



# Meeting Minutes

## Professional Divisions Committee Workshop

November 5, 2016

### 4:30-5:00 – Octavius 5 Pre-Workshop Workshop

– **How to run a business/committee meeting** : Gougar will share tips and best practices gleaned from different knowledgeable sources

### 5:00 p.m. – 6:30 p.m.

#### Collaborate Update

Executive Director Bob Fine and Diane Cianflone updated the participants on the expanded control that Division Chairs now have over their own collaborate pages. Chairs are now authorized to create and delete folders and subfolders and to post announcements on the page. It was observed that the general division membership participation rate with Collaborate sites is very low, probably because initial use requires the user to set initial preferences. Also the communication preference for new users may be set to 'No Email' rather than daily digest or real time. The ED was asked to consider setting the default values for new members so that they automatically get notifications upon being subscribed. They could then log on and set different notification settings. The group raised a number of other issues they have with Collaborate.

#### Meetings and Divisions – General (60 min)

Kurshad Muftuoglu

Muftuoglu briefed the group on the help that is available to put on meetings and the importance of working with the NPC and meetings staff to ensure a successful outcome.

#### Knowledge Transfer

Gougar urged participants to develop ways of transferring organizational knowledge and practices. Forms and guidelines are posted on the PDC website but division officers are urged to develop their own tools, such as the FCWMD Secretary/Treasurer handover document shared by Kathryn Huff.

## Professional Divisions Committee Meeting

November 8, 2016

### 4:00 p.m. – 5:30 p.m. Emperor's Ballroom

1. Preliminaries
  - 1.1. Roll Call – attendance list attached



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- 1.2. Inspiring Message from Fearless Leader – See notes under Grand Challenges
2. Grand Challenges – Timeline and Guidelines
  - 2.1. President Andy Klen described the objectives and timeline for gathering and selecting the final grand challenges. His slide show accompanies these notes. Each division will solicit and evaluate challenges proposed by their members. Division officers are to identify a Point of Contact (POC) and devise their own downselection .
  - 2.2. Rough timeline
    - Designate a division POC, send to Andy (cc Hans) - Friday, Nov. 11
    - Solicit GC ideas from your membership – now through January
    - Formulate a GC evaluation/Division downselect process – send to Andy (CC Hans) – January 6
    - Downselect to 3 or fewer by March 1, submit .
    - Vote on finalists by end of April (1 PD/TG/vote)
    - Announcement in June
3. PD Committee Focus Areas - Gougar established 5 PDC Focus Area (Subcommittees) to come up with ways to better conduct committee business which in turn will improve overall Division performance (in theory) . The accompanying signup sheet was passed around. Gougar will select Vice Chairs from the At-Large PDC members. Division officers will serve on the subcommittees on a 1-2 year basis, the details of which are to be hammered out. Focus Areas – Technical Integration, PD Operations, esources, Division Health, Society Support
4. Emerging Issues
  - 4.1. Appeals – In recent weeks the divisions were asked, through emails from the Chair, to consider support requests from CNSTI and a Young Professional Conference. FCWMD and IRC responded with financial support to the CNSTI.
  - 4.2. Collaborate – more concerns were voiced about ANS Collaborate. Gougar will set up a folder on the PDC Collaborate page to collect such concerns and suggestions from Officers.
  - 4.3. Default Publication of Selected Conference Papers in ANS Journals – The Society is pursuing an ad hoc policy to have ANS journals have 'right of first refusal' to publish best papers from ANS-sponsored conferences (Fusion Science and Technology, Nuclear Science and Engineering, and Nuclear Technology). The latter two have traditionally focused upon nuclear reactor engineering and related topics. BMD already ran into a roadblock from the NPC who are holding up approval of MARC and the Low Dose conferences (BMD-sponsored) unless they agree to break with tradition and publish in ANS journals. Gougar will take this up with TJC.