Attendance & Participation

|  |  |  |  |
| --- | --- | --- | --- |
|  | Electronic | Workshop | Executive\*\* |
| Division (20) |  |  |  |
| AAD | \* | B. Miklich/ J. Stubbins | B. Miklich |
| ANSTD | \* |  | S. Bragg-Sitton |
| BMD | \* | S. Biegalski | S. Glover |
| DESD | N. Glucksberg |  |  |
| ETWDD | \* | T. Knight | L. Marshall |
| FCWM | G. del Cul |  | G. del Cul |
| FED | \* |  |  |
| HFICD |  |  | J. Mahoney |
| IRD |  | S. Biegalski | S. Glover |
| MCD | T. Evans |  | R. Slaybaugh |
| MSTD | \* | B. Chin/J. Stubbins | B. Chin |
| NCSD |  | S. Larson/J. Hicks | S. Larson/J. Hicks |
| NISD | \*R. Knief/J. Lee |  | R. Knief |
| NNPTG | \* S. Nesbit |  | S. Nesbit/M. Hassler |
| OPD | \*M. Spellman | T. Remick | T. Remick |
| RPD | \* | M. DeHart/R. Ellis |  |
| RPSD |  | S. Xu/G. Sjoden |  |
| RRSD | \*J. Tulenko | J. Tulenko/M. Noakes |  |
| THD |  |  |  |
| YMG | E. Marzari |  |  |
| At-Large (13) |  |  |  |
| Chair | H. Gougar | H. Gougar | H. Gougar |
| Vice Chair |  | C. Mazzola |  |
| Vice Chair |  | R. Slaybaugh | R. Slaybaugh |
| Member (ex officio) |  | R. Klann |  |
| Member (Board) |  | S. Arndt | S. Arndt |
| Member |  |  | S. Bragg-Sitton |
| Member | B. Collins |  | B. Collins |
| Member |  |  | S. Glover |
| Member (Board) | D. Kimball |  | D. Kimball |
| Member |  | T. Remick |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
|  |  |  |  |
| Others |  |  |  |
| Staff | B. Ballard | B. Ballard | B. Ballard |
| Staff |  |  | T. Bishop |
| ANS Officer |  |  | D. Hoffman |
| Director |  |  | H. Chichester |
|  |  | L. Wright |  |

\* Provided input on Activities in support of the Strategic Plan and/or 75th Anniversary of Fission

\*\* Quorum (½ of membership) achieved (including proxies)

Minutes

*These minutes are compilation of the discussions and actions of the electronic and executive committee over a period of about a month. Chronological order was not preserved.*

*Action Items Highlighted*

1. Call to Electronic Order
	1. Minutes and Agenda - The minutes of the June 2013 Meeting and the agenda for the November 2013 meeting were approved after a few minor corrections to the attendance list.
	2. Staff Report - Bonnifer Ballard reported that the acquisition of a new Information Technology system has been approved. Specifications are being developed and the market is being examined for candidate systems. The system is expected to be implemented by September 2014. For Professional Divisions, the new system will offer online workspace for division business, efficient electronic meeting resources and a usable database of members for targeting requests for and offers of information and assistance.
	3. President’s Statement
		1. ANS President Don Hoffman apologized for delaying the start of the PDC meeting because the Board of Director’s meeting that immediately preceded it ran long. He stated, however, that this also indicated that the Board’s interest in Division activity is large and the issues that were discussed were substantial. BMD, OPD, and MCD presented reports at this Board meeting.
		2. President Hoffman went on to admonish the Divisions for being delinquent in the review and updating of Public Policy Statements; reminding them that each Division is required to review existing Statements at least every 3 years. New or updated statements are a sign that ANS remains engaged and relevant in the field of nuclear science and technology. The Board will be expecting reports of such reviews and updates in upcoming meetings.
		3. The President acknowledged the efforts of the PDC to review the division metrics and measures but warned us to be careful as these metrics were built upon much hard work and discussion among past PDC members.
		4. Other points – the President underscored the importance of division support of young members and students; encouraged the PDC to increase the level of coordination and collaboration (among constituent units, committees, other Societies, the industry, and international partners. Expect the pace of activity in ANS to increase.
	4. The Chair noted the number of Divisions not represented at the Executive Meeting. Even though some PDC business is now conducted electronically, the executive (face-to-face) meetings held at the national conferences still fulfill a role that cannot easily be replaced via email or telephone. The Chair reminded each Division Chair to make every effort to attend these meetings or designate a fellow Division officer to represent the Division.

