda Holtzclaw for their service on the executive board over the past couple of years.

**ACTION ITEM:** Kevin Nelson asked Kathy Thomas to send the SOP/Job Action sheets to the newly elected board members.

**B. New Members**

There were three applications for membership to FCHPS submitted by (1) Armand Cognetta, a private dermatologist who is an adjunct USF faculty member, who is sponsored by Mike Phillips, (2) Sam Iverstine, CHP, Radiation Control, EH&S at UF, sponsored by George Snyder, and (3) Christopher Kaches, NRRPT, US Navy, Jacksonville Florida. The board reviewed the three applications. George Snyder moved for approval and Tom Jacobson seconded the motion. The executive board were approved the three applications unanimously.

**ACTION ITEMS:** Kathy Thomas stated that she would add the new FCHPS members to the email member list. Kathy Thomas has the email list of present and past members. Kevin encouraged the board to let him know of any ideas to increase membership.

**C. Spring 2014 Meeting Agenda**

Howard stated that he asked Kevin Nelson to give a talk on “Medical Fluoroscopic Exposures and Incidents” at the meeting tomorrow and two of the talks, “Smart Meters: Health Hazard or Not” and “Medical Linear Accelerators and how they work” were geared toward the BRC staff attending the meeting. Howard will give the talk on Smart Meters because Joe Danek how to go out of town on a business trip. The retiring president of Mirion, Sandy Perle, will give a talk on “Direct Ion Storage Dosimeters.” Barbara Hamrick, national HPS President-Elect, will give a talk on “What I Don’t Know About Epidemiology.” The meeting will also include presentations by two UF graduate students.

**D. Location and Dates for the Fall 2014 and Spring 2015 Meetings**

Howard stated that the FCHPS executive board has had previous discussions on finding meeting locations or venues that are revenue neutral and affordable. Howard stated that he talked to Les Hines and we expect to have a small positive revenue return from the spring meeting. Looking ahead to the Fall meeting joint meeting the FCHPS is selecting the venue for the meeting this year. Howard stated that he has had a discussion with the staff member at USF School of Public Health who is in charge of setting up meetings. Howard stated that they have hosted meetings for safety engineers (ASSE) and that USF should be able to accommodate the FLAAPM and FCHPS because the group attending would be about the same size. The have a big lecture hall, food service area, registration area, and an area that could be used for the vendor exhibits. The only problem is scheduling in the fall because the area is usually occupied with student classes, however, the venue may be available in March during the annual student spring break week. There would be no charge to use the facility, however, the food would have to be catered. Kevin Nelson stated that the joint meetings with FLAAPM would probably still have to be held in a hotel conference center, however, the other meetings of just the FCHPS could be held at rotating locations, such as the University of Florida or USF. Rhonda recommended that if our meeting was moved to August then the meeting could be held before the students returned and there would be no conflict with the holidays. Rod Nickell commented that the Radisson hotel in Cocoa Beach where the chapter met in 2010 was a great venue for the meeting.
**ACTION ITEM**: Mike Phillips and Kevin Nelson will talk to Kathleen Hintenlang, President-Elect of FLAAPM about the location and dates for the Fall 2014 joint meeting. Kevin stated that the meeting will probably be in Gainesville. Howard recommended that the meeting could be held in mid-October. Howard stated that he would give Mike Phillips the contact person for the student chapter of the American Nuclear Society (ANS) at the University of Florida, to see if they are interested in participating in the meeting in the Fall if it is located in Gainesville.

**E. Future BRC-FCHPS Collaborations**

Kevin Nelson stated that about 1/3 of the FCHPS membership over the past 15 years has resided in the State of Florida BRC and that the FCHPS should collaborate as much as possible with the BRC on meetings such as this Spring meeting. The challenge continues to be the funding aspect of the collaboration because it is not always known whether or not funding will be available until very close to the planned meeting date. Kevin stated that to the extent that the FCHPS can provide information and expertise on new technology the collaboration should be encourage to be continued. He also stated that the face-to-face interactions between FCHPS members and the BRC members are invaluable. The BRC held a one-day training session today (Thursday) at the Westin Lake Mary Hotel and about ½ of the attendees are expected to stay for the FCHPS meeting tomorrow, where many of the technical presentations are focused on BRC topics of interest.

**ACTION ITEM**: Kevin Nelson recommended that the Chapter continue to plan spring meetings with the BRC to including technical sessions of interest to both the BRC staff and FCHPS members.

**F. Chapter SOP – Capturing FCHPS’s Institutional Knowledge**

Kevin Nelson stated that George Snyder has been a member for FCHPS for many years and is the person that holds the most institutional knowledge about the chapter operating procedures and policies. George Snyder stated that he has a CD of all the chapter officer SOPs and other chapter business that Jason Timm put together when he was chapter president. Kevin asked George Snyder to review and update the job action sheets/SOPs for the various FCHPS executive positions.

**ACTION ITEM**: Howard and Kevin asked George to please get a copy of the CD to Mike Phillips, President-Elect. Kathy Thomas will also send a copy of the CD that Jason gave her to Mike Phillips.

