# Professional Divisions Committee Workshop

## June 6, 2015

**5:00 p.m. – 7:00 p.m. Republic B**

Welcome, Roll Call, and Overview Gougar

*Members-at-Large: H. Gougar(C), R. Slaybaugh(VC), Carl Mazzola (VC),T. Snow, R. Klann, B. Collins, T. Remick,T. Sutton, T. Snow*

*Staff & Guests: T. Marshall, T. Bishop, S. Zinkle (H&A Committee)*

*Division Representatives:*

*AAD: P. Cole, C. Kelsey, Blair Bromley*

*ANSTD: J. Bess, Blair Bromley*

*BMD: S. Lamont*

*DESD: J. Peters*

*ETWDD: L. Marshall, M. Bala, Blair Bromley*

*FCWMD: J. Lucchini. M.L.D. Gougar*

*FED: S. Reyes, A. Lumsdaine, Blair Bromley*

*HFICD:*

*IRD: S. Biegalski*

*MCD: T. Aldemir*

*MSTD:*

*NCSD: J. Hicks, S. Goluoglu*

*NISD:*

*NNPD: M. Hassler, G. Carpenter*

*OPD: R. Cole, T. Remick*

*RPD: R. Ellis, P. Tsvetkov*

*RPSD: M. Ferenci*

*RRSD: M. Noakes, W.C. Eason*

*THD: S.Y. Lee, D. Schubring*

*YMG: E. Merzari*

Division Resources – Division Websites

*Tari Marshall described the roll-out of templates for Division websites. These websites adhere to the Society’s branding guide but otherwise can accommodate style and content choices of the individual divisions. Two templates are found at*

<http://divdev1.ans.org/>

<http://divdev2.ans.org/>

Division Awards Steve Zinkle

*Steve Zinkle briefly described the process of establishing Division Awards which he was careful to distinguish from national awards. The section on Awards in the Professional Divisions Manual (*[*http://www.ans.org/about/committees/pdc/docs/profdivmanual.pdf*](http://www.ans.org/about/committees/pdc/docs/profdivmanual.pdf)*) is largely accurate and can provide detailed information.*

Meetings and Divisions – General Ray Klann

*Ray led the general discussion of issues and guidelines for hosting a successful Topical Meeting. His presentation can be found on the PDC website. Ray discussed the role of the National Program Committee.*

**Professional Divisions Committee Meeting**

## June 9, 2015

**4:00 p.m. – 5:30 p.m. MTexas A**

1. Preliminaries
	1. Roll Call

*Members-at-Large: H. Gougar(C), R. Slaybaugh(VC), S. Bragg-Sitton, T. Sutton*

*Staff: T. Marshall, T. Bishop*

*Guests: G. Grechek(Incoming President), S. Zinkle (H&A Committee),*

 *J. Abrefah, K. Huff*

*Division Representatives:*

*AAD: P. Cole, C. Kelsey*

*ANSTD: S. Bragg-Sitton*

*BMD:*

*DESD: J. Peters*

*ETWDD: L. Marshall, M. Bala, Blair Bromley*

*FCWMD: J. Law*

*FED: S. Reyes*

*HFICD: M. Sattison*

*IRD: L. Cao*

*MCD: T. Aldemir*

*MSTD:*

*NCSD: S. Goluoglu*

*NISD:*

*NNPD: M. Hassler, G. Carpenter*

*OPD: R. Cole, V. Gilbert*

*RPD: R. Ellis, P. Tsvetkov*

*RPSD: S. Nathan*

*RRSD: M. Noakes, W.C. Eason*

*THD: S.Y. Lee, D. Schubring*

*YMG: E. Merzari*

\*Proxy

* 1. Message from the President

Incoming President Gene Grechek briefed to the attendees on the dire condition of ANS Membership and Finances. He cited data that showed that as much as 80% of student members drop out within 3 years. Utility members do not see the value in ANS membership for their employees. Upwards of 80% of Local Section members are not members of ANS National. Membership is at about 10500 and declining.

ANS is running a $3M-$4M deficit. Projected advertising revenue is down $200K. The Board is investigating new business models..

He tasked the individual divisions with taking immediate steps to boost membership, targeting older students and young members. PDC Chair Gougar followed by urging officers to update their Strategic and Tactical Plans with specific and measurable membership boosting activities. The Membership Committee is assembling some tools and ideas for this which will be distributed in the coming months.

* 1. Staff & Board Report (T. Bishop)
		1. New Staff Member in Communications

There was an unexpected departure in the Communications Departing in November 2014. On March 9, 2015 Tracy Marc began her position as ANS’ Communications Manager. We are very happy to have her on board.