Division Chairs – confirm attendance (yourself or a proxy) before each PDC meeting.

1. Division reports
	1. 75th Anniversary of Fission – Many divisions responded to the Chair’s request for a summary of activities in support of the 75th Anniversary of Fission being celebrated at the DC meeting. The Chair compiled the contributions and noted that he should have provided a specific format/template as part of the request as those contributions came in all shapes and sizes (not easy to compile.)
	2. Strategic Plan Activities - Many but not all divisions responded to the Chair’s request for a summary of activities in support of the Society’s Strategic Plan. The request was made in response to a specific request by President Hoffman. As with the 75th Anniversary summaries, these contributions came in all shapes and sizes. The Chair will set an example by requesting information in the future be relayed in specific formats, perhaps as webforms.
	3. Metrics Update – A number of PDC members commented on the lack of updated metric information (last statistics released were for 2011). Ballard acknowledged the backlog at HQ that resulted from staff retirements and a labor-intensive compilation process.
2. Liaison Reports
	1. Bylaws and Rules – Gougar reported that an earlier interpretation of New York Corporate Law by ANS Legal Counsel severely restricting the use of electronic voting would only be applied to the Board of Directors. ANS supports the use of electronic voting by all other constituent units and committees. Gougar also reported that 4 divisions (BMD, IRD, RPD,and DESD) have yet to adopt Division Rules conforming to Society Guidelines. Gougar volunteered to help these divisions draft new Rules and facilitate approval.
	2. Membership – Slaybaugh attended the Membership Committee meeting and thus provided a Liaison report. The Membership Committee is considering a change to the category of Honorary Life Member. The first such proposal was rejected by the Board and is being re-worked. Also, President Hoffman recently proposed a new Utility Membership category in which a plant or other organization would pay one corporate fee that would result in all of their employees being added to the ANS member list. This provoked some discussion among PDC members but as no formal proposal has been presented, the Chair ended the discussion after a few minutes.
	3. Professional Development Coordination – Collins reported that PDCC is currently focused on Section 1 of the ANS Strategic Plan and how the committee is best suited to provide input, training, and development for the society. Progress has been made in attaining professional development credit hours for Professional Engineering recertification. A process is now in place for obtaining these credit hours for attending sessions at the annual meetings. About 22.2% of ANS members have PE certification and the Committee is considering ways of boosting this. PDDC is also considering a new mentoring program that would be based more online than on conference attendance.
	4. Communications - In June 2013, the Strategic Communications Task Force appointed by ANS President Mike Corradini, presented a strategic communications plan to the ANS Board of Directors. The Board approved the recommended plan and tasked the Communications Committee with developing a work plan to illustrate how the plan will be implemented.

This work plan document was drafted with input from the Communications Chair, Vice Chair, and a staff communications work group and shows the approach that the committee and staff will take to implement the strategic communications plan. The Communications Committee, as a whole, has reviewed and approved the plan.

In the work plan summary attached to this cover letter, the following components are included

* Brief description of each implementation strategy (identified for each high level strategy in the strategic communications plan document)
* Member lead
* Staff lead
* Work group members/composition
* Strategy prioritization
* Implementation timeline

The Work Plan will require buy in and collaboration across the organization in order to be implemented successfully. As such, the strategy leads and working group members have been deliberately chosen to include all stakeholders.

The Communications Committee Chair together with the Director of Communications and Outreach will monitor and encourage progress throughout the year. The plan will be reviewed and updated regularly and the Director will provide periodic reports to the Communications Committee, Executive Director, and Executive Committee.

* 1. Public Policy – Steve Arndt reported on the backlog of Public Policy statements that need review. The PPC is attempting to address the slow turnaround time. Gougar urges Division Officers to assist with reviews of policy statements per President Hoffman’s concerns.
	2. Publications Steering – No report. The liaison position is currently vacant. Ballard noted however that there is a search underway to replace the editor of Nuclear Technology who is retiring.
	3. National Program Committee - The liaison position is currently vacant, however, Gougar and Director Chichester reported on the deliberations of the Task Force on Meetings appointed by President Hoffman to evaluate national and topical meeting policy. Their report supplemented remarks made by NPC Chair Ray Klann during his presentation at the PDC Workshop. The Task Force is considering the scheduling of a large Poster Session, in lieu of Thursday technical sessions, at national meetings to boost attendance later in the week and provide an alternative to the traditional technical presentation format. As no formal proposal has been put forth, Gougar limited the discussion to a few minutes. Comments:
* Such a poster session may reduce the chance of employer support of meeting travel because some employers consider poster sessions less important
* There exists a stigma with ANS that papers assigned (‘relegated’ has a negative connotation) to a poster session are of a lower technical stature.
* Flexibility is key – offer divisions the ability to implement the poster option the way they feel best fits their needs. This may entail allowing authors to select poster vs. presentation, making the poster session have a specific purpose, etc.
* Wednesday evening may not be the best time as some attendees may skip the session to travel home on Wednesday.