**G. IRPA 2024 Meeting**

Kevin Nelson stated that the national HPS has asked him to chair a task force to bring the IRPA 16th International Congress meeting to Orlando, Florida in 2024. The national HPS meeting would be held concurrently with the IRPA meeting. The bid for the meeting will be submitted at the 2016 IRPA World Congress meeting in Capetown, South Africa. Kevin is working with the task force to create a brochure that will be sent to associate IRPA members asking for their support. The task force is looking at two properties in Orlando, Shingle Creek and the World Marriot, for a venue that will be able to accommodate at least 2,000 attendees. The national HSP Secretariat will travel to Orlando on 1 May 2014 to look at these two properties.

**ACTION ITEM**: Kevin Nelson is working with Debbie Gilley, AAPM, on the proposal for the upcoming 2024 IRPA Congress in Orlando, Florida.
H. How to Make Our Chapter Better

Kevin conducted a brief “executive session” for feedback on how the chapter is doing and what could be done to make the chapter better. Rodney Nickell stated that he thought that sending out the survey was a great idea to get feedback from the membership to find out which topics and venues may be of interest to the members. George Snyder thanked Kevin Nelson for his service as president for the past year and that the board thought he did a great job. Rhonda Holtzclaw asked about the national HPS name change. Howard Dickson stated that Arman Ansari presented an excellent case for the proposed national HPS name change, however, a survey was sent out to the membership and the response was “mixed” on both sides, and that members were entrenched on both sides of the issue and Armin decided that it was not worth putting more effort into the campaign, so the proposal was tabled by the national HPS board.

I. Website Maintenance

Jason Timm has graciously volunteered to continue as the FCHPS webmaster. Please forward any items to Jason to be placed on the website as required.

V. REPORTS

A. President

Kevin Nelson thanked Howard for arranging a great spring 2014 joint meeting with interesting topics and sessions. Kevin stated that he would give a “State of the Chapter” address to the meeting tomorrow.

B. President-Elect

Howard Dickson stated that it was a pleasure working with FLAAPM counterparts to arrange and plan this fall meeting and was pleased to hear that the agenda was well received. Howard stated that the FCHPS is responsible for planning the next FCHPS-FLAAPM joint meeting in fall 2014, which will be held in Gainesville, Florida. Howard stated that he is currently in the process of planning the venue for spring meeting in 2015.

C. Past-President

Jay Maisler, Past-President, was not present at the board meeting.

D. Secretary

Kathy Thomas stated that the minutes for the 17 October 2013 fall executive board meeting have been completed and were circulated to the executive council members for review. Kathy continues to communicate with the members and affiliates using email addresses that she has for
members, vendors, and the student members. Please contact her if you need to update contact information and/or send her information about vendor contact information.

**ACTION ITEM**: Kathy Thomas will send the final copy of the minutes and ask Jason Timm to place them on the web-site.

**E. Treasurer**

Les Hines gave the April 2014 FCHPS Treasurer’s report. The chapter has stock holdings presently valued at $69,071 as of 31 March 31 2014. The account summary for the August 2013 through March 2014 period showed total expenses of $5,742, total income as $2,895, and meeting income of $6,785 as of 9 April 2014, with a final total balance of $13,152, which included registration and dues payments, but does not include the spring meeting expenses, which are estimated at $6,400. A copy of the treasurer report is attached to the minutes. Howard Dickson had noted at the Fall 2013 meeting that the FCHPS stock holdings were solely energy and power companies (American Electric Power, Nextera Energy, Duke Energy, Progress Energy and TECO Energy) and that the stock earnings had decreased by $1,200 during the six months prior to the meeting in October 2013.

**ACTION ITEM**: Howard Dickson will present the proposed change to the current FCHPS stock holdings at the Chapter business meeting tomorrow.

**F. Executive Council Members**

Two board members, Rhonda Holtzelaw and Tom Jacobson, attended the meeting and contributed to the discussions. The third board member, Kurt Geber, of the executive council was not able to attend the meeting.

**G. Committees**

**a. Newsletter**

Rodney Nickell stated that Kurt Geber, FCHPS newsletter editor, would not be attending this meeting. Rodney asked the board members to please send any items to be published in the newsletter directly to Kurt.

**VI. Adjournment**

Howard Dickson and Kevin Nelson thanked everyone for attending and the meeting was adjourned at 6:00 pm.
Executive Committee Discussions - Kevin

2014 Election Results – electronic ballots for future elections – Kathy

Financial Report – Les

FCHPS investment strategy – Howard

107 members
  Regulatory – 30%
  Academic – 18%
  Industrial/Power/Consultants – 23%
  Medical – 8%
  Non-Specified/Retired – 17%
  Vendors –

Approximately 54% of FCHPS members belong to national HPS

Approximately 15% of FCHPS members are CHPs

Many serve on HPS committees:
  John Lanza – HPS Board of Directors
  John Lanza – Finance Committee
  Howard Dickson – Awards Committee
Debbie Gilley – Chair, Public Information Committee  
Brigette Nelson – Intersociety Relations Committee  
Kevin Nelson – Nominating Committee

Good technical content, broad range of topics = increasing number of CHP credits

Continued interaction with AAPM

Increased interaction with BRC and ANS

Continue to be fortunate and receive support from many loyal vendors

Deficit spending to hold meetings

Registration costs are disincentive to attend for some members