* + 1. Division Metrics

Division metrics involve data from all departments at ANS Headquarters. Toni Bishop sent out several e-mail reminders to Division chairs to gather data that is not available from ANS staff, i.e., participation with outside professional societies, non-meeting publications, etc. Also requested was information on topical meetings for which ANS staff did not lend support in registration and papers/speakers. The requested information has been slow in coming in.

* + 1. Division Welcome Emails

Staff worked with the incoming chairs in June to update “welcome to the division” messages before they went out in July for June new members. The messages are being sent regularly around the 8th of each month.

* + 1. Division Scholarships and Awards

 The SPCC voted to endorse the new spend policy implementation plan as it applies to the SPCC, the divisions, and NEED (there's a webinar online already and the document will be made available once approved by the board). The WISE program continues to be active and successful. Fundraising efforts are ongoing for Loewen scholarship; after this meeting it appears that the Lineberry will be fully-funded, or nearly so. The creation of the Gelbard Scholarship (under MCD) was approved.

On Friday April 10, representatives of the Finance Committee held a webinar to communicate general information regarding Division scholarships, award balances, and the process moving forward. The goal was to get divisions engaged in the process to come to a mutual agreement on their individual scholarship and award balances. In addition, the committee explained how scholarship funds will be awarded from their scholarship accounts in order to maximize the amount funds that remain in their accounts. It was requested that at least one representative from each division Executive Committee be in attendance at the webinar, preferably the Treasurer If you were unable to attend, a video of the webinar may be seen at the online version: <https://vimeo.com/124657923> . It is also linked to the PDC page: <http://www.ans.org/about/committees/pdc/>

1. Liaison Reports (2 minutes each)
	1. Bylaws and Rules - Gougar reported that all but one of the Divisions have upgraded their Rules to the standard format. The Executive Committee has requested that the Society Bylaws and Rules be scrubbed for unnecessary or irrelevant language. This may have ‘downstream’ effects on Division bylaws and rules but no action is expected for some time.
	2. Membership – Gougar re-iterated the Society’s membership situation and collective response. The Membership Committee will be distributing ideas for Division members to use in attracting new members over the next year. Such activities should be incorporated into the Division’s Tactical Plan.
	3. Professional Development Coordination – The PDCC is working on a plant to recognize Best Papers submitted by Young Members with some sort of award and financial gift. Details to be announced.
	4. Scholarships – Rachel Slaybaugh reported that the Scholarship Committee voted to endorse the new spend policy implementation plan as it applies to the SPCC, the divisions, and NEED (there's a webinar online already and the document will be made available once approved by the board)

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The Chair of the Committee will turn over from Craig Williamson to Jim Bacik.

Ashley suggested an idea that NEED scholarships add a participation requirement to their awards. This could be a useful strategy as one way to get more of the best and the brightest students into our society. This would also involve identifying Mentors tfor the NEED recipients.

Communications – Still working in implementation of the Branding standard.

Public Policy – A joint committee of the PDC and PPC will work to define various types of statements and establish a flowsheet for creation, approval, tracking, and maintenance of these statements. Details will be hammered out over the next year.

Publications Steering – Gougar reported that subscriptions are down and the PSC is entertaining alternate publication formats such as open access in addition to electronic access.

Young Member -.Elia Merzari…

YMG is organizing a video contest – asking members to highlight why they are ANS members. YMG needs assistance with webinars and would like technical input. YMG would like to give best young person paper awards at the next ANS meeting, so please let them know if your division would like to be involved. The YMG is looking for ways to help you out in increasing your membership

1. Old Business
	1. PDC Metrics (Gougar)
		1. Data acquisition and your Division Archive – Again, Divisions are strongly encouraged to uploaded important documents (B&R, newsletters, scholarship info) to their respective Division folders for continuity and records management.
		2. Meeting Support Metrics – Good data was collected for 2014 but a new meeting metric is still being formulated. Previous proposals were found to be a bit cumbersome.
2. New Business
	1. Executive Meeting Attendance – Some Divisions have reported difficulty in ottaining a quorum at the national meetings but most are adopting alternative (electronic) methods for conducting business. Many Divisions have multiple Young Members as Division Officers.
	2. Conflict Resolution Mechanism – Carl Mazzola reported on a Grievance Procedure for handling serious disputes between divisions or other parties. It is unlikely that such a procedure will be exercised often as most conflicts are resolved through informal talks between interested parties. The Grievance Procedure will be posted on the PDC website.
	3. Request for Extra Support for Student Leaders - Chris Eason proposed
	4. Division Planning – Strategic(5-year), Tactical, Charter (Planning Committee)