1. Old Business
	1. PDC Task Force on Division Support of Young Members Metric – This task force is working with the YMG to work up modifications. A recommendation was presented at the June 2013 Executive meeting but no action was taken for lack of quorum. A modified recommendation is expected by June 2013.
	2. PDC Task Force on Division Support of Students Metric – This group concluded in 2013 that no changes were necessary. No further action is required.
	3. PDC Task Force on Division Support of Meetings Metric – Will be reconstituted to work with the National Strategic Plan Task Force on Meetings to re-examine the metric in cooperation with NPC. Some are of the opinion that the current metrics are too prescriptive to account for the different sizes of divisions and the range of activities in which they engage. The new Task Force will include: Gougar, Remick, Bragg-Sitton, Chichester, and Glover. Gougar will coordinate with Klann before January.
	4. PDC Task Force on Division Business Practices/ Knowledge Transfer
2. New Business
	1. Strategic Plan/Metric/Vision Alignment – Gougar posted a spreadsheet cross-listing division strategic plan activities, metrics, and presidential initiatives to aid Division officers in tracking and reporting their activities. Comments and suggestions are invited. <http://www.ans.org/about/committees/pdc/docs/sp_metric_crosswalk.xlsx>
	2. Specific Proposals for the PDC
		1. New Attendee/Member Orientation – Gougar proposed a new responsibility designed to increase active Division participation and retention among students, Young Members, and new attendees. Each Division will have one executive officer (Gougar suggests the Vice Chair) to assume new member orientation responsibilities. These responsibilities will include, but are not limited to:
* Compile a list of simple tasks and Division committee positions conducive to new member accomplishments and successes.
* Follow-up on the ‘welcome email’ to new members that HQ will begin sending later this year. Forward a copy of the latest newsletter and the aforementioned task list. Query the recipient regarding his/her intent to attend the national meetings.
* Get the Division Chair to add ‘New Member/Attendee Welcome’ early in the Division Executive and Program Committee meetings. Personally greet each new member/attendee and ask introduce themselves (with a little bio speech). Hand them a copy of the task list and urge them to take on one or more before leaving.

This is an experimental initiative and the Chair invites suggestions and feedback. This is targeted toward new members and conference attendees who want to get involved but are not overly aggressive or knowledgeable of Division mechanics. Credit toward metrics on ‘Membership Trends’ and Student or YM support (if applicable) can be taken (so declares the PDC Chair). After a reasonable evaluation period, Divisions should consider formalizing this activity by adding it as a specific officer responsibility. ACTION: Division Chairs appoint a New Member/Attendee Orientation officer (or assign the task to an existing officer), develop a plan for implementation before and at the next national meeting, and report to the PDC.

* + 1. Division Newsletter for Students – the Student Sections Chair has relayed the desire of many students to become more informed of Division activities so that they can take advantage of opportunities and become more quickly involved. One suggested tactic is a Division newsletter directed toward students with information about upcoming conferences (that they attend or support through the conference student program), scholarships, and Division activities particularly conducive to student participation (e.g. design competitions and public communications).

ACTION: Gougar will work with the SSC Chair on a format and content guide before the June meeting. Action: PDC members provide suggestions or examples to the PDC Chair (or send ideas if you already do something along these lines).

* + 1. IT Wishlist – the PDC Chair requests Division input on the requirements and specifications for the new ANS Information Technology system. Gougar will draft a wish list for comment by the Business Practices Task Force. ACTION: Gougar (Chair of Business Practices Task Force) will provide a recommendation to the PDC for comment before the June Meeting.
		2. Regular telecom with the President – President Hoffman has requested a telecom with Division Chairs on a regular basis (4-6 weeks) to assign tasks relative to his initiatives and to discuss progress. Details have yet to be worked out. One PDC member (Remick) suggests a rotating participation.