American Nuclear Society - Health Physics Society

Applicability of Radiation - Response Models

to Low Dose Protection Standards:

Topical Planning Meeting Minutes

Monday November 7, 2016

Present: Alan Waltar, Jerry Woodcock, Steve Baker, Mike Lawrence, Paul Rittmann, Anna Markham, Bob Tibbatts, Kris Troyer, Mike Leimon, Ron Kathren, Darrell Fisher, Tony Brooks, Wanda Munn, Wayne Glines, Virginia Cleary-Ivanoff (via telephone)

Not Present: None

Attachments:

1. [Agenda](http://www.umtanum.com/TopicalManagedFiles/Minutes/2016-11-07/2016-11-07Agenda.docx)

2. [Draft Call for Abstracts](AbstractForm.docx)

3. [First Announcement Sample Cover Letter](http://www.umtanum.com/TopicalManagedFiles/Minutes/2016-11-07/FirstAnnouncementSampleCoverLetter.docx)

4. [Statement of Work from the Department of Energy](http://www.umtanum.com/TopicalManagedFiles/Minutes/2016-11-07/SponsorshipsDOE-SOW-October2018.docx)

5. [Directory](http://www.umtanum.com/TopicalManagedFiles/References/Directory/Directory.doc)

6. [Meeting Notes](http://www.umtanum.com/TopicalManagedFiles/Minutes/2016-11-07/2016-11-07Notes.docx)

There were no additions or corrections to the September 27th meeting minutes.

Allan directed discussion in accordance with the Agenda ([Attachment 1](#Agenda)).

The *Draft Call for Abstracts* prepared by Darrell was discussed at length ([Attachment 2](#DraftCallForAbstracts)). Discussion centered around the need for a submission date to be specified. Darrell and Ron argued that the purpose of the first call was to obtain an expression of interest from the scientific community, so it is premature to specify a date.

Mike Lawrence provided a status of our invitation to the Department of Energy Assistant Secretary for Environmental Management to speak at the conference. Mike has sent two letters, and has communicated with the Assistant Secretary’s staff trying to receive a response, but still has no response. He said that it is time to elevate the request, possibly through congress.

Darrell said that the abstract form was very simple, and designed to put on a web site. Potential speakers could be directed to the web site to obtain what is necessary to submit an abstract, or the form could be emailed to them.

The need for a *Brief Narrative for HPS/ANS/Others Publication* was discussed. Darrell said that he had decided not to prepare the document and send it out for publicity. Wanda said that she and Anna would do that, noting that external correspondence should be centralized. Alan had previously circulated a *First Announcement Sample Cover Letter* ([Attachment 3](#FirstAnnouncementSampleCoverLetter)) and said that he would continue sending publicity information in accordance with his previous commitment (Agenda List 2).

Darrell gave an update of speaker invitations (Agenda: List 1) and an update on acceptance of TPC members. Alan asked for Darrell to send him the updates and Darrell agreed.

*Local Arrangements* were then discussed. Ron noted that currently speakers are scheduled during Conference lunches. This practice limits informal conversations among Conference attendees, and prevents needed breaks in the information flow. Wanda agreed.

Jerry reported that the contract has been signed with the Red Lion in Pasco. The possibility that Conference attendees could significantly exceed the planned value of 150 was discussed. Alan and others said that the early responses that we have received make it likely that attendance could be 400 or more. This raised the question of availability of hotel rooms for the attendees. Jerry said that he could get agreement with the Best Western next door to the Red Lion to take overflow, and that the Red Lion could accommodate overflow using their other hotels in the area and provide necessary transportation.

Alan said that he is still hoping to get Bill Gates as a keynote speaker, but he knows that there is only one opportunity to make the request. It is important to be fully organized before making that move.

Darrell expressed frustration in communicating with members of the Planning Committee. Steve agreed to provide a directory of members to facilitate communication [Directory](#Directory)

*Fund Raising* was then discussed. Tony has identified two sources of funding: 1) Dr. Doug Boreham, Division Head of Medical Sciences at McMaster University, and 2) U.S. Department of Energy Office of Environment, Health, Safety and Security.

Tony said that Dr. Boreham would like for the money that he secures to provide for Conference attendance by him, his students, and Tony Hooker from Australia. Tony will continue working with Dr. Boreham and at some point, will need to provide for accepting and managing the money.

He also provided a Statement of Work from the Department of Energy, Office of Environment, Health, Safety and Security ([Attachment 4](#StatementOfWork)) that would be the vehicle to provide money for the Conference. Organizational structure is required to agree to the Statement of Work. Specifically, someone needs to agree to the statement of work and then prepare the required deliverables. A process for managing the money must also be put in place. Bob Tibbatts will be the treasurer and the point of contact for the contract. Tony will request that the statement of work be modified to make the Local Section of the American Nuclear Society be the contracting agent instead of the Health Physics Society. He will also prepare the deliverables. Questions were raised about specific requirements for deliverables, but it was concluded that the required deliverables are what we already have planned, and that they are general enough that there should be no issues associate with implementation.

Ron suggested that Bob be bonded, both to protect him and the Conference.

Planning for *Tours* was discussed. Daryl said that we should give attendees a memorable experience as other countries do. Possibilities discussed included:

* + River boat trips up the Columbia River on Sunday
	+ Wine tours on Sunday
	+ Entertainment in conjunction with evening dinners
		- Mid-Columbia Mastersingers Concert
		- “Forte” performance
		- Haberman – Gnoza performance
	+ Hanford Visits on Thursday
		- B Reactor (possibly with dinner)
		- Hanford, White Bluffs, Bruggeman warehouse
		- Pump House
		- Irrigation Systems

Arrangements for *Publications* were discussed. Alan said that an issue associated with first right of refusal for paper publication had arisen. The conference has an agreement with the Health Physics Society that they will publish Conference results. But national American Nuclear Society has recently established a policy that conflicts with Conference plans. Virginia reported by telephone that she had attended a meeting where the topic was being decided and had convince them that our conference planning was too far along to be changed.

A requirement for speakers to publish papers, and associated page charges were discussed.

Darrell asked if we have a Post Office Box now. Steve and Jerry replied yes, the address is:

P.O. Box 784

Richland WA 99352

The next meeting was scheduled for 4:00pm on Wednesday, December 7.